



PLA/PLC CHECKLIST

SURVEY FOR: _____ MAP: _____

SURVEYOR: _____ CONTACT INFO: _____

SUBMITTED BY: **WALK-IN / EMAIL / MAIL** DATE: _____ RECEIVED BY: _____

PAYMENT DATE: _____ RECEIPT #: _____ UNITS OF LAND: _____ \$ _____

FILING DATE: _____ **FILING NUMBER:** _____

REVIEWED BY: _____ **DATE:** _____

NO CORRECTIONS NEEDED: _____ **CORRECTIONS NEEDED:** _____

NOTIFIED SURVEYOR BY: EMAIL OR PHONE

2ND REVIEW CORRECTIONS MADE: YES OR NO DATE: _____

NOTIFIED SURVEYOR BY: EMAIL OR PHONE

ANY ADDITIONAL COMMENTS:

JACKSON COUNTY SURVEYORS REQUIREMENTS	
1) Material: 3 to 5 mil mylar or suitable grade drafting vellum.	
2) Map sizes: 11"x17", 18"x24", 24"x36".	
3) Separate Narrative sizes: 8½"x11", 8½"x14".	
4) Bond Paper for separate narrative	
5) Minimum letter height of 0.08 inch.	
6) Assessors plat and tax lot numbers, lower left corner	
7) Minimum border of ½" on all sides.	
8) Allow room for a 2" diameter stamp to be applied by the county surveyor (can be drafted onto map)	
9) Signature line for approval from Development Services.	
10) Identify relocated or eliminated property line(s) from original.	

O.R.S. 209.250 REQUIREMENTS FOR MAP	
1) Location of survey by ¼ Section, Township and Range. (City) (Subdivision)	
2) North Arrow.	
3) Scale of map, per approved scales. http://jacksoncountyor.org/surveyor/Services/Map-Plat-Policies?EntryId=38367&Command=Core_Download&method=attachment	
4) Show measured distance and bearing to a monumented section corner, ¼ corner, 1/16 corner or D.L.C. corner in Township and Range or to a monumented lot or parcel corner or boundary corner of a recorded subdivision, partition or condominium.	
5) Measured bearing, angles and distances used for establishing or re-establishing lines or monuments separately indicated from record. If “record” show recording reference.	
6) Description of all monuments found which are shown on map. Give origin of monument if known, or deed record.	
7) Show relationship of monuments found and set.	
8) Identify the basis of bearing showing from which line of the map, deed records, previous survey, solar, etc.	
9) Surveyor’s business name and address.	
10) Lettering and numbering shall be clear and legible, suitable for reproduction.	
11) Date of Survey.	
12) Surveyor’s seal and original signature with expiration date, each sheet.	
O.R.S. 209.250 REQUIREMENTS FOR NARRATIVE	
1) Location of survey by ¼ Section, Township, and Range.	
2) Date of Survey.	
3) Surveyor’s seal and original signature with expiration date.	
4) Surveyor’s business name and address.	
5) Client(s) name and address	
6) Purpose of Survey.	
7) Describe how boundary lines were established or re-established with references to deed records, or any other pertinent data.	

This document is subject to review and change at any time.