

JOSEPHINE COUNTY SURVEYOR "MAP OF SURVEY" REVIEW CHECKLIST

(Revised February 10, 2021)

SURVEY FOR _____ SURVEYOR _____
PROPERTY LOCATION/TAX MAP NO. _____ PHONE _____
DATE REC'D _____ MAP DATE _____
O.R.S. 209.250 REQUIREMENTS FOR MAP

- ___1. Location of survey by 1/4 Section, Township and Range (D.L.C., City and Subdivision if appropriate).
- ___2. Date of Survey.
- ___3. North Arrow.
- ___4. Scale of map in standard increments (1"=5', 10', 20', 30', 40', 50', 60', 80', 100', 200', 300', 400', 500', 600', 1000', etc.)
- ___5. LEGEND: showing detailed description of monuments found and set (description of surveyor's cap), abbreviations, symbols/line types used, etc.
- ___6. The distance and course of all lines traced or established, giving the basis of bearing and the *measured* distance and course to a monumented section corner, 1/4 corner, 1/16 corner or Donation Land Claim corner in Township and Range, or to a monumented lot or parcel corner or boundary corner of a recorded subdivision, partition or condominium [ORS 209.250(3)(d)].
- ___7. Measured bearings, angles and distances used for establishing or re-establishing lines or monuments separately indicated from record. If "record" show recording document, deed and/or survey reference.
- ___8. Deed reference of/to subject property.
- ___9. Detailed description of all monuments found and set which are shown on map. Give origin of monument if known, or deed record.
- ___10. Show relationship of monuments found and set.
- ___11. Identify the basis of bearing showing from which line of the map, deed records, previous survey, solar, GPS, etc.
- ___12. Surveyor's business name and address.
- ___13. Letters, numbers & lines shall be clear and legible, suitable for reproduction. Hatching/shading are subject to review.
- ___14. Surveyor's seal and original signature with expiration date, each sheet (PRELIMINARY or REVIEW stamped over seal for review submittals).
- ___15. Inkjet statement on map, if using inkjet plotter (ink & media type and plotter used)
- ___16. All streets & alleys named and labelled with appropriate widths.
- ___17. Show & label abutting streets, subdivisions, partitions, PLA's, etc.—plats.
- ___18. Number sheets (Example: "SHEET 1 of 2").
- ___19. Curve data: (include radius, arc length, chord length, chord bearing and central angle).

JOSEPHINE COUNTY SURVEYOR MAP REQUIREMENTS

- ___1. Labelled as "Map of Survey" or "Record of Survey," etc.
- ___2. Material: 3 to 5 mil mylar or suitable grade polyester film (inkjet standards as approved by OACES).
- ___3. Map sizes 18"x24" and 24"x36".
- ___4. Minimum letter height of 0.08 inch/L80 equivalent.
- ___5. Assessor's map and tax lot number(s), lower left corner or in clearly visible location.
- ___6. Lined border with minimum of 3/4" free space on all sides to edge of media (prefer 1" border on all sides).

O.R.S. 209.250: REQUIREMENTS FOR NARRATIVE (**see note below)

- ___1. Purpose of survey.
- ___2. Describe how boundary lines established or re-established with references to deed records, monuments found, map, plat or road records, or any other pertinent data.

JOSEPHINE COUNTY SURVEYOR REQUIREMENTS FOR SEPARATE NARRATIVE (**see note below)

- ___1. Bond paper (for separate narrative**). Sizes: 8.5"x11" or 8.5"x14" (for separate narrative**).
- ___2. Location of survey by 1/4 Section, Township and Range (for separate narrative).
- ___3. Date of Survey (for separate narrative).
- ___4. Surveyor's seal and original signature with expiration date (for separate narrative).
- ___5. Surveyor's business name and address (for separate narrative).
- ___6. Client/owner's name (for separate narrative).
- ___7. Narrative shall reference map/map shall reference narrative (for separate narrative).

****Separate narratives are discouraged and will not be permitted for maps or plats unless prior authorization has been granted by the County Surveyor.**

***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 BY ___ ADD'L REV FEE(S) \$ ___
(REV# ___ REC'D ___ CHK'D ___) (REV# ___ REC'D ___ CHK'D ___)(REV# ___ REC'D ___ CHK'D ___)

OK to final: _____