

# Plat Boundary, Subdivision, Condominium Submittal Application

Clackamas County Surveyor's Office  
9101 SE Sunnybrook Blvd., Clackamas OR 97015  
503-353-4475 • (FAX) 503-353-4481  
[www.clackamas.us/surveyor/about.htm](http://www.clackamas.us/surveyor/about.htm)

## • APPLICANT INFORMATION (Required) •

Surveyor Name: \_\_\_\_\_ Survey Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Developer/Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address (if available): \_\_\_\_\_  
Title Company: \_\_\_\_\_ Title Co. Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

## • PLAT INFORMATION • MINIMUM SUBMITTAL REQUIREMENTS

### PLAT BOUNDARY SURVEY (Submitted 30 days prior to plat submittal) - *Submittal Checklist*

- \_\_\_ One paper copy of survey map, signed by surveyor
- \_\_\_ Subdivision Guaranty with an effective date no earlier than 15 days before submission – **Interior Monumentation Guaranty forms are available at the County Surveyor's Office**
- \_\_\_ Partial plat deposit: \$750.00 plus survey filing fee of \$400.00, (or \$450.00 if it includes a property line adjustment)

#### Copies of the following:

- \_\_\_ Current (vesting) recorded deeds by which the owner took title (including deeds referenced in vesting deeds)
- \_\_\_ Deeds for all adjoining property (not required if the adjoining property is platted)
- \_\_\_ Recorded easements affecting the property

**\*\*NOTE: If you wish to request to use a previously recorded survey as the basis for the plat boundary, it must be in writing and approved by the County Surveyor**

### SUBDIVISION/CONDOMINIUM PLAT - *Submittal Checklist*

- \_\_\_ One paper copy of plat, signed by surveyor
- \_\_\_ Plat Name Reservation completed and approved by the County Surveyor's Office – [See "name reservation" form](#)
- \_\_\_ Subdivision Guaranty with an effective date no earlier than 15 days before submission – **Interior Monumentation Guaranty forms are available at the County Surveyor's Office**
- \_\_\_ Review Fee Deposit – [See "worksheet for Subdivisions"](#) or [See "worksheet for Condominiums"](#)

\* (Note: plats are inspected at actual cost)

#### Copies of the following: \*(Not required if provided as part of boundary survey submittal)

- \_\_\_ Current (vesting) recorded deeds by which the owner took title (including deeds referenced in vesting deeds)
- \_\_\_ Deeds for all adjoining property (not required if the adjoining property is platted)
- \_\_\_ Recorded easements affecting the property