

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

(Revised: February 10, 2021)

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 on plat as defined per ORS 209.250(2). NOTE: separate narratives are not permitted without prior authorization of the County Surveyor.
- \_\_\_ 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: \_\_\_\_\_