



Property Line Adjustment Checklist

Approved for filing [ ]
By \_\_\_\_\_

SUBMITTAL DATE: \_\_\_\_\_ CHECKED IN BY: \_\_\_\_\_ SURVEY TRACKING #: \_\_\_\_\_

SURVEYOR: \_\_\_\_\_ LS#: \_\_\_\_\_ COMPANY: \_\_\_\_\_

CLIENT: \_\_\_\_\_ LAND USE DECISION: \_\_\_\_\_

LAND USE JURISDICTION: COUNTY [ ] BEND [ ] LA PINE [ ] REDMOND [ ] SISTERS [ ]

LOCATION: T \_\_\_\_\_ R \_\_\_\_\_ SEC \_\_\_\_\_ QRT. \_\_\_\_\_ Subdivision \_\_\_\_\_

RECEIVED COPY OF:

Required Review submittal items: (DCSO SURVEY POLICY)
-3 paper copies of survey

Reviewed By \_\_\_\_\_

Survey Drafting Standards: (DCSO SURVEY POLICY, ORS 209.250 (2))

- Black ink only, no gray or screened lines.
18"x24"
Final map drafting material, 4 mil mylar, poly, acid free paper
Lettering, size (.08" Min) or type to be legible and scaled as required
No survey information shall come nearer to edge of sheet than 1/2 inch
Deed Records creating new lines (either in narrative or otherwise annotated on map)\*

Tech Review By \_\_\_\_\_

SURVEY, Requirements for map and narrative (ORS 209.250)

- Surveyor's narrative on map (ORS 209.250 (2))
Purpose of Survey
How boundary lines or other lines were established
Controlling elements used for establishing lines
Deed elements
Survey records
Found survey monuments
Plat records
Road Records
Other data

Review Fee Actual Cost

Review Deposit = \$500.00

Non refundable filing fee = \$170.00

Non Refundable GIS Fee = \$
(\$20.00 per line adjustment)

Total Fee Paid = \$

Paid By: \_\_\_\_\_

Check No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

Date Filed \_\_\_\_\_

CS NO. \_\_\_\_\_

Map Must show the following (ORS 209.250 (3))

- (a) Location of survey by 1/4 Section, Township and Range
(b) The date of the survey
(c) Scale of drawing and north arrow
(d) Distance and Course
Distance and course of all lines traced or established
Basis of Bearings
Measured distance and course to a:
monumented section, 1/4, 1/16, DLC corner in township and range
monumented lot or boundary corner of record subdivision
monumented parcel or boundary corner of record partition plat
monumented boundary corner of record condominium plat
(e) Measured values separately indicated from record values with recording reference.
Metric measurements may be used if a conversion to feet is provided.
(f) Monuments (set monuments must be separately indicated from found monuments)
Relationship between monuments set and monuments found (ties between them)
Detailed description of monuments set and monuments found (markings, type, etc)
(g) The surveyor's Seal and original Signature.
(h) The surveyor's business name and address.

Monument requirement (ORS 209.250(8))

Monument marked or tagged with the registered business name or the surveyor's PLS number

Requirements for Monumentation (ORS 92.060(7) – refers to ORS 92.060(3))

- corners must be marked with monuments of either galvanized iron pipe not less than one-half inch inside diameter or iron or steel rods not less than five-eighths inch in least dimension and not less than 24 inches long. When setting a required monument is impracticable under the circumstances:
(a) The surveyor may set another type of monument; or
(b) The county surveyor may waive the setting of the monument.

\*Final mylar of survey must reference the deed instrument which created the new lot line (if lots have separate ownership this would include the deed for the exchange/transfer area). We will review surveys prior to deeds being recorded, but recording information must be inked on final map by the surveyor prior to filing at this office.