

**Clackamas County Surveyor's Office**  
**SUBDIVISION PLAT CHECK LIST**

**Subdivision Name** \_\_\_\_\_ **CSO Project No.** \_\_\_\_\_

Date Minimum Requirements Received: \_\_\_\_\_ MAP #: \_\_\_\_\_

Tech. Ck By: \_\_\_\_\_ Date: \_\_\_\_\_ No. of Lots: \_\_\_\_\_ No. of Tracts: \_\_\_\_\_

Prof. Ck By: \_\_\_\_\_ Date: \_\_\_\_\_ Owner: \_\_\_\_\_

Date Returned to Surveyor: \_\_\_\_\_ Surveyor: \_\_\_\_\_

**Item Complete**

\_\_\_\_\_ Surveyor's Business Name and Address

\_\_\_\_\_ County or City PLANNING FILE NUMBER

\_\_\_\_\_ Plat Name Reservation Received and Approved

**► ITEMS CHECKED ON FINAL MYLARS**

**Title Description:**

\_\_\_\_\_ In What Subdivision and Replat info (if applicable)

\_\_\_\_\_ In What 1/4 section, Township, Range

\_\_\_\_\_ Name of City and County

\_\_\_\_\_ Date of Survey on Plat

**Declaration:**

\_\_\_\_\_ ► Signature and Titles (with info as needed to verify authority and capacity of signers)

\_\_\_\_\_ Additional Dedication included in plat Declaration for street dedications and additional RW by plat

\_\_\_\_\_ General reference for Easements noted in Plat Declaration

\_\_\_\_\_ General reference for Restrictions noted to in Plat Declaration

**Acknowledgement:**

\_\_\_\_\_ ► State, County, SS:

\_\_\_\_\_ ► Acknowledgement for each signature

\_\_\_\_\_ ► Date of Acknowledgement by notary

\_\_\_\_\_ ► Notary Signature, Name, Commission No. and expiration date (*NO CRIMPING OR INK STAMPS*) :  
[Plat Notary Information](#)

\_\_\_\_\_ Recent Subdivision Guarantee / Title Report received with vesting and adjoiner deeds (updated at recording)

\_\_\_\_\_ ► Owners' Names - all appropriate owners are correct and have signed plat or owner consent affidavit

\_\_\_\_\_ Trust Deed Holders have signed Consent Affidavit (*on plats with RW dedications or new public easements*)

**Surveyor's Certificate:**

\_\_\_\_\_ I,....., proper surveyor

\_\_\_\_\_ Initial Point - Check tie distance to government corner or previously existing plat corner  
**and describe the Initial Point monument.** (Initial Point must be a held monument without fallings)

\_\_\_\_\_ Contains appropriate calls to adjoining deeds, monuments and plats from vesting deed(s) with map label

\_\_\_\_\_ Contains remaining monumentation time limit (*on remaining monumentation plats*)

**Approvals:**

\_\_\_\_\_ ► City or County Planning Commission signature on final mylar when submitted to CSO

\_\_\_\_\_ ► County Road Official signature on mylar when submitted to CSO (*if applicable*) check with CRO

\_\_\_\_\_ ► City Administrator and/or Engineer signature (*if applicable*) check with Cities for signature requirements

\_\_\_\_\_ Combined County Commissioners and County Surveyor signature block consistent with website example

\_\_\_\_\_ Assessor & Tax Collector signature block present and consistent with our website examples

\_\_\_\_\_ County Clerk signature block present and consistent with our website examples

**Plat Restrictions:**

\_\_\_\_\_ Existing Restrictions shown or noted with recording reference noted on plat.

\_\_\_\_\_ New Restrictions (i.e.: CCRs, Maint. Agreements) listed w/blank space for document# @ recording

**Monuments:**

**PROJECT NO.** \_\_\_\_\_

\_\_\_\_\_ Set and Found Monument symbols shown with complete descriptions of found monuments  
\_\_\_\_\_ County Crew field checks complete with date monuments were set on plat

**Remaining Monumentation:** (only for plats with remaining monumentation)

\_\_\_\_\_ Remaining Monumentation statement in Surveyors Certificate (include time limit to finish RM)  
\_\_\_\_\_ Remaining Monumentation security deposit & signed Guaranty form received  
\_\_\_\_\_ Blank "Remaining Corner Monumentation" signature block provided for RM affidavit reference

**Map Details:**

\_\_\_\_\_ North Arrow  
\_\_\_\_\_ Scale / **and plat boundary shown to scale** (NOTE: 1"=10' thru 60'is OK.. 1"=100' or 200' by prior approval only)  
\_\_\_\_\_ 1" Margins  
\_\_\_\_\_ No lines or lettering within the 1" margin  
\_\_\_\_\_ Basis of Bearings (show which mons held for basis & from which record reference document)  
\_\_\_\_\_ Initial Point noted (IP must be held monument without fallings)  
\_\_\_\_\_ Initial Point ties to govt. corner or plat corner of record (actual field ties)  
\_\_\_\_\_ Index Map on first sheet for all plats that are 3 or more sheets  
\_\_\_\_\_ Distance & bearing shown for each line and segment  
\_\_\_\_\_ Access Control (new) w/ note stating how & when it will be relinquished  
\_\_\_\_\_ Reserve strips (existing), now dedicated for road purposes or removed by Planning OK  
\_\_\_\_\_ Sheet (page) numbers  
\_\_\_\_\_ Reference to SN number for boundary  
\_\_\_\_\_ Conforms to boundary survey and meets ORS 209.250  
\_\_\_\_\_ Encroachments noted and solved with CS. County Crew will check for encroachments on site  
\_\_\_\_\_ Encroachment fences; ownership & type of fence noted with boundary ties when shown as req. by CS  
\_\_\_\_\_ All easements shown on map (w/beneficiaries noted and record document referenced as applic.)  
\_\_\_\_\_ All Lots and Tracts have access to legal right-of-way  
\_\_\_\_\_ Right-of-Way and easement widths on map & offsite access dimensions shown to public RW  
\_\_\_\_\_ County Road numbers and names shown  
\_\_\_\_\_ County road monumentation shown  
\_\_\_\_\_ Road and Street names shown  
\_\_\_\_\_ Streets named: (Re: private ways for access to 3 or more lots if required by Co. or City Planning)  
\_\_\_\_\_ ► All signatures in black ink (on mylars)  
\_\_\_\_\_ Lettering and drafting legible and scanable (no hatch work, etc.)  
\_\_\_\_\_ ► All pages stamped and signed by plat surveyor  
\_\_\_\_\_ Conforms to *Visual Index on tax map and other survey records*  
\_\_\_\_\_ Narrative conforms to map with all descriptions in narrative labeled on map  
\_\_\_\_\_ Narrative complete and consistent with requirements of ORS 209.250  
\_\_\_\_\_ Consent Affidavits noted on plat and consistent with our website example  
\_\_\_\_\_ Miscellaneous

**Math Checks:**

\_\_\_\_\_ Perimeter closure (ORS 92 requires dimensions shown to 0.01')  
\_\_\_\_\_ Lot closure (shown to 0.01')  
\_\_\_\_\_ Easement closure (with dimensions sufficient for easement location)  
\_\_\_\_\_ Roadway calculations (R/W and center line)  
\_\_\_\_\_ Curve data with 5 parts (radius, delta, length, chord length, chord bearing)  
\_\_\_\_\_ Radial lines noted on lot & tract lines and radial bearings shown on non-tangent curves as OK'd by CS  
\_\_\_\_\_ All individual distances add to totals shown  
\_\_\_\_\_ All lines and curves dimensioned clearly with leaders if not to closest monument  
\_\_\_\_\_ Areas and Lot #s in sequence (from previous plat/s, if phased subdivision)  
\_\_\_\_\_ Directions and dimensions on plat boundary match Certificate  
\_\_\_\_\_ Plat boundary shown in solid BOLD LINE(S) and dashed lines on easements and leaders