

1. Submit the Final Plat for Review to the City:

The following documents must be submitted through the [Submit a Land Use Application](#) portal:

- An [application for final plat review](#);
- An electronic version (.pdf) of the final plat
- Responses showing all conditions of approval from the development review process were met.
- Documentation that all required fees (site development, fees-in-lieu, etc.) were paid in full.
- Payment: City staff will contact you for payment of the plat review fee.

2. City Review of the Initial Submittal:

- City Planning and Engineering staff will review the electronic version of the final plat and provide comments and edits (“redlines”) via email. This review process may take up to 30 calendar days from the date of submission.
- Concurrently, the applicant should send the same electronic version of the final plat to Clackamas County for their review and feedback. (Note: If Clackamas County requires a subdivision release letter from the City of West Linn, submit the request along with the other materials. If the final plat substantially conforms to the preliminary plat approval, the City will provide the letter along with the “redlines”)
- After receiving comments from both the City and Clackamas County, the surveyor can proceed to incorporate the "redline" edits onto the plat.

3. City Review of the Second Plat Submission:

- After all City and County redlines have been addressed, email the updated version of the plat to the assigned City planner.
- Planning and Engineering will review the changes to ensure they were made correctly. If outstanding items exist, the Planner will email with details. If all corrections were addressed, the Planner will email approval to proceed with printing Mylars. This process may take up to 14 calendar days from submission.

4. Final Review and Approval of Mylars:

- Print and deliver the Mylars to the City for a final review and approval.
- Staff will verify the accuracy of the final printed Mylars, after which the Planning Director and City Engineer will sign them.
- The applicant will be notified by email when the Mylars are ready for pickup. This step may take up to 14 calendar days from submission.

5. County Signature and Recording:

- Pick up the signed Mylars from the City and deliver them to Clackamas County for final signature and recording of the plat.