



# Monumented Subdivision or Cemetery 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 subdivision 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.

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

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

### All of Jackson County, except City of Medford – LOT SIZE UNDER 1 ACRE:

$$\begin{array}{ccccccc}
 \$407 + & \$2,380 + & (\$132 \times \underline{\quad} = \underline{\quad}) + & (\$264 \times \underline{\quad} = \underline{\quad}) + & = & \underline{\quad} \\
 \text{Filing} & \text{Checking} & \text{\# of lots} & \text{*Extra Pages} & \text{Total} & \\
 \end{array}$$

### All of Jackson County, except City of Medford – LOT SIZE OVER 1 ACRE:

$$\begin{array}{ccccccc}
 \$407 + & \$2,380 + & (\$264 \times \underline{\quad} = \underline{\quad}) + & (\underline{\quad} \times \underline{\quad} = \underline{\quad}) + & = & \underline{\quad} \\
 \text{Filing} & \text{Checking} & \text{*Extra pages} & \text{\# of lots x County Cost = Field check} & \text{Total} & \\
 \end{array}$$

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

**Surveyor:**

**Project Name:**

**Map & tax lot:**

\*\*\*Additional charge for extra pages does not apply to City of Medford Plats\*\*\*