

**JEFFERSON COUNTY SURVEYOR'S OFFICE
SUBDIVISION & PARTITION CHECK LIST**

SURVEYOR: _____ **PLS** _____ **DATE:** _____
NAME OF SUBDIVISION: _____
NAME OF PETITIONER: _____ **CKD. BY:** _____
LOCATION: _____ **FEE PAID:** _____
REVIEW FEE: _____ **CHECK NO.:** _____ **BY:** _____
POST-MONUMENT DEPOSIT: _____ **FIELD CHECKED ON:** _____

A. PLAT FORM:

- BLACK INDIA INK
- 18"X24" WITH 1" BORDER
- LETTERING, SIZE OR TYPE TO BE LEGIBLE AND SCALE AS REQUIRED
- 2 SHEETS OR MORE, INCLUDING INDEX SHEET, NUMBER SHEETS
- COPY OF "SUBDIVISION GUARANTEE" OR TITLE REPORT, DATED WITHIN 30 DAYS OF PLAT REVIEW DATE.

B. RECORD OF SURVEY FOR SUBDIVISION PLAT (ORS 209.250)

- TRAVERSE DATA
- CLOSURE SHEETS FOR OUTSIDE BOUNDARY
- LOCATION BY ONE-FOURTH SECTION, TOWNSHIP AND RANGE
- ERROR OF CLOSURES
- COMPUTATION OF DISTANCES AND COURSE SHOWN ON PLAT
- TIES TO EXISTING MONUMENTS
- TIES TO PROPOSED MONUMENTS
- TIES TO ADJACENT SUBDIVISIONS
- TIES TO STREETS, ROADS AND HIGHWAYS
- COPIES OF ANY SURVEY, DEED OR ROAD RECORDS INCLUDED WITH REVIEW COPY OF YOUR PLAT (TO EXPEDITE REVIEW PROCESS).

C. PLAT FORMAT (ORS CH. 92)

- NAME OF SUBDIVISION
- PARTITION PLAT NUMBER (CO. CLERK WILL NUMBER)
- PLANNING DEPARTMENT CASE FILE NUMBER
- SURVEYOR'S CERTIFICATE:
 - SURVEYED THE LAND REPRESENTED
 - CORRECTLY SURVEYED AND MARKED
 - DESCRIBED INITIAL POINT
 - DESCRIPTION OF TRACT OF LAND (EXT. BOUNDARY)
 - AREA OF TRACT OF LAND (MATCHES TOTAL FROM MAP)
 - SIGNATURE LINE FOR SURVEYOR AND DATE
 - SURVEYOR'S SEAL MUST BE SIGNED
- DECLARATION:
 - OWNER OF LAND
 - CAUSED TO BE SURVEYED AND PLATTED
 - DEDICATION TO PUBLIC STREETS, ROADS, UTILITY EASEMENTS
 - CREATE PRIVATE EASEMENTS
 - FREE AND VOLUNTARY ACT
 - SIGNATURES LINE OF OWNERS
 - ACKNOWLEDGEMENT BY NOTARY (ORS 194.575 [1])

- ___ SURVEYOR'S CERTIFICATE (EXACT COPY)
 - ___ THIS IS AN EXACT AND TRUE COPY OF THE PLAT
 - ___ SIGNATURE LINE FOR SURVEYOR AND DATE
- ___ LEAVE A 1.7" TALL BY 4.2" WIDE SPACE FOR CLERK'S RECORDING LABEL IN LOWER LEFT CORNER OF FIRST PAGE OF SURVEY
- ___ SIGNATURE LINE FOR IRRIGATION DISTRICTS
- ___ SIGNATURE LINE FOR COUNTY SURVEYOR
- ___ SIGNATURE LINE FOR COUNTY OR CITY DIRECTOR OF PUBLIC WORKS
- ___ SIGNATURE LINE FOR COUNTY SANITARIAN (IF APPLICABLE)
- ___ SIGNATURE LINE FOR COUNTY OR CITY PLANNING DIRECTOR
- ___ CERTIFICATE AND SIGNATURE LINE FOR COUNTY ASSESSOR
- ___ CERTIFICATE AND SIGNATURE LINE FOR COUNTY TAX COLLECTOR
- ___ SIGNATURE LINE FOR BOARD OF COUNTY COMMISSIONERS OR CITY COUNCIL
- ___ STATEMENT: "SIGNATURE OF BOARD OF COMMISSIONERS CONSTITUTES ACCEPTANCE BY COUNTY OF ANY DEDICATION MADE HEREIN TO THE PUBLIC."
- ___ STATEMENT: "SIGNATURE OF CITY OFFICIALS CONSTITUTES ACCEPTANCE BY COUNTY OF ANY DEDICATION MADE HEREIN TO THE PUBLIC" (IF APPLICABLE)
- ___ SURVEYOR'S NARRATIVE (SEE RECORD OF SURVEY CHECKLIST)

D. PLAT INFORMATION:

- ___ SURVEYOR'S SEAL, SIGNATURE, RENEWAL DATE, BUSINESS NAME AND ADDRESS
- ___ COURSE OF ALL BOUNDARIES (RECORD AND MEASURED) AND TO NEAREST SECOND
- ___ DISTANCE OF ALL BOUNDARIES (RECORD AND MEASURES) AND TO NEAREST 0.01 FEET
- ___ TOTAL OF BLOCK DISTANCES CALCULATES TO TOTAL DISTANCE SHOWN ON MAP
- ___ TOTAL OF SUBCURVE INFORMATION CALCULATES TO TOTAL CURVE DATA SHOWN ON MAP
- ___ LOT (OR PARCEL) AREA SHOWN ON MAP
- ___ IF MAPPED FROM RECORD LABEL PARCELS AS "UNSURVEYED"
- ___ SURVEY DATE
- ___ SCALE (STANDARD ENGINEERING OR METRIC)
- ___ NORTH ARROW
- ___ LEGEND OF MONUMENTS SET, FOUND, CONTROLLING TOPOGRAPHY
- ___ EACH LOT SHALL BE NUMBERED CONSECUTIVELY
- ___ EACH ROAD, STREET, LANE ETC. SHALL BE NAMED (NAMES ARE TO BE APPROVED BY THE COUNTY ENGINEER) AND SHALL SHOW CENTERLINE COURSE, DISTANCE AND CURVE DATA (CENTRAL ANGLE, RADIUS, ARC, CHORD DISTANCE AND BEARINGS).
- ___ INTERSECTION OF STREETS SHALL BE MARKED BY MONUMENT, GALVANIZED IRON PIPE 3/4" I.D. X 30" LONG OR ORS CH. 92
- ___ INITIAL POINT, 3/4" X 30" IRON PIPE OR 5/8" X 30" IRON ROD OR ORS CH. 92
- ___ LOT CORNERS, GALVANIZED IRON PIPE 1/2" X 24" LONG, IRON OR STEEL, ROD 5/8" O.D. X 24" LONG, OR ORS CH. 92
- ___ MONUMENTS MARKED OR TAGGED WITH SURVEYOR'S BUSINESS NAME OR P.L.S. NUMBER
- ___ LOCATION AND DESCRIPTION OF ALL MONUMENTS ON PLAT
- ___ STATEMENT OF WATER RIGHTS AND CERTIFICATE NUMBER
- ___ BASIS OF BEARINGS IS STATED IN NARRATIVE AND/OR SHOWN