

Jackson County Surveyor's Check List for Condominiums

Condominium Name: _____ City: _____

Surveyor: _____ Contact info: _____ Date: _____

- ___ 1. Location of condominium by ¼ Section, Township, Range, City, Subdivision plat. 209.250(3)a
- ___ 2. North arrow and scale of plat. 209.250(3)c
- ___ 3. Show measured distance & bearing from initial point to a monumented section corner, ¼ corner, 1/16 corner, or DLC corner in Township and Range or to a monumented lot corner or boundary corner of a recorded subdivision, partition, or condominium. 209.250(3)d 92.060(1)
- ___ 4. Initial point described and identified (min. 30" pin). 92.060(1)
- ___ 5. Measured bearings, angles, and distances used for establishing or re-establishing lines or monuments separately indicated from record. If "record" show recording reference. 209.250(3)e
- ___ 6. Show relationship of monuments found and set. 209.250(3)f
- ___ 7. Description of all monuments found which are shown on map. Give origin of monument if known, or deed record. 92.050(5)
- ___ 8. Lengths and courses of each boundary line shown. 92.050(4)
- ___ 9. Curve data: arc, central angle, radius, chord length and bearing. 92.050(8)
- ___ 10. Area 92.050(7)
- ___ 11. Location, dimensions, & purpose of all easements with recording reference, if recorded. 92.050(6)
- ___ 12. Identify basis of bearing showing from which line of the plat, deed record, previous survey, solar, etc. 209.250(3)d
- ___ 13. Width of all streets, alleys, and easements. Co. 16.040(1)(K)
- ___ 14. Show abutting streets and subdivisions.
- ___ 15. Road centerline monumented. 92.060(2)
- ___ 16. Boundary Line Agreements with recording number
- ___ 17. Units to be numbered consecutively. 92.050(4)
- ___ 18. All streets named (or labeled "private" if appropriate). 92.050(4)
- ___ 19. Legend showing description of monuments found & set (include description of surveyor's cap), abbreviations, and symbols
- ___ 20. 30" monuments (min.) at boundary corners and street centerlines. 92.060(2) 100.115(2)
- ___ 21. Outside building lines defined (foundation, siding, etc.)
- ___ 22. Width of exterior walls, if needed
- ___ 23. Surface boundaries of units defined (e.g., face of drywall, etc.)
- ___ 24. Interior bearing walls shown, if needed
- ___ 25. Limits of general and limited common elements labeled and defined.
- ___ 26. Reference to a known bench mark. 100.115(2)(b)
- ___ 27. Statement of accuracy and completion 100.115(2d)
- ___ 28. Condominium name okay 92.0090. Delete name from Plat Name Request "Reserved" list (if applicable)
- ___ 29. Assessors plat and tax lot number, lower left corner.
- ___ 30. Surveyor's business name and address. 209.250(3)h

- ___ 31. Size: 18"x24" with 1" margin clear of drafting. 92.080
- ___ 32. Material: 3 to 5 mil. Mylar drafting film.
- ___ 33. Date of survey. 209.250(3)b
- ___ 34. Surveyor's seal and original signature with expiration date, on all original sheets. 92.070(1) and 209.250(3)g
- ___ 35. Lettering and numbering shall be clear and legible, suitable for reproduction. Min. height of 0.08"
- ___ 36. Sheets numbered (example: sheet 1 of 3).
- ___ 37. All signatures in archival quality black ink. 92.080
- ___ 38. Narrative. Co. 209.250(2) If separate document, need name of Condo, location, date, client, surveyor's business name and address, reference to controlling deeds, and surveyor's stamp on last page w/signature.
- ___ 39. If over 2 sheets, need face sheet and index sheet. 92.080
- ___ 40. Space for "Received" stamp.
- ___ 41. Current title report.
- 42. **Certificates and Approvals**
 - ___ a. Surveyor's Certificate 92.070(1)
 - ___ b. Planning approval. 92.044(2)a
 - ___ c. City or County Surveyor. 92.100(1)
 - ___ d. City or County Engineer
 - ___ e. Assessor (approval) 92.100(1)
 - ___ f. Tax Collector: "All taxes...." 92.095(1)
 - ___ g. Clerk. 92.120(2)
 - ___ h. Exact copy certificate. 92.120(3)
 - ___ i. Statement by Declarant: "Property and improvements... subject to ORS 100.005 to 100.625". 100.115(f)
 - ___ j. Declaration properly notarized. 92.075(1) Need copy of the Affidavit of Consent and/or the Power of Atty.
 - ___ k. Consent from holders of trust deed, mortgage, etc. for any public dedication. 92.075(3)
 - ___ l. Notary stamps legible. (If not stamped, need all notarial information: Signature, printed name, registration number, & expiration date.) 194.031

Checked by: _____ Date: _____ Surveyor notified on: _____ by: _____

Plat checked, okay for filing:

Plat has deficiency that needs attention:

New/Revised information checked & approved by: _____ Date: _____ Surveyor notified: _____