



**JACKSON
COUNTY**
Oregon

Surveyor

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County Surveyor

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To: Professional Land Surveyors et al
From: Scott Fein
Subject: Map of Survey Review and Filing Policy
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Map Of Survey Review & Filing Policy

The following is an outline of the map of survey review and filing process performed by the Jackson County Surveyor. This applies to all maps of survey, including property line adjustments which are filed under ORS 209. The objective of this document is to streamline the process and have a clearly established procedure to enable the highest level of efficiency. Should you have questions or comments please contact the County Surveyor.

Payment for Review and Filing:

The fee for review and filing is due at the time of submittal or must be received within five (5) business days or the map will be discarded. The map will not be reviewed until payment has been received. Acceptable forms of payment are cash, check, and credit card.

Map Review Documents

Effective August 1, 2013 the Jackson County Surveyor's office will no longer accept mylar prints for filing **unless** a preliminary review of the map has been performed by the County Surveyor. Preliminary review copies can be submitted in two ways:

- 1) Electronic: **PDF** copy of map via email **SEND TO:** surveyor@jacksoncounty.org
- 2) Paper copy of map

Map Review Process

The objective of the map review by the Jackson County Surveyor is compliance with ORS 209 prior to filing. Additionally any local ordinances must be complied with. The review of maps prior to filing is to ensure that compliance with Oregon Revised Statutes and local ordinances is met.

A checklist for maps of survey is included at the end of this document and the County Surveyors website.

The County Surveyor will not commence review of a map of survey if on the face of the map gross inadequacies exist. Under these circumstances the map will be immediately returned to the project surveyor. Should this occur more than twice per a given project the County Surveyor shall charge an additional approved county fee.

Timelines and Communication

Maps of survey shall be submitted for review within the specified timeframe under ORS 209.250 (1) and OAR 820-030-0060.

209.250 (1)

“A registered professional land surveyor making a survey of lands within this state wherein the surveyor establishes or reestablishes a boundary monument shall, within 45 days thereafter, submit for filing a permanent map of the survey to the county surveyor for review. When filed, the map is a permanent public record in the office of the county surveyor. In establishing or reestablishing a public land survey corner, the surveyor shall comply with ORS 209.070 (4), 209.130 and 209.200”

OAR 820-030-0060

The registered professional land surveyors making a survey pursuant to ORS 209.250 shall submit for filing a complete record that contains all the elements listed in ORS 209.250(2)(3) in all affected counties within 45 days of establishment or reestablishment of any boundary monument or boundary reference monument. The 45-day limit will commence with the setting of the first monument, not the completion of the project.

If the 45 day timeline cannot be met then ORS 209.250 (1) states the following:

“If the surveyor is unable to complete the survey and submit a permanent map within 45 days, the surveyor shall, within 45 days of establishing or reestablishing a boundary monument, provide written notice to the county surveyor containing the reasons for the delay, an estimate of the amount of time reasonably necessary to complete the survey but not exceeding 180 days, and a temporary map showing the position of monuments established or reestablished.”

The County Surveyor will make reasonable accommodation for unexpected circumstances that the project surveyor may face. In order to comply with ORS 209.250 (1), it is requested that any delay for filing be submitted in the form of letter via E-mail or mail.

Expected Review Timeline

The County Surveyor shall review maps of survey on a first come first served basis provided that the appropriate fee has been paid. Should extenuating circumstances exist, it is requested that the project surveyor notify the County Surveyor by email or phone of the circumstances and time constraints for the project and reasonable arrangements can be made to accommodate.

Please note that ORS 209.250 (4)(a) states the following:

“Within 30 days of receiving a permanent map under this section, the county surveyor shall review the map to determine if it complies with subsections (1), (2) and (3) of this section and applicable local ordinances. A map must be indexed by the county surveyor within 30 days following a determination that the map is in compliance with this section.”

Turnaround time on map review is based on workload and when the map of survey was received. Map of survey review can often be completed within seven (7) business days of preliminary draft submittal provided that the approved fee has been paid.

Map Amendments

It is not the duty of the County Surveyor to instruct other Professional Land Surveyors how to “perform their survey”, this supported through ORS 209. However in accordance with OAR 820-020-0005 (1)(2)(3) the County Surveyor may make commentary based on protecting the interest of the public and as a professional courtesy. This commentary is by no means binding or absolute.

820-020-0005

(1) In order to safeguard life, health and property, to promote the public welfare, and to establish and maintain a high standard of integrity and practice, the following Rules of Professional Conduct shall be binding on every person holding a certificate of registration or enrolled as an intern.

(2) All persons registered under ORS 672.002 to 672.325 are charged with having knowledge of these Rules of Professional Conduct, and are deemed to be familiar with their provisions and to understand them. Such knowledge encompasses the understanding that the practice of engineering, land surveying, and photogrammetric mapping is a privilege and not a right.

(3) In these Rules of Professional Conduct, the word "registrant" means any person holding a license or certificate issued by this Board.

The County Surveyor is tasked with compliance of the map of survey requirements under ORS 209. The County Surveyor will electronically note amendments on preliminary copy of the PDF electronic map or, in the case of a paper map a scanned PDF image of the paper map will be E-mailed to the project surveyor. The map of survey checklist as completed by the County Surveyor will be returned to the project surveyor via E-mail. Additionally, the project surveyor is welcome to pick up a copy of the corrected preliminary draft in the office of the County Surveyor. Correspondence will be via email, phone, or appointment.

Map Filing

Once map amendments have been received by the project surveyor and said amendments have been made the map of survey is “Mylar Ready” in preparation to be filed. Prior to filing the County Surveyor or approved senior survey staff shall compare the preliminary draft with the final Mylar. Upon approval the map of survey shall receive a filing number and be of permanent record. **When a filing number has been assigned the project surveyor will be notified by E-mail of the filing number and a courtesy electronic copy of their filed survey will be sent.**

Availability Of Record

Records filed with the County Surveyor are typically available within seven (7) businesses days in accordance with ORS 209.250 (4)(a)

209.250 (4)(a)

“(4)(a) Within 30 days of receiving a permanent map under this section, the county surveyor shall review the map to determine if it complies with subsections (1), (2) and (3) of this section and applicable local ordinances. A map must be indexed by the county surveyor within 30 days following a determination that the map is in compliance with this section.”



SURVEYORS OFFICE

MAP OF SURVEY CHECKLIST

SURVEY FOR: _____

SURVEYOR: _____ PHONE: _____

O.R.S. 209.250 REQUIREMENTS FOR MAP

1) Location of survey by ¼ Section, Township and Range. (City) (Subdivision)	
2) North Arrow.	
3) Scale of map.	
4) Show measured distance and bearing to a monumented section corner, ¼ corner, 1/16 corner or D.L.C. corner in Township and Range or to a monumented lot or parcel corner or boundary corner of a recorded subdivision, partition or condominium.	
5) Measured bearing, angles and distances used for establishing or re-establishing lines or monuments separately indicated from record. If “record” show recording reference.	
6) Description of all monuments found which are shown on map. Give origin of monument if known, or deed record.	
7) Show relationship of monuments found and set.	
8) Identify the basis of bearing showing from which line of the map, deed records, previous survey, solar, etc.	
9) Surveyor’s business name and address.	
10) Lettering and numbering shall be clear and legible, suitable for reproduction.	
11) Date of Survey.	
12) Surveyor’s seal and original signature with expiration date, each sheet.	

O.R.S. 209.250: REQUIREMENTS FOR NARRATIVE

1) Location of survey by ¼ Section, Township and Range (for separate narrative).	
2) Date of Survey (for separate narrative).	
3) Surveyor's seal and original signature with expiration date (for separate narrative.)	
4) Surveyor's business name and address (for separate narrative).	
5) Client name (for separate narrative).	
6) Purpose of survey.	
7) Describe how boundary lines established or re-established with references to deed records, monuments found, plat or road records, or any other pertinent data.	

JACKSON COUNTY SURVEYOR REQUIREMENTS

1) Material: 3 to 5 mil mylar or suitable grade drafting vellum.	
2) Map sizes: 8½"x11", 8½"x14", 11"x17", 18"x24", 24"x36".	
3) Separate Narrative sizes: 8½"x11", 8½"x14".	
4) Bond Paper for separate narrative	
5) Minimum letter height of 0.08 inch.	
6) Assessors plat and tax lot numbers, lower left corner	
7) Minimum border of ½" on all sides.	
8) Allow room for a 2" diameter stamp to be applied by the county surveyor (can be drafted onto map)	

Submission Method (circle one): Paper / E-mail

Received by: _____

Date: _____

Payment Method & Date

Date _____

Receipt Number _____

Checked by: _____

Date: _____

Date that surveyor was notified for corrections/additions: _____

Notification Method: _____

Township, Range, Section, 1/4 Section _____

Filing Number _____

Filing Date _____

This document is subject to review and change at any time.