



**JACKSON
COUNTY**
Oregon

Office of the County Surveyor

Surveyor

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Timeline and Fee Policy Survey, Property Line Adjustment & Land Division Plat

Monuments set and unable to submit a map/plat for review within 45 days

From the time that the first survey monument is set on a project a map/plat which complies with all of the applicable ORS and local ordinances shall be submitted to the County Surveyor's Office within 45 days in accordance with ORS 209.250, ORS 92.050 and OAR 820-030-0060. If the project cannot be completed within 45 days of setting the first monument and a map/plat cannot be submitted during this period the project surveyor shall submit a request in writing for an extension of time (not to exceed 180 days) along with a temporary map showing the locations of monuments set.

The County Surveyor's Office will only review this temporary map to ensure sufficient location information for the monuments set. When the project surveyor submits a final map/plat for review within the requested extension period with the appropriate fees paid shall the County Surveyor's Office perform a review.

All temporary maps which exceed the requested extension date (180 day maximum) and have failed to submit a final map/plat for review shall be forwarded to OSBEELS.

Monuments set, map/plat submitted for review within 45 days; Conversion of plats and property line adjustments into a map of survey after receiving notice of review

All survey documents submitted for review within 45 days of setting the first survey monument and, providing all fees have been paid the County Surveyor's Office will review the survey document and return it to the project surveyor within 30 days in accordance with 209.250 (4)(a). Upon receiving the notice of review the project surveyor shall submit an amended final mylar for filing within 30 days in accordance with 209.250 (4)(b).

The above is easily achieved on maps of survey which do not involve other agencies. However, land division plats and property line adjustment (PLA) surveys are subject to land use, infrastructure, and trust deed requirements, which often prevent filing that project within 30 days of receiving notice of review. Under these circumstances the project surveyor is required by ORS 209.250 to convert the project into a map of survey and file it as such within 30 days of receiving notice of review. (*See OSBEELS Oregon Examiner "Monument Removal & Plats", Spring 2011*)

Conversion to map of survey; fees

Land division plats and property line adjustments which are converted into a map of survey after receiving notice of review shall be filed based on fees paid to date. Any future submittals of the original land division plat or property line adjustment shall be treated as new and new fees shall be paid.

(See Plat/PLA conversion to map of survey)

Failure to file within 30 days of receiving notice of review; effect

Any document which is non compliant with the applicable ORS and local ordinances and/or is not submitted for final filing on mylar within 30 days of receiving notice of review from the County Surveyor's Office shall be forwarded to OSBEELS in accordance with ORS 209.250 (4)(c); (11).