

# Boundary Change Checklist

**Deadline to submit final documents is March 31**

- Governing body proposes a boundary change.
- Notify Department of Revenue and assessor of pending change [ORS 308.225(2)(c)].
- Within 14 days, receive map from Department of Revenue and/or assessor [ORS 308.225(2)(c)], or download from ORMAP at [www.ormap.net](http://www.ormap.net). (OAR 150-308-0355). Include *Boundary Change Notice from Taxing District*, 150-504-407.

**Preliminary approval** (Optional, but recommended).

- Use proposed legal description to enter the new boundary line on the map provided [ORS 308.225(2)(c)] and (OAR 150-308-0355).

## Legal description must include:

- A series of courses in which the first course starts at a point-of-beginning and the final course ends at the point-of-beginning. The point-of-beginning must be clear, and is best described by bearing and distance from a section corner, a donation land claim (DLC) corner, or another well-monumented corner;
- Each course must be identified by bearings and distances;
- When available, refer to deed lines, deed corners and other monuments. If a deed is referenced, submit a copy of the deed. The description must be consistent with or derived from the most recently recorded deed(s) for the affected property;
- In lieu of bearings and distances, the description can make reference to:
  - Township, range, section or section subdivision lines of the United States Public Land Survey System;
  - Survey center line or right of way lines of public roads, streets or highways;
  - Ordinary high water or ordinary low water of tidal lands;
  - Right of way lines of railroads;
  - Any line identified on the plat of any recorded subdivision defined in ORS 92.010;
  - Donation land claims;
  - Line of ordinary high water or line of ordinary low water of rivers and streams, as defined in ORS 274.005, or the thread of rivers and streams; or
  - Township, section, quarter-section or quarter-quarter section, or if the areas conform to subdivision lots and blocks, by reference to lot and block description.
- Taxlot numbers can't be used for the legal description.
- If the boundary change involves a whole county, it can refer to its statutory description. Example: "All of Wallowa County as described in ORS 201.320."

## Map must:

- Be provided by Department of Revenue/county assessor/downloaded from ORMAP;
- Include the deed number of any deeds used as points-of-call in the legal description;
- Have the boundaries from the legal description highlighted on it;
- Be an accurate representation of the legal description submitted (map and legal description must match).

- Send the legal description and completed map to the assessor and to Department of Revenue [ORS 308.225(2)(a)] for preliminary approval. Email to [boundary.changes@oregon.gov](mailto:boundary.changes@oregon.gov).
- Within 30 days, Department of Revenue approves or disapproves legal and map and notifies with 5 days [ORS 308.225(6), 308.225(7)].
- Work with Department of Revenue to resolve any problems [ORS 308.225(7)].
- Resubmit legal and map until it is approved by Department of Revenue [ORS 308.225(7)].

## Final approval (Required)

- Finalize ordinance or resolution authorizing the boundary change.  
Use approved legal description and map (see above for requirements) for the order, resolution, or ordinance establishing the boundary change.
- Meet to formally approve order, resolution, or ordinance with corrected legal and map.
- Submit order, resolution, or ordinance with accurate legal description and accurate map to Department of Revenue and the assessor no later than March 31. (ORS 308.225(2)(a))
- Deadline to submit for final approval is March 31** if you want changes to be reflected on the upcoming tax roll. That means Department of Revenue must be able to approve them with no amendments or corrections needed after March 31.