

JOSEPHINE COUNTY SURVEYOR PARTITION PLAT/REPLAT/PROPERTY LINE ADJUSTMENT CHECKLIST

(Revised: June 1, 2020)

SURVEY FOR _____ SURVEYOR _____

PROP LOCATION/TAX MAP NO. _____ PHONE _____

DATE REC'D ___/___/___ PLAT DATE ___/___/___ PLA PARTITION PLAT REPLAT (of?) _____

- ___ 1. Plat clearly labelled as a "Partition Plat," "Replat" or "Property Line Adjustment" as applicable.
- ___ 2. If PLA, then line stating "(PROPERTY LINE ADJUSTMENT)" located under "PARTITION PLAT NO. _____."
- ___ 3. Assessor's Map and Tax Lot number (lower left corner or title block preferred).
- ___ 4. **Exact Copy** certificate on **all** exact copy sheets.
- ___ 5. Letters, numbers & lines shall be clear & legible, suitable for reproduction. Min. 0.08" (L80), permanent archival black ink. Hatching/shading subject to review.
- ___ 6. Location by Section, Township, and Range, DLC, Subdivision, Lot, Block and/or City (if appropriate).
- ___ 7. Date of survey.
- ___ 8. Surveyor's seal and original signature on **all** original, final sheets (Check prints clearly marked, "REVIEW," "PRELIMINARY" or "DRAFT" across stamp).
- ___ 9. North arrow.
- ___ 10. Line for "PARTITION PLAT NO. _____"
- ___ 11. Scale copy of plat for checking purposes (paper copy).
- ___ 12. Surveyor's business name and address.
- ___ 13. Number sheets (example: "SHEET 1 OF 2"). Sheet Index needed if over two sheets.
- ___ 14. Scale of map in standard increments (1"=5', 10', 20', 30', 40', 50', 60', 80', 100', 200', 300', 400', 500', 600', 1000', etc.)
- ___ 15. Size 18" x 24" with a 1" margin **clear** of drafting.
- ___ 16. Material: 3 to 5-mil mylar drafting film or approved polyester inkjet, film (black, archival quality ink and archival quality media for map and signatures).
- ___ 17. Show **measured** distance and bearing to a monumented section corner, 1/4 corner, 1/16 corner or D.L.C. corner in Township and Range or to a monumented lot corner or boundary corner of a recorded subdivision or condominium to include monument description in Certificate.
- ___ 18. Identify Basis of Bearing, showing from which line of the plat, deed record, previous survey, solar, GPS, datum, reference, etc.
- ___ 19. Measured bearings, angles & distances used to establish or re-establish lines & monuments separately indicated from which record (if "record" give recording, plat or map/survey reference).
- ___ 20. Current deed reference of/to subject property together with recorded plat reference if applicable.
- ___ 21. Show relationship of monuments found and set.
- ___ 22. Description of and ties to all monuments found as shown on map. Give origin of monument if known (establishing/re-establishing reference) or deed record.
- ___ 23. Parcels to be numbered/lettered consecutively.
- ___ 24. Lengths and courses of each parcel line shown.
- ___ 25. All streets and alleys named and/or labelled (labelled "private street" if appropriate) with widths.
- ___ 26. Location, dimensions, purpose & widths of all easements with recording reference if recorded; DEDICATE, CREATE, or RESERVE if new.
- ___ 27. Area of each parcel (UNSURVEYED or PARTIALLY SURVEYED parcel areas designated as ± or M/L).
- ___ 28. Curve data labelled or in table (include radius, arc length, chord length, chord bearing, and central angle).
- ___ 29. **INITIAL POINT** monument labelled **BOLDLY** & clearly, and described in Certificate.
- ___ 30. Show and label abutting streets, partitions and subdivisions (plats).
- ___ 31. **LEGEND**, showing: description of monuments found and set (description of surveyor's cap), abbreviations, symbols/line types used, as needed, etc.
- ___ 32. Surveyor's Certificate (use "certify," not "duly swear", "UNSURVEYED" or "PARTIALLY SURVEYED" portions addressed as applicable).
- ___ 33. Declaration (Interest holders named & signatures? Easements specified & granted/reserved/created/dedicated?).
- ___ 34. Notarisation and/or Consent Affidavit.
- ___ 35. Survey Narrative as defined per ORS 209.250(2).
- ___ 36. County Surveyor approval line (**County Surveyor**.)
- ___ 37. Community Development Department approval line (**Community Development Director or Deputy**), or **City of Cave Junction, etc.**
- ___ 38. Assessor approval line (**Assessor or Deputy**).
- ___ 39. County Clerk/Recorder approval line (**Clerk or Deputy**), **and** sufficient space inside plat border for recording sticker (2"H x 3"W).
- ___ 40. Subdivision guarantee, title report or public record report (for **all** plats to be recorded—effective date not more than **one month old** at time of **plat recording**).
- ___ 41. Lot closure/computation sheets for **all** plats.
- ___ 42. "**EASEMENTS OF RECORD**" or "**EASEMENTS OF RECORD NOT SHOWN**" statement as applicable.
- ___ 43. "**DEED(S) OF CONVEYANCE**" statement if plat is a PLA.
- ___ 44. "**UNSURVEYED**" or "**PARTIALLY SURVEYED**" notation if over 10 acres and *partially* or *not surveyed* (as applicable); acreage shown as ± or as M/L.
- ___ 45. **INKJET** statement on plat, if using inkjet plotter.
- ___ 46. Identify public areas, common element, etc., and any Boundary Line Agreements with recording number (if applicable).
- ___ 47. Assessor OK (Provide verification of review fee payment and full property tax payment or pre-payment. Date: _____)
- ___ 48. Planning OK (Assigned Planner: _____ ; Date: _____)
- ___ 49. Consent Affidavit(s) (signed copy/copies) ___ 50. PLA Deed(s) signed copy/copies

***NOTE: Additional fees may be required after first two review submittals (hourly charge based on review time).**

REV# ___ CHK'D BY _____ DATE CHK'D _____ NOTIFIED ON _____ NOTIFIED VIA _____ ADD'L REV FEE(S) \$ _____
(REV# ___ REC'D _____ CHK'D _____) (REV# ___ REC'D _____ CHK'D _____) DATE PLAT SIGNED: _____