

JOSEPHINE COUNTY SURVEYOR'S CHECK LIST FOR SUBDIVISIONS

(Revised: February 10, 2021)

APPROVED SUBDIVISION NAME: _____ CITY _____
LOCATION/TAX MAP NO: _____ NO. OF LOTS: _____ PRE- / POST-MON
SURVEYOR: _____ PHONE: _____ FEE: \$ _____
PLAT RECEIVED: _____ PLAT DATE: _____

REQUIRED SUBDIVISION SUBMITTAL MATERIALS (submittal is deemed incomplete until all materials have been submitted):

- a) Paper copies of final plat plotted to scale (2 sets).
b) Lot closure reports.
c) Copy(ies) of any required consent affidavits (copy of signed affidavit(s) required with final "mylars" submittal).
d) Copy(ies) of vesting deed(s) to property.
e) Self-completed Subdivision Plat Checklist Form.
f) Payment of County Surveyor final plat checking/review base fee.
g) Proof of Planning final plat fee paid.
h) Proof of Assessor final plat fee paid.
i) Current subdivision guarantee/title report (not more than one month old at time of recording—update may be required).
j) Copy of subdivision name approval form (signed/approved by County Surveyor).
k) Copy of signed final subdivision approval Findings/Decision.
l) Copy of approved tentative plan or approved revised tentative plan.
m) All monuments shown on plat shall be clearly marked in the field, visible and accessible with any surrounding brush or debris cleared and removed.

DATE ALL MATERIALS RECEIVED AND SUBMITTAL DEEMED COMPLETE: _____

- 1. Location of partition by 1/4 Section, Township and Range (city if appropriate). 209.250(3)(a).
2. North arrow and scale of plat. 209.250(3)(c)
3. Show measured distance and bearing from Initial Point to a monumented section corner, 1/4 corner, 1/16 corner or DLC corner in Township and Range or to a monumented lot corner or boundary corner of a recorded subdivision, partition or condominium. 209.250(3)d 92.060(1)
4. Initial Point/Point of Beginning is described & identified; mon. 30" or larger, on exterior boundary. 92.060(1)
5. Measured bearings, angles and distances used for establishing or re-establishing lines or monuments separately indicated from record. If "record" show recording reference. 209.250(3)(e)
6. Show relationship of monuments found and set. 209.250(3)(f)
7. Description of all monuments found which are shown on map. Give origin of monument if known, or deed record. 92.050(5)
8. Lengths and courses of each lot & line shown. 92.050(4) & (5)
9. Curve data: arc length, central angle, radius, chord length and bearing. 92.050(8)
10. Area of each lot. 92.050(7)
11. Location, dimensions and purpose of all easements together with recording reference if recorded. 92.050(6)
12. Identify basis of bearing showing from which line of the plat, deed record, previous survey, solar, GPS, etc. 209.250(3)(d).
13. Width of all streets, alleys, easements.
14. Show abutting streets and subdivisions/plats. If same name, lot and block numbers must be continued. 92.090(1)
15. Initial Point/Point of Beginning described and identified. 92.060(1)
16. Road centerline monumented. 92.060(2) Monuments set flush with or below road surface.
17. Lots to be numbered consecutively. 92.050(4)(b) & 92.090(1)
18. All streets named—existing & proposed (or labelled "private" if appropriate). 92.050(4) 92.090(2)(b)
19. Legend, showing: description of monuments found and set (include description of surveyor's cap), abbreviations, lines, symbols.
20. 30" monuments (min.) at boundary corners and street centerlines: 92.060(2) 24" long monuments are permitted on street centerlines.
21. Subdivision name okay; subdivision name/approval form completed and fee paid; delete name from reserved list. 92.090(1)

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- ___22. Assessor's plat and tax lot number, lower left corner or in title block.
- ___23. Surveyor's business name and address. 209.250(3)(h)
- ___24. Size: 18"x24" with 1" margin clear of drafting. 92.080
- ___25. Material: 3 to 5 mil mylar drafting film or approved archival quality polyester film (inkjet).
- ___26. Date of survey. 209.050(3)(b)
- ___27. Surveyor's seal (legal size if CAD) and original signature with expiration date, on all original sheets. 92.070(1)
209.250(3)(g)
- ___28. Lettering and numbering shall be clear and legible, suitable for reproduction. Minimum 0.08 inch or L80 scale template.
- ___29. Number sheets (example: sheet 1 of 3). If over 3 sheets then include face sheet and index sheet. 92.080
- ___30. All plotting, lettering, line work, signatures & writings in permanent, archival quality black ink. 92.080
- ___31. Current subdivision guarantee/title report (effective date not more than 30 days old at time of *recording*).
- ___32. Narrative. In compliance with provisions of 209.250(2) (should contain name of subdivision). (NOTE: separate narratives are not permitted for subdivision or condominium plats).
- ___33. Exact copy certificate on all "Exact Copy" set sheets. 92.120(3)
- ___34. "Inkjet statement" on plat (ink type and media utilized meeting archival standards).
- ___35. Boundary Line Agreements with recording number noted.
- ___36. Identify common elements, public areas, etc. (Planned Community)
- ___37. Certificates & Statements:
 - ___a. Surveyor's Certificate & signature. 92.070(1)
 - ___b. Declaration: ownership, vesting, Assessor records, title report compared & verified; interest holders named and identified; easements dedicated, reserved, created; public dedications clearly stated; subdivision name correctly stated. 92.075(1)
 - ___c. Signature lines and names for owners (and interest holders if not by consent affidavit).
 - ___d. Notary Public certification completed correctly; signature(s) properly notarized. 194.280, 92.010-92.192, 100.115
 - ___e. Consent affidavit statement & signed copy for file (if required/needed for public dedications). 92.075(3)
 - ___f. CC&R's recording statement (if applicable).
- ___38. Approval Signatures:
 - ___a. County Surveyor approval signature. 92.100(1)
 - ___b. County Assessor approval signature. 92.100(1), 92.095(1)
 - ___c. Board of County Commissioners' approval signatures (three commissioners).
 - ___d. County Clerk/Recorder approval signature. 92.120(2)
 - ___e. Community Development approval signature ("Director or Deputy"). 92.044(2)(a)
 - ___f. Irrigation district approval signature (if applicable).
- ___39. Post-monumentation:
 - ___a. Post-mon certificate/mon notes
 - ___b. Post-mon. date of completion
 - ___c. Post-mon retainer received (Josephine County and City of Cave Junction only) amount: \$ _____
 - ___d. Add subdivision name to "Post-mon Subs" list

Plat checked okay. **Plat has deficiency that needs attention**

Review #1: CHKD BY: _____ DATE: _____ DATE NOTIFIED: _____ NOTIFIED BY: _____
 Review #2: CHKD BY: _____ DATE: _____ DATE NOTIFIED: _____ NOTIFIED BY: _____
 Review #3: CHKD BY: _____ DATE: _____ DATE NOTIFIED: _____ NOTIFIED BY: _____

Assessor OK: _____ Planning OK: _____

Additional review fees incurred: \$ _____ (for additional reviews, actual time—county cost)

DATE FINAL PLAT "MYLARS" SIGNED BY COUNTY SURVEYOR: _____