



Partition 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 partition 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.

- Title Report *(must be dated within 15 days of submittal)*
- Computation sheets *(exterior boundary, lots and streets)*
- Paper copy of plat
- Fees

The base filing fee for any Partition in Jackson County is \$390.00. Below are equations to help you calculate fees. All fees include a filing fee and checking fee. An extra pages fee applies to plats with more than 2 sheets. (Partitions with dedication of a public right of way shall be field checked in accordance with ORS 92.060. Field check cost shall be charged at county cost.)

Medford and Ashland (Checked by city surveyor)

\$390.00 Filing fee only

County

$$\begin{array}{rcl}
 \$1,190.00 + & (\$250 \times \underline{\hspace{1cm}} = \underline{\hspace{1cm}}) + & = \underline{\hspace{2cm}} \\
 \text{Filing \& Checking} & \text{* Extra pages} & \text{Total}
 \end{array}$$

**The additional charge for extra pages after the first two does not apply to Medford and Ashland Partition plats.*