



Community Development Department

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

www.cityofmolalla.com

Final Plat Submission Guide

MMC 17-4.3.090

Notes:

- *Prior to Final Plat submission, applicants must have an approved Property Line Adjustment, Partition, or Subdivision and have completed all conditions marked prior to final plat.*
- *The City only accepts payment over the phone or in-person.*
- *Final Plats for Property Line Adjustments, Partitions, and Subdivisions must be submitted within 2 years of preliminary plat approval. Middle Housing Land Divisions within 3 years.*
- *Next steps and process requirements will be included in the Decision.*

Review Process & Timeline

This table provides a high-level overview of the application process, including estimated durations and the responsibilities of both the applicant and City.

Step	Applicant Action	City Action	Timeline
1. Application Submittal	File Land Use Application (check "Final Plat" and include preliminary plat approval number). Pay fee.	Intake application and assign to a planner for review.	N/A
2. Completeness Determination	Monitor status and respond to staff inquiries.	Review for missing components. If incomplete, applicant has 180 days to correct.	~30 days
3. City Review	Monitor status and respond to staff inquiries.	City reviews and provides corrections to applicant.	~30 days
4. County Review	Applicant submits revised plat to County Surveyors for preliminary review.	City awaits mylar submission	Applicant driven
5. Mylar Signing	Deliver mylar to City for signature.	City signs mylar and notifies applicant for pickup.	~7 days
6. County Surveyor	Record with County Surveyor, submittal within 60 days of approval. Provide confirmation to City.	Await confirmation of recording from Applicant.	County driven

Please reach out to the Community Development Department at 503.759.0205 or communityplanner@cityofmolalla.com with any questions.