Condominium Submittal Checklist

Surveyor's Office
10 S. Oakdale Ave., #318
Medford, OR 97501
surveyor@jacksoncounty.org

All boxes must be checked before submitting a copy of the condominium for checking. Fees must be paid within 5 days, review will not commence until fees are paid. The surveyor's office will not check plats with insufficient documents or fees. This checklist shall be turned in with the plat. All documents may be submitted by email in PDF file format. (A refundable deposit/bond in the amount of 120% of the estimated cost to set deferred monuments shall be collected on subdivisions not in Medford & Ashland. Subdivision's within the City limits of Medford and Ashland shall provide proof of deposit/bond with the appropriate city as required per ORS 92.065)

- ☐ Title Report *(must be dated within 15 days of submittal)*
- ☐ Computation sheets *(exterior boundary, lots, and streets)*
- ☐ Paper copy of plat
- ☐ Condo Declaration (electronic copy only; PDF)
- ☐ Fees
- ☐ Sub/Condo Plat Name Approval Form *(Please submit form and pay fee prior to plat checking)*
- ☐ **County only** field inspection request form

The base filing fee for any condominium in Jackson County is $390.00. Below are equations to help you calculate fees. All fees include a filing and checking fee. An extra pages fee applies to plats with more than 2 sheets.

Medford and Ashland (checked by city surveyor)

$390.00 Filing fee only

County:

Please fill out a sub/condo field inspection request form when ready.
Number of lots include common areas, please account for them when calculating fees

$390 +	$2,530 +	(___ x $250 = _____) +	(___ x $250 = _____) +	= _____
Filling	Checking	# of units	*Extra Pages	Total

County (Post Monumented):

$390 +	$3,230 +	(___ x $250 = _____) +	(____ x $250 = _____) +	= _____
Filling	Checking	# of units	*Extra Pages	Total

**Additional charge for extra pages does not apply to Medford and Ashland surveys.*