



Subdivision/Partition Plat Checklist

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:
3 paper copies of plat
Title Report (Subdivision Guarantee, Development Report, or other approved report issued by a title company, or authorized agent to perform such services in Oregon).
Closure Report of boundary, lots, tracts, row, etc

Plat Reviewed By _____

PLAT FORM: (ORS 92.050, 92.080, DCSO SURVEY POLICY)

- 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 plat information shall come nearer to edge of sheet than 1 inch
3 sheets or more, need index, and number sheets

Tech Review By _____

Requirements for Plat (ORS 92.050)

ORS Chapter 92.050(1) refers to Chapter 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

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

Requirement for Plat (ORS 92.050)

- (4) Plat shall be of sufficient scale and letter size approved by county surveyor, so that:
(a) survey and mathematical information, other details, are shown legibly
(5) Must Be Shown
Locations and descriptions of all monuments found or set
Proper courses and distances of all boundary line conforming to surveyor's certificate
(6) Location, dimensions and purpose of all recorded and proposed public and private easements must be shown on the plat along with the county clerk's recording reference.
(7) The area of each lot or parcel must be shown on the subdivision or partition plat.

Review Fee Actual Cost

Base Deposit Fee = \$
Partition = \$1,100.00
Subdivision = \$1,500.00
Post-mon Subdivision = \$2,600.00

Deposit Per Lot/Tract/Parcel = \$
Partition = \$100.00 per Parcel
Subdivision = \$100.00 per Lot/Tract
Post-mon Subdivision = \$120.00 per Lot /Tract

Non-Refundable filing fee = \$ 170.00

Total Fee Paid \$

Paid By: _____

Check No. _____

Receipt No. _____

Date Filed _____

CS NO. _____

- ____ (8) Bearings must be shown be in Degrees, minutes, and seconds, and distances in feet and hundredths of a foot. The following curve information must be shown on either the face of the map or in a separate table:
- ____ (a) Arc length ____ (c) Chord bearing
 ____ (b) Chord length ____ (e) Central angle
- ____ (9) City or County may not require that the plat show graphically or by notation any information or requirement that is or may be subject to administrative change or variance by a city or county or any other information unless authorized by the county surveyor.

Plat Monumentation (ORS 92.060)

- ____ (1) Initial Point
- ____ Must be on the exterior boundary
- ____ Must be marked by galvanized iron pipe or iron or steel rod, or other as approved
- ____ Pipe at least 3/4" inside diameter 30" long or 5/8" diameter iron rod 30" long
- ____ Other type as approved by County Surveyor
- ____ Initial Point referenced to
- ____ 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
- ____ (2) All Points on the exterior boundary where the boundary line changes direction, must be marked with monuments either of galvanized iron pipe or iron or steel rods.
- ____ Pipe at least 3/4" inside diameter 30" long or Rod at least 5/8" diameter 30" long
- ____ (a) Other type as approved by County Surveyor
- ____ (b) Setting of monument waived by County Surveyor
- ____ (3) All lot and parcel corners except lot corners of cemetery lots must be marked with monuments of either galvanized iron pipe not less than 1/2 inch inside diameter or iron or steel rods not less than 5/8 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.
- ____ (4) A surveyor shall set monuments with sufficient accuracy that measurements may be taken between monuments within one-tenth of a foot or within one ten-thousandth of the distance shown on the subdivision or partition plat, whichever is greater.
- ____ (5) A surveyor shall set monuments on the exterior boundary of a subdivision, unless the county surveyor waives the setting of a particular monument, where changes in the direction of the boundary occur and shall reference the monuments on the plat of the subdivision before the plat of the subdivision is offered for recording.

Surveyor's certificates (ORS 92.070)

- ____ (1) Except as otherwise provided in this section, a subdivision or partition plat designating the location of land in a county in the State of Oregon, offered for record, must include on the face of the plat a surveyor's certificate,
- ____ seal and signature of the surveyor (Stamp/Signature anywhere on the sheet counts)
- ____ surveyor having "surveyed the land represented" on the plat,
- ____ surveyor has correctly "surveyed and marked" with proper monuments the lands represented
- ____ describe initial point of the plat and its location
- ____ accurately describing by metes or bounds, or other description as approved by the county surveyor
- (Lot, parcel, and aliquot part descriptions are acceptable. A metes and bounds of the boundary excepting out an existing right-of-way that runs through the plat is acceptable. Complicated descriptions with "excepting from" and "together with" that describe a single contiguous property are not acceptable.)***

Declaration (ORS 92.075)

- ____ (1) Declaration on face of the plat to include
- ____ declarant is owner
- ____ taken before a notary public or other person authorized by law to administer oaths,
- ____ stating that the declarant has caused the subdivision or partition plat to be prepared and the property subdivided or partitioned in accordance with the provisions of this chapter.
- ____ dedication of land to public purposes or any public easements
- ____ private easements created
- ____ other restriction made (not to violate ORS 92.050(9))
- ____ (2) If the declarant is not the fee owner of the property, the fee owner and the vendor under any instrument of sale shall also execute the declaration for the purpose of consenting to the property being subdivided or partitioned.
- ____ (3) If the subdivision or partition plat contains any dedication or donation of land to public purposes, the holder of any mortgage or trust deed shall also execute the declaration for the purpose of consenting to the property being submitted to the provisions of this chapter.
- ____ ***Beneficiary of any mortgage or trust deed must consent to declaration for plats falling under Deschutes County jurisdiction***
- ____ ***Beneficiary or any mortgage or trust deed for plats under local jurisdiction outside Deschutes County jurisdiction that do not dedicate public right-of-way or easements, do not need to consent to the declaration***
- ____ (4) Notwithstanding the provisions of subsections (1) to (3) of this section, the fee owner, vendor or the mortgage or trust deed holder may record an affidavit consenting to the declaration

Approval of plat (ORS 92.100)

- ____ ORS 92.100(1) and local or county code
- ____ Irrigation district or watermaster
- ____ County surveyor
- ____ County director of road department (Bend; Redmond; Sisters; La Pine)
- ____ County environmental soils division (County only, except for Eagle Crest, unless connected to municipal sewer)
- ____ County planning director (Bend, Redmond, Sisters, or La Pine director)
- ____ County assessor with certificate
- ____ County tax collector with certificate
- ____ Board of County Commissioners (one commissioner's signature)
- ____ Statement: "Signature of (Board of Commissioners, Or City of _____)" constitutes acceptance by (county, or city) of any dedication made herein to the public"