

**JEFFERSON COUNTY SURVEYOR'S OFFICE
PROPERTY LINE ADJUSTMENT CHECK LIST (ORS 209.250)**

SURVEYOR: _____ **PLS** _____ **DATE:** _____
NAME OF SURVEY: _____ **CKD. BY:** _____
LOCATION: _____ **FEE PAID:** _____

A. NARRATIVE: (ON MAP)

- ___ PURPOSE OF SURVEY
- ___ BASIS ON WHICH LINES WERE USED TO ESTABLISH CONTROL
- ___ WHICH FOUND SURVEY MONUMENTS CONTROLLED
- ___ DEED RECORDS AND ELEMENTS USED
- ___ SURVEY RECORDS USED
- ___ PLAT RECORDS USED
- ___ ROAD RECORDS USED

B. SURVEY MAP:

- ___ LOCATION BY TOWNSHIP, RANGE, SECTION AND ¼ SECTION
- ___ LOCATION BY LOT, BLOCK AND SUBDIVISION (IF APPLICABLE)
- ___ DATE OF SURVEY
- ___ SURVEY FOR
- ___ SCALE (STANDARD ENGINEERING OR METRIC)
- ___ NORTH ARROW
- ___ SURVEYOR'S SEAL, RENEWAL DATE, BUSINESS NAME AND ADDRESS
- ___ SURVEYOR'S SEAL MUST BE SIGNED
- ___ SIZE 18" X 24" WITH 1" BORDER
- ___ COUNTY SURVEYOR STAMP
- ___ LEAVE A 1.7" TALL BY 4.2" WIDE SPACE FOR CLERK'S RECORDING LABEL IN LOWER LEFT CORNER OF FIRST PAGE OF SURVEY
- ___ BASIS OF BEARINGS IS STATED IN NARRATIVE AND/OR SHOWN.
- ___ COURSE AND DISTANCE OF ALL LINES TRACED OR ESTABLISHED
- ___ TOTAL OF BLOCK DISTANCES CALCULATES TO TOTAL DISTANCE SHOWN ON MAP
- ___ TOTAL OF SUBCURVE INFORMATION CALCULATES TO TOTAL CURVE DATA SHOWN ON MAP.
- ___ AREA PRIOR TO ADJUSTMENT AND AFTER ADJUSTMENT FOR EACH PARCEL
- ___ COURSE AND DISTANCE TO A 1/16, ¼ OR SECTION CORNER OR TO MONUMENTED LOT CORNER OF A RECORD SUBDIVISION OR CONDOMINIUMS OR PARCEL CORNER OF PARTITION
- ___ RECORD VS. MEASURED BEARINGS, ANGLES AND DISTANCES
- ___ DETAILED DESCRIPTION OF MONUMENTS FOUND
- ___ DETAILED DESCRIPTION OF MONUMENTS SET AND MARKED OR TAGGED WITH BUSINESS NAME OR P.L.S. NUMBER
- ___ FIND OR MAKE CHANGE TO ANY ¼ OR SECTION CORNER OR THEIR ACCESSORIES AND FILE ORIGINAL OREGON CORNER RESTORATION RECORD
- ___ LETTERING OF SUCH SIZE AND CLARITY TO BE CLEARLY REPRODUCED
- ___ PLANNING DEPARTMENT PROPERTY LINE ADJUSTMENT NUMBER OR REFERENCE TO JURISDICTION AUTHORITY APPROVAL
- ___ APPROVAL SIGNATURE LINES
 - ___ COUNTY SURVEYOR AND DATE
 - ___ COUNTY ASSESSOR AND DATE
 - ___ COUNTY OR CITY PLANNING DIRECTOR AND DATE
- ___ NEW PROPERTY DESCRIPTIONS ATTACHED OR ON MAP
- ___ IF ON SEPARATE SHEETS STAMP EACH PROPERTY DESCRIPTION