



**JACKSON
COUNTY**
Oregon

Office of the County Surveyor

Surveyor

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Guidelines for Conversion of Land Division Plats and Property Line Adjustment Surveys to a Map of Survey

When the project surveyor has received notice of review from the County Surveyor's Office on a land division plat or property line adjustment survey and is unable to submit a fully compliant final mylar within 30 days of receiving notice of review; the project surveyor shall convert the original project into a map of survey. Conversion into a map of survey is only necessary when monuments have been set along the perimeter of the project boundary.

- **Title shall be Map of Survey**
- **Narrative shall contain in the purpose the following:**
"To document the location of monuments established on the perimeter boundary of a proposed SURVEY TYPE (Property Line Adjustment, Partition Plat, Subdivision Plat, Condominium Plat) as I have received notice of review from the County Surveyor on XX/XX/YEAR. The original SURVEY TYPE has been converted to map of survey to ensure compliance with ORS 209.250 (4)(b). This map of survey is not a land division or property line adjustment.
- Converted land division plats shall only be the map sheet of the original project
- Converted property line adjustments which have prematurely recorded documents with the County Clerk shall provide documentation to the County Surveyor and applicable permitting agency the method in which land title and status of lawfully created units of land shall be resolved.
- All required amendments from the original review which affect the exterior boundary shall be made.
- Submit a compliant final map on mylar for filing.