



# Property Line Adjustment 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 map for checking. Fees must be paid within 5 days, review will not commence until fees are paid. The surveyor's office will not check Property Line Adjustments with insufficient documents or fees. This checklist shall be submitted with all required documents. All documents may be submitted by email in PDF file format.

- Pdf or Paper copy of map
- Fees
- Deed Descriptions

Below is an equation to help you calculate the fees. An extra page's fee applies to maps with more than 2 sheets.

\*\*\*Please note that Property Line Adjustments resulting in units of land which are 10 acres or greater do not require a survey map unless contained within an urban growth boundary or specified by ordinance. \*\*\*

### All of Jackson County, except City of Medford:

$$\begin{array}{r}
 \$803 + \quad (\$264 \times \underline{\hspace{1cm}} = \underline{\hspace{1cm}}) + \quad (\$142 \times \underline{\hspace{1cm}} = \underline{\hspace{1cm}}) + \quad = \underline{\hspace{1cm}} \\
 \text{Filing and} \quad \quad \quad * \text{ Extra pages} \quad \quad \quad \text{Per Unit of Land, after the} \quad \quad \quad \text{Total} \\
 \text{Checking} \quad \quad \quad \quad \quad \quad \quad \quad \quad \quad \text{first two}
 \end{array}$$

### NO MAP, Descriptions only - Greater than 10 acres:

$$(\$142 \times \underline{\hspace{1cm}}) = \underline{\hspace{1cm}} \\
 \text{Units of} \quad \quad \quad \text{Total} \\
 \text{Land/Descriptions}$$

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

**Surveyor:**  
**Client:**  
**Map and tax lot:**

\*Additional charge for extra pages does not apply to Medford Property Line Adjustments.