

**YAMHILL COUNTY SURVEYOR  
SURVEY/PLAT CHECK SHEET**

**Note: the county will check the plat or survey one time. If additional errors or omissions are discovered prior to filing, the registrant will be notified and it will be left to his/her professional discretion to either correct the deficiency or proceed with filing, with the exception that plats found not to be in compliance with ORS Chapter 92 or Chapter 209 will not be approved until the required corrections are made on the final submitted plat.**

SURVEYOR \_\_\_\_\_ DATE OF SURVEY/PLAT \_\_\_\_\_ SURVEY FEE - \$100.00

DATE RECEIVED \_\_\_\_\_ CHECKED BY \_\_\_\_\_ DATE CHECKED \_\_\_\_\_

PLAT NAME \_\_\_\_\_ PLAT FEE \_\_\_\_\_ YES NO

- 1. **Plat material** - Archival. Permanent nature ink on **4 mil double matte mylar** or **photographic silver halide reproduction on 4 mil double matte mylar**. (Acid free bond paper is OK for surveys) Final paper copies will be accepted for review. Must be in final form, and signed and sealed and marked "For review only" in bold letters on the plat.
- 2. **Sizes: Surveys - 18" X 24" ONLY** including a 1/2" margin (17" X 23" drafting area) **Plats - 18" X 24"** including a 1" margin (16" X 22" drafting area).
- 3. Sheets numbered if more than one sheet.
- 4. All lines, lettering and symbols shall be of such a size, spacing and density to be clearly legible and reproducible from microfilm. Minimum size lettering template "80" or 0.08 inches when using all uppercase letters and "100" or 0.1 inches when using upper and lower case letters, or hand lettering.
- 5. No "stick on" labels of any type, including business name and address
- 6. Location by 1/4 Section, Section, Township, Range, W.M., City, County and State
- Location verified?**
- 7. Date of monumentation, Scale, and North arrow.
- 8. Surveyor's Stamp, original signature with expiration date on all pages
- 9. Surveyor's business name and address
- 10. If a "Property Line Adjustment" survey, must identify old and new property line
- 11. A detailed description of found and set monuments; Size (length of set), type, color, condition, how marked, how set or found, and origin. **Make sure that symbols match the legend.**
- 12. Tie to **existing** (monumented) Section corner, 1/4 corner, 1/16 corner, D.L.C. corner, or a corner of a recorded subdivision, partition or condominium.
- 13. Name and right of way width of shown streets or roads
- 14. Minimum curve data - any three of the following may be used: delta, radius, arc length, chord bearing
- 15. Narrative must:
  - 1. Explain the purpose of survey
  - 2. Explain basis on which lines were established
  - 3. Explain which found monuments and deed elements controlled the line established or re-established.
- 16. Basis of Bearing (monuments used and citation of record)
- 17. Bearing/Angles shown in degrees, minutes and seconds, and distance in feet and hundredths of a foot.
- 18. The relationship of **all shown** found monuments by course and distance, or fallings to the monuments set, or by coordinates.
- 19. Bearing and distance on all lot, tract or parcel lines
- 20. **PLAT NAME:** Must be approved by the County Surveyor(subdivisions only). Must not be similar to or pronounced the same as the name of any other subdivision, unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless the party files and records the consent of the party that platted the contiguous subdivision bearing that name.
- 21. **DECLARATION:**
  - A. Verify Owners - Signatures in **black ink**
  - B. Notarized - Legible stamp, signature and date in **black ink**.
  - C. State that "the declarant has caused the subdivision or partition to be prepared and the property subdivided or partitioned in accordance with the provisions of ORS chapter 92".
  - D. Any dedication of land for public purposes or any public or private easements created, or any other restriction made must be stated in the declaration.
  - E. Consent affidavit if others(Trust Deed Beneficiaries, Mortgage Holders, or Contract Vendors) have an interest in the property platted **only if there is public street dedication.**
- 22. **SURVEYOR'S CERTIFICATE:**
  - A. Statement to the effect that the surveyor "has correctly surveyed and marked with proper monuments the lands as represented".
  - B. Has placed or found a proper monument as provided in ORS 92.060 indicating the initial point of the plat, and giving the dimensions and kind of monument (a complete description).
  - C. Location of Initial point in accordance with ORS 92.060 (by survey to a monumented section corner, 1/4 corner, 1/16 corner, DLC corner, lot, parcel or boundary corner of a recorded subdivision, partition or condominium plat.)
  - D. Delayed monumentation plats shall include a certification of the surveyor that the interior corner will be monumented on or before a specified date.
  - E. **Accurately describing the tract** upon which the lots, tracts and parcels are laid out. **Adequate boundary calls.** Location by 1/4 section/Township/Range/City/County/State. **Bearings & distances conform to drawing.**
- 23. **APPROVALS:** City/County planning; County Surveyor; County Commission chair for subdivisions, only: Assessor's statement; and Recorders statement; See appropriate form.
- 24. **LOT NUMBERS** - Continue numbering "phased" plats with highest number of last plat plus one. Block numbers only if used by previous plat. **Tracts** identified by letter designation. **Parcel** numbers for partitions in Arabic numerals (no roman numerals).
- 25. **BOUNDARY RESOLUTION:**
  - A. Survey Filed and Noted. If not, must meet all the requirements of a survey per ORS 209.250.

- B. Found monuments shown on plat boundary. Sufficient Boundary Control. [
- 26. **MATH CHECK:** [
- A. Boundary/Lot/Parcel/unit closure. [
- B. Street/Easement closure. [
- C. Area of Lots, Parcels (units in condos) and Tracts (Square feet or hundredth of an acre). [
- 27. **EASEMENTS:**
- A. Purpose & recorded information. [
- B. Width. State beneficiary if "private". Label "public" or "private". Effective period if temporary. [
- C. All easements (old or new) shown by fine dashed line. [
- 28. **MISCELLANEOUS:**
- A. Adjacent Plats/Streets shown. [
- B. Exact copy conforms to Original. [
- C. Exact copy Statement and original signature on each page **q** [
- D. Post-monumented Plats - Interior monumentation affidavit statement. [
- E. Security deposit for interior monumentation. (**Letter from surveyor stating cost**) [
- F. Title Report, current (within 15 days). [
- 29. **PARTITIONS w/PARCELS IN EXCESS OF 10 ACRES (ORS 92.055)**
- A. Plat to contain the following verbiage: "CAUTION: Bearings and distances noted on any unsurveyed parcel shown on this partition plat did not result from an actual real property survey performed pursuant to either ORS Chapter 92 or Chapter 209. Any person or entity relying on courses, bearings and distances shown on this plat assumes all risks in so relying". [