

Jackson County Surveyor's Check List for Subdivisions

Subdivision Name: _____ City: _____

Surveyor: _____ Contact info: _____ Date: _____

- ___ 1. Location of subdivision by ¼ Section, Township, Range, & City (if appropriate). 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 line shown. 92.050(4)
- ___ 9. Curve data: arc, central angle, radius, chord length and bearing. 92.050(8)
- ___ 10. Area of each lot. 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
- ___ 14. Show abutting streets and subs. If same name, lot & block numbers must be continued. 92.090(1)
- ___ 15. Road centerline monumented. 92.060(2)
- ___ 16. Boundary Line Agreements with recording number
- ___ 17. Lots to be numbered consecutively. 92.050(4) and 92.090(1)
- ___ 18. All streets named (or labeled "private" if appropriate). 92.050(4) and 92.090(2)b
- ___ 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)
- ___ 21. Subdivision name approved 92.090. Delete name from Plat Name Request "Reserved" list (if applicable)
- ___ 22. Assessors plat and tax lot number, lower left corner
- ___ 23. Surveyor's business name and address. 209.250(3)h
- ___ 24. Size: 18"x24" with 1" margin clear of drafting. 92.080
- ___ 25. Material: 3 to 5 mil. Mylar drafting film.
- ___ 26. Date of survey. 209.250(3)b
- ___ 27. Surveyor's seal and original signature with expiration date, on all original sheets. 92.070(1) and 209.250(3)g
- ___ 28. Lettering and numbering shall be clear and legible, suitable for reproduction. Min. height of 0.08"

- ___ 29. Sheets numbered (example: sheet 1 of 3).
- ___ 30. All signatures in archival quality black ink. 92.080
- ___ 31. Narrative. Co. 209.250(2) If separate document, need location, date, client, surveyor's business name and address, reference to controlling deeds, name of subdivision, and surveyor's stamp on last page.
- ___ 32. If over 2 sheets, need face sheet and index sheet. 92.080
- ___ 33. Space for "Received" stamp.
- ___ 34. Current title report.
- 35. **Certificates and State and Local Approvals**
 - ___ a. Surveyor's Certificate 92.070(1)
 - ___ b. Planning approval. Co. 16.060(1)h 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. Commissioner's signature 213.09 (JC Codified Ordinance)
 - ___ h. Clerk. 92.120(2)
 - ___ i. Exact copy certificate. 92.120(3)
 - ___ j. Declaration: Compare ownership vs. title report vs. tax rolls
 - ___ k. Compare subdivision name with declaration, w/letter.
 - ___ l. Declaration properly notarized. 92.075(1) Need copy of Affidavit of Consent and or Power of Atty.
 - ___ m. Consent from holders of trust deed, mortgage, etc. for any public dedication. 92.075(3)
 - ___ n. Notary Public certification: ORS 194.280, 92.010 to 92.192, or 100.115
- 36. **Post-Monumentation:**
 - ___ a. Post-mon certificate
 - ___ b. Post-mon. date of completion
 - ___ c. Post-mon retainer received.
 - ___ d. Add subdivision name to "Post-mon Sub's" list

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: _____