



# **THE FORE SITE**

NEWSLETTER FOR THE  
CLACKAMAS COUNTY SURVEYOR'S OFFICE



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Clackamas, OR 97015  
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<http://www.co.clackamas.or.us/surveyor/intro.html>

July 17, 2006

## **PUBLIC LAND CORNERS:**

### **County GPS Projects:**

We have completed GPS densification projects in the Molalla area (36 new points, SN 2004-117), the Milwaukie area (85 new points, SN 2004-356) and the Happy Valley area (81 new points, SN 2005-084). Observations are nearly complete in the Damascus area, which will add approximately 140 new points. We have also recently conducted GPS control work as part of a GIS project in the Wemme - Zigzag - Rhododendron – area that will generate a permanent record on approximately 13 Public Land Corners. The above records are, or soon will be, available at the Clackamas County Surveyor's Office.

Restorations are being conducted on projects in the Oregon City, and east of Damascus moving toward Sandy. Future projects will include West Linn and surrounding area.

Do you need a Public Land Corner restored for a project, or will a Public Land Corner fall within one of your projects? Contact our office and we will make every attempt to accommodate you in referencing and/or restoring the corner. This is especially important in subdivisions where there may not be a physical monument, but there is sufficient evidence to reestablish one. This will provide the opportunity to design the subdivision in such a manner to protect the monument as required by law. Please try to give us as much lead-time as possible. "Corner Restoration and Protections" forms are available on our web page.

## **RIGHT OF ENTRY BY LAND SURVEYOR (ORS 672.047):**

Recently, we have received a number of complaints from citizens about private surveyor's not providing adequate notice. Our practice in providing notice to citizens is to send a letter and map to the property owners and follow-up by knocking on the door and/or leaving a door hanger. We encourage the public to contact OSBEELS if they feel that their rights have been violated. You should review carefully the requirements of ORS 672.047 and assure that your staff is made fully aware of those requirements.

## **RECORDS OF SURVEY:**

If the purpose of your survey is to establish the boundary for a plat, make that note conspicuous on your map. This will assure that the survey is reviewed as a plat boundary and not just for just compliance with ORS 209.250. Not placing the note on the map may result in the need to file an additional survey or delays when the plat is submitted. When the map is submitted to us, we also need the minimum submittal items (deeds, easements, title report and partial plat deposit). If you believe that the boundary has already been established by a prior survey or plat, you must:

- Agree with the survey or plat in its entirety;
- Have visited the site and must notify us that there are no encroachments or gaps that may affect the boundary; and
- Submit a letter to the County Surveyor requesting approval to use the existing survey or plat and note that there are no encroachments or gaps affecting the boundary lines. If you know that fences exist, but do not believe them to be a problem, make a note in your letter.

## **DEVELOPMENT REVIEW and RECORDING:**

### **Areas of special note:**

- Curve data needs to be shown on the same page as the curve. In those rare situations where you have a need for a non-tangent curve, a radial bearing is required.
- If your plat is abutting an existing plat, the street centerlines must be continued. If the right of way changes, transition right of way curves or jogs will be acceptable. If there must be an angle point at the plat boundary, a monument box will be required.
- Fences on or adjoining the exterior boundaries of partition plats must be noted on the initial paper plat submittal to the County Surveyor. Those fence notes should indicate the type of fence and which property owns, or apparently, owns the fence. The location of the fence with distance and offset ties to the boundary must be noted. Regardless, the encroachment must be resolved prior to final approval. Please note that an easement is generally not an acceptable resolution.
- Delayed monumentation subdivision plats: When it appears that a property line will be within an un-built sidewalk, the placement of offset monuments on the extension of the property line to the top of the curb may be required. The approved top of curb monuments currently acceptable is the Berntsen "BP2" or Mark-it mini plug "MPM-PFT."
- If your title report discloses easements they will either need to be shown on the plat, released, removed, or vacated.
- We are continuing to receive incomplete plat submittals. Required information is:
  - o Fee
  - o Paper copy of the plat. It must be signed and sealed and cannot be noted as "preliminary" or "subject to change."
  - o Title Report complete with the vesting deeds, copies of adjoining deeds (unless the adjoining property is platted), and copies of all easements.
  - o Name, address, and phone number of the owner.
- As professionals, it is your responsibility to provide your clients the necessary tools and information to assure that the plat review is performed without incident. The fact that many surveyors do not appear to communicate well with their clients puts us in the position of having to provide advice to the developer. While it is not your responsibility to resolve boundary or other issues, you must bring them to your client's attention and assure that they understand the consequences of not dealing with them.

### **Continuing problems:**

We are continuing to receive CC&R's that are attempting to create easements. Please be aware of ORS 92.050(6) which states that "the location, dimensions and purpose of all recorded and proposed public and private easements shall be shown on the subdivision or partition plat, along with the county clerk's recording reference if the easement has been recorded with the county clerk." In other words, easements must be shown in detail on the map. It is critical that the surveyor obtains a copy of the CC&R's and other documents and also assures that we have copies.

### **New Approval Signature format:**

The Board of County Commissioners has recently approved an Ordinance delegating to the County Surveyor the authority to approve plats and accept right of way dedications on behalf of the Board. The new signature format (see attached) is effective September 20, 2006. Note: The standard signature blocks are arranged in the order that the signatures are to be obtained.

### **Delayed Monumentation Plats:**

When the final monumentation is complete, we must be notified in writing of that fact within five days of the setting of the monuments (ORS 92.070(3)(a)). Such notice can be provided by fax, e-mail or letter and must be from the surveyor that signed and sealed the plat.

**Encroachments and Gaps – Subdivisions, Partitions, and Condominiums:**

Any encroachment or gap on a plat submitted that has an impact on the boundary **must be resolved prior to the approval of the plat by this office.** While it is not the responsibility of the surveyor to solve such problems, they must disclose them to the county (Clackamas County Code Title 11.01) and their client in a timely manner. Advising your client of the issues and the need to resolve them prior to approval assures that the plat will not be delayed at the last minute. See further discussion of this issue under **DEVELOPMENT REVIEW and RECORDING** (see above).

**PLAT DESIGN:** The engineering design of street improvements for manhole location needs to be done in such a manner that they will not interfere with the placement of centerline and/or Public Land Corner monuments. Failure to do this could result in the required movement of a manhole or other obstacle.

**SCANNING UPDATE:**

While we appreciate your desire to have the county records available on the Internet, please understand that this is a very complicated project and we are working very diligently on it. We have completed the scanning of the partition, subdivision, and condominium plats and the USBT entries. We are approximately 50% completed with the scanning of the old "PS" records. In addition to the remainder of the "PS" records, we have over 40 different indexing systems for other survey records. New plats, USBT maps, and surveys are scanned when they are accepted for filing. There are computers in the lobby for researching the plat and USBT records. We are also in the process of scanning the paper tax maps currently being used as the index system. Once done, they will only be available via the public computers in our office. All paper copies of those records have been, or will be, removed from the lobby. Once the scanning project is completed, we will develop an application for use on the Internet. We realize that many of you want this information now, but please realize that it is a very time consuming process. The records in other counties were in much better condition, which allowed them to complete the project in a shorter time period.

**SEE PREVIOUS NEWSLETTERS, COUNTY SURVEYOR LETTERS, and ANNUAL REPORTS at:**  
<http://www.co.clackamas.or.us/surveyor/newsletters.htm>

# SAMPLE SIGNATURE BLOCKS FOR CLACKAMAS COUNTY CONDOMINIUM PLATS

(SEE INDIVIDUAL CITY FOR CITY PLANNING APPROVAL FORMATS)

APPROVED THIS \_\_\_\_\_ OF \_\_\_\_\_, 20\_\_\_\_  
CLACKAMAS COUNTY PLANNING COMMISSION

BY \_\_\_\_\_  
DIRECTOR, PLANNING DEPARTMENT

\*\*\*\*\*

APPROVED THIS \_\_\_\_\_ OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
CLACKAMAS COUNTY ROAD OFFICIAL

BY \_\_\_\_\_  
DEPUTY

**(NOTE: Required on some county condominium  
plats and some city plats. Check with DTD.)**

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APPROVED THIS \_\_\_\_\_ OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
CLACKAMAS COUNTY SURVEYOR

ALL TAXES, FEES, ASSESSMENTS AND OTHER  
CHARGES AS PROVIDED BY ORS 92.095 HAVE BEEN  
PAID THROUGH JUNE 30, \_\_\_\_\_.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_

RAY ERLAND, CLACKAMAS COUNTY ASSESSOR &  
TAX COLLECTOR

BY: \_\_\_\_\_  
DEPUTY

\*\*\*\*\*

STATE OF OREGON  
COUNTY OF CLACKAMAS S.S

I DO HEREBY CERTIFY THAT THE ATTACHED PLAT WAS  
RECEIVED FOR RECORD ON THE \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_\_\_,

AT \_\_\_\_\_ O'CLOCK \_\_\_M.

SHERRY HALL, CLACKAMAS COUNTY CLERK

BY: \_\_\_\_\_  
DEPUTY

**SAMPLE SIGNATURE BLOCKS FOR CLACKAMAS COUNTY  
PARTITION PLATS  
(SEE INDIVIDUAL CITY FOR CITY APPROVALS)**

APPROVED THIS \_\_\_\_\_ OF \_\_\_\_\_, 200\_\_\_\_  
CLACKAMAS COUNTY PLANNING COMMISSION

BY \_\_\_\_\_  
DIRECTOR, PLANNING DEPARTMENT

\*\*\*\*\*

APPROVED THIS \_\_\_\_\_ OF \_\_\_\_\_, 200\_\_\_\_

\_\_\_\_\_  
CLACKAMAS COUNTY SURVEYOR

**OR**

\*\*\*\*\*

APPROVED THIS \_\_\_\_\_ OF \_\_\_\_\_, 200\_\_\_\_

BY \_\_\_\_\_  
CLACKAMAS COUNTY SURVEYOR; and  
CLACKAMAS BOARD OF COMMISSIONERS DELEGATE  
PER COUNTY CODE CHAPTER 11.02

**(NOTE: Only required if there is a road dedication granted to the public)**

ALL TAXES, FEES, ASSESSMENTS AND OTHER CHARGES  
AS PROVIDED BY ORS 92.095 HAVE BEEN PAID  
THROUGH JUNE 30, 200\_\_\_\_.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_

RAY ERLAND, CLACKAMAS COUNTY ASSESSOR & TAX  
COLLECTOR

BY \_\_\_\_\_  
DEPUTY

\*\*\*\*\*

STATE OF OREGON  
COUNTY OF CLACKAMAS S.S

I DO HEREBY CERTIFY THAT THE ATTACHED PLAT WAS

RECEIVED FOR RECORD ON THE \_\_\_\_\_ DAY OF

\_\_\_\_\_, 200\_\_\_\_,

AT \_\_\_\_\_ O'CLOCK \_\_\_\_M.

SHERRY HALL, CLACKAMAS COUNTY CLERK

BY: \_\_\_\_\_  
DEPUTY

**NOTE:**

- **Sufficient room must be provided to allow signatures and other information to be entered without "over-writing" printed text. Failure to allow for this MAY result in refusal to record the plat.**

**NOTE:**

- **All approvals must be in the same location.**
- **City approvals must be "grouped" together.**
- **County approvals, recording statements must be "grouped" together.**
- **Sufficient room must be provided to allow signatures and other information to be entered without "over-writing" printed text. Failure to allow for this MAY result in refusal by the County Clerk to record the plat.**

# SAMPLE SIGNATURE BLOCKS FOR CLACKAMAS COUNTY SUBDIVISION PLATS

(SEE INDIVIDUAL CITY FOR CITY APPROVALS)

APPROVED THIS \_\_\_\_ OF \_\_\_\_\_, 200\_\_\_\_  
CLACKAMAS COUNTY PLANNING COMMISSION

BY \_\_\_\_\_  
DIRECTOR, PLANNING DEPARTMENT

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APPROVED THIS \_\_\_\_ OF \_\_\_\_\_, 200\_\_\_\_

\_\_\_\_\_  
CLACKAMAS COUNTY ROAD OFFICIAL

BY \_\_\_\_\_  
DEPUTY

**(NOTE: Required on some county condominium  
plats and some city plats. Check with DTD.)**

\*\*\*\*\*

APPROVED THIS \_\_\_\_ OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
CLACKAMAS COUNTY SURVEYOR; and  
CLACKAMAS COUNTY BOARD OF COMMISSIONERS  
DELEGATE PER COUNTY CODE CHAPTER 11.02

ALL TAXES, FEES, ASSESSMENTS AND OTHER  
CHARGES AS PROVIDED BY ORS 92.095 HAVE BEEN  
PAID THROUGH JUNE 30, 200 \_\_\_\_.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_

RAY ERLAND, CLACKAMAS COUNTY ASSESSOR & TAX  
COLLECTOR

BY \_\_\_\_\_  
DEPUTY

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STATE OF OREGON

S.S

COUNTY OF CLACKAMAS

I DO HEREBY CERTIFY THAT THE ATTACHED PLAT  
WAS RECEIVED FOR RECORD ON THE \_\_\_\_\_ DAY

OF \_\_\_\_\_, 20\_\_\_\_,

AT \_\_\_\_\_ O'CLOCK \_\_\_\_M.

SHERRY HALL, CLACKAMAS COUNTY CLERK

BY: \_\_\_\_\_  
DEPUTY

## NOTE:

**All approvals must be in the same location.**

**City approvals must be "grouped" together.**

**County approvals, recording statements must be "grouped" together.**

**Sufficient room must be provided to allow signatures and other information to be entered without "over-writing" printed text. Failure to allow for this MAY result in refusal by the County Clerk to record the plat.**