



SURVEYOR'S OFFICE
SUBDIVISION & PARTITION CHECKLIST

SURVEY TRACKING # _____
SUBMITTAL DATE: _____ CHECKED IN BY _____

PLAT REVIEWED BY: _____

FIELD CHECK BY: _____

SUBDIVISION PLAT: _____

PARTITION PLAT# MP BMP LMP RMP SMP

MP=COUNTY
LMP=LA PINE
BMP=BEND
RMP=REDMOND
SMP=SISTERS

SURVEYOR: _____ LS# _____ Company _____

CLIENT: _____

JURISDICTION: COUNTY BEND LA PINE REDMOND SISTERS

JURISDICTION APPROVAL NUMBER _____

LOCATION: T R Sec. ORT

SUBDIVISION: _____

POSTMON? (CHECK ONE) YES NO

POST-MONUMENT DEPOSIT \$ _____ CHECK NO. _____

RECEIPT NO. _____ DATE _____

PLAT FORM: (ORS 92, COUNTY CODE CHAPTER 17, CITY ORDINANCES)

- _____ Black India ink.
- _____ 18"x24" with 3" binding edge on left side
- _____ Drafting material, 4 mil plus
- _____ Lettering, size or type to be legible and scaled as required
- _____ No part shall come nearer to edge of sheet than 1 inch
- _____ 3 sheets or more, need index, and number sheets

RECORD OF SURVEY INFO FOR SUBDIVISION PLAT (ORS 209.250):

- _____ Surveyor's narrative
- _____ Closure sheets for plat boundary and lots, tracts, etc ...
- _____ Ties to 1/4 and section corners
- _____ Error of closure
- _____ Computation of distances and courses shown on plat
- _____ Ties to existing monuments
- _____ Ties to proposed monuments
- _____ Ties to adjacent subdivision shown
- _____ Ties to streets, roads and highways

PLAT FORMAT (COUNTY CODE CHAPTER 17.24 & ORS CH. 92):

- _____ Name of subdivision and plat number (example: TP 94-999)
- _____ Partition plat number (County Clerk will number)
- _____ **Surveyor's certificate: (ORS 92.070)**
 - _____ Surveyed the land represented
 - _____ Correctly surveyed and marked
 - _____ Described initial point
 - _____ Description of tract of land by Metes and Bounds (exterior boundary)
 - _____ Signature line for surveyor and date
- _____ **Declaration: (ORS 92.075)**
 - _____ Owner of land
 - _____ Caused to be surveyed and platted
 - _____ Dedicating to public streets, roads, utility easements
 - _____ Create private easements
 - _____ Signature line of owners and date
 - _____ Acknowledgment by notary (ORS 194.575 [1])

FEE PAID \$ _____

PAID BY _____

CHECK NO. _____

RECEIPT NO. _____

AFTER SUBMITTAL POST MON REVIEW FEE:

DATE _____

FEE PAID _____

PAID BY _____

CHECK NO. _____

RECEIPT NO. _____

Date Filed _____

CS NO. _____



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SURVEY TRACKING # _____

RECEIVED COPY OF:

- _____ **First submittal** : Subdivision guaranty, title report, or other approved report issued by a title company, or authorized agent to perform such services in Oregon. 3 paper copies of plat.
- _____ **Mylar submittal**: Subdivision guaranty/title report issued no more than **30** days prior to the submittal of the mylar. Mylar must be signed by declarant w/notary's acknowledgment. Only one set of mylars will be reviewed/signed by this office. No paper copies of mylar needed with submittal.
- _____ Current vesting deed (s) including referenced deeds if applicable*.
- _____ Deeds for all adjoining property (except existing platted lots) if applicable* .
- _____ Recorded easements affecting property, if applicable* .
- _____ Covenants, conditions, and restrictions (CCR's), if applicable* .

* The surveyor shall supply any of these documents if requested by Deschutes County during the review process.

APPROVAL SIGNATURE LINE FOR:

- _____ Irrigation district or watermaster
- _____ County surveyor
- _____ County director of road department (Bend; Redmond; Sisters)
- _____ County environmental health director (County only, except for Eagle Crest)
- _____ County planning director (Bend, Redmond, or Sisters director)
- _____ County assessor with certificate
- _____ County tax collector with certificate
- _____ Board of County Commissioners (one commissioner's signature)
- _____ Statement: "Signature of Board of Commissioners constitutes acceptance by county of any dedication made herein to the public".

PLAT INFORMATION: ORS 92.050, 92.060

- _____ Surveyor's seal, signature, renewal date, business name and address
- _____ Bearings to nearest second (01") and distances to nearest one hundredth (0.01) of a foot on all boundaries (show record vs. measured)
- _____ Date, scale and north point
- _____ The location, dimensions and purpose of all recorded and proposed public and private easements, with clerk's information (deed Vol. & Page or Subdiv. Name or Part. #) for all existing easements
- _____ Preliminary partition number shown
- _____ Basis of bearings is stated in narrative and/or shown
- _____ Legend of monuments set, found, post-monumented, controlling topography
- _____ Location and description of all monuments on plat
- _____ Each lot or parcel shall be numbered consecutively, (block numbers only if continuation of original subdivision)
- _____ Each road, street, lane, etc. shall be named.
- _____ Show centerline course, distance and curve data (central angle, radius, arc, chord distance and bearing)
- _____ Intersection of streets shall be marked by monument, galvanized iron pipe 3/4" i.d. x 30" long or ORS ch. 92
- _____ Initial point, 3/4" x 30" iron pipe or 5/8" x 30" iron rod.
- _____ Lot corners, galv. iron pipe 1/2" i.d. x 24" long, iron or steel rod 5/8" o.d. x 24" long,
- _____ Monuments marked or tagged with surveyor's business name or LS number.
- _____ Statement of water rights and certificate number.
- _____ Surveyor certificate (exact copy)
 - ___ Exact copy of plat
 - ___ Signature line for surveyor and date
- _____ Show adjacent SM (Surface Mining) zone