



# Condominium Monumented or Post Monumented 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 condominium 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. (A refundable deposit/bond in the amount of 120% of the estimated cost to set deferred monuments shall be collected on subdivisions not in City of Medford. Subdivision's within the City limits of Medford shall provide proof of deposit/bond with the appropriate city as required per ORS 92.065)

- Title Report (Must be dated within 15 days of submittal)
- Computation sheets (Exterior boundary, lots, and streets)
- Pdf or Paper copy of plat
- Condo Declaration (Electronic copy only; PDF)
- Fees (# of lots includes common areas and/or reserved acreage.)
- Plat name approval form, if name is unused. Will be approved/denied upon submission.
- Complete a sub/condo field inspection request form
- Fill out post monumentation field inspection request form. (if applicable)

Below are equations to help you calculate fees. All fees include a filing and checking fee. An extra page's fee applies to plats with more than 2 sheets.

### All of Jackson County, except City of Medford – Monumented

$$\begin{array}{rcccccc}
 \$407 + & \$2,634 + & (\$264 \times \underline{\quad} = \underline{\quad}) + & (\$264 \times \underline{\quad} = \underline{\quad}) + & = & \underline{\hspace{2cm}} \\
 \text{Filing} & \text{Checking} & \text{\# of units} & \text{*Extra pages} & \text{Total} & \\
 \end{array}$$

### All of Jackson County, except City of Medford – Post Monumented

$$\begin{array}{rcccccc}
 \$407 + & \$3,356 + & (\$264 \times \underline{\quad} = \underline{\quad}) + & (\$264 \times \underline{\quad} = \underline{\quad}) + & = & \underline{\hspace{2cm}} \\
 \text{Filing} & \text{Checking} & \text{\# of units} & \text{*Extra pages} & \text{Total} & \\
 \end{array}$$

**City of Medford:** \$407.00 Filing fee only

**Surveyor:**

**Project Name:**

**Map & tax lot:**