

Clackamas County Surveyor's Office
PARTITION PLAT CHECKLIST

Date Min. Requirements Received: _____ MAP # _____ CSO Project No. _____
Tech. Ck By: _____ Date: _____ Number of Parcels: _____
Prof Ck By: _____ Date: _____ Owner: _____
Date Returned to Surveyor: _____ Surveyor: _____

► **ITEMS CHECKED ON FINAL MYLARS**

Complete Item

____ Surveyor's name and address
____ County or City planning file number
____ "Partition Plat# _____" (in upper right corner of all plat sheets)

Title Description:

____ a. In what subdivision and replat info (as applicable)
____ b. In what 1/4 section, Township, Range
____ c. Name of City and County
____ d. Date of Survey on Plat

Declaration:

- ____ a. Signature and titles (with info as needed to verify authority and capacity of signers)
____ b. Additional dedication included in Declaration for street dedications and additional RW by plat
____ c. General reference for Easements in Plat Declaration
____ d. General reference for Restrictions in Plat Declaration

Acknowledgement:

- ____ a. State, County, SS
► ____ b. Acknowledgement for each signature
► ____ c. Date of Acknowledgement by notary
► ____ d. Notary signature and expiration date (*NO CRIMPING OR INK STAMPS*)
____ Recent Subdivision Guarantee/Title Report received with vesting and adjoiner deeds (updated at recording)
► ____ Owners Names - all appropriate owners are correct & have signed plat or provide an owner consent affidavit.
____ Trust Deed Holders have signed Consent Affidavit (*for plats with RW dedications or new public easements*)

Surveyor's Certificate:

____ a. I, . . ., proper surveyor
____ b. Initial point - check tie & distance to govt. corner or previously existing plat corner and describe Initial Point monument (must be a held monument without fallings)
____ c. Contains appropriate calls to adjoining deeds, monuments and plats from vesting deed(s) with map labels

Approvals:

- ____ City or County Planning Commission signature on final mylar when submitted to CSO
► ____ City Administrator and/or Engineer signature when submitted to CSO (if applicable) check with Cities for signature requirements
____ Assessor & Tax Collector signature block present and consistent with our website example
____ County Surveyor signature block present and consistent with our website example
____ Combined County Commissioners and County Surveyors signature block on partitions with RW dedications in Co.
____ County Clerk signature block present and consistent with our website example

Plat Restrictions:

____ Existing Restrictions shown or noted along with recording reference on plat
____ New Restrictions (i.e. CCRs, maintenance agreements) referenced with blank for document number at recording

PARTITION PLAT CHECK LIST

Monuments:

- _____ Set and found monuments symbols shown with complete descriptions
- _____ County crew field checks complete with date monuments set noted on plat

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 1" Margin
- _____ Basis of Bearings (shown with basis labeled on mons. held and basis document referenced)
- _____ Initial Point noted (must be held monument without fallings)
- _____ Initial Point tie to govt. corner or plat corner of record (actual field ties)
- _____ Index on first sheet of plats that are 3 pages or longer
- _____ Distance & bearing shown for each line and segment
- _____ Access Control (new) w/ note stating how & when it will be released
- _____ Reserve strips (existing), now dedicated for road purposes
- _____ Sheet (page) numbers
- _____ Reference to SN or recorded plat number for boundary as applicable
- _____ Conforms to boundary survey and meets ORS 209.250
- _____ Encroachments disclosed and solved with CS prior to plat recording
- _____ Encroachment fences; ownership & type of fence noted with ties to boundary when shown as req. by CS
- _____ All easements shown on map (w/beneficiaries and record reference as applicable)
- _____ All parcels & tracts have access to legal Right-Of-Way
- _____ Right-of-Way widths and easement widths shown on map and offsite access dimensioned as applicable
- _____ County Road numbers and names shown
- _____ County Road monumentation shown
- _____ Roads and Street names shown
- _____ Streets named (Private ways, accessing 3 or more Parcels if required by City or Co. Planning)
- ▶ _____ All signatures in black waterproof ink (on mylars)
- _____ Lettering and drafting legible and *scannable* (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 Affidavit(s) noted on plat and consistent with our website example

Math Checks:

- _____ Perimeter closure (ORS 92 requires dimensions shown to 0.01')
- _____ Parcel 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 parcel lines noted and radial bearings on non-tangent curves as OK'd by CS
- _____ All individual distances add to totals shown
- _____ All lines and curves dimensioned clearly with leaders as applicable
- _____ Parcel area calcs & Parcel numbers in sequence if replat
- _____ Directions and dimensions on plat boundary match dimensions in Certificate
- _____ Plat boundary in solid BOLD LINE(S) and dashed lines on easements and leaders