

**YAMHILL COUNTY SURVEYOR
SURVEY/PLAT CHECK SHEET**

Note: the county will check the plat or survey one time. If additional errors or omissions are discovered prior to filing, the registrant will be notified and it will be left to his/her professional discretion to either correct the deficiency or proceed with filing, with the exception that plats found not to be in compliance with ORS Chapter 92 or Chapter 209 will not be approved until the required corrections are made on the final submitted plat.

SURVEYOR _____ DATE OF SURVEY/PLAT _____ SURVEY FEE - \$300.00

DATE RECEIVED _____ CHECKED BY _____ DATE CHECKED _____

PLAT NAME _____ PLAT DEPOSIT AMT. _____ RECEIPT# _____

1. Plat material - Archival. Permanent nature ink on 4 mil double matte mylar or photographic silver halide reproduction on 4 mil double matte mylar (Acid free bond paper is OK for surveys) Final paper copies will be accepted for review. Must be in final form, and signed and sealed and marked "For review only" in bold letters on the plat.	<input type="checkbox"/>	<input type="checkbox"/>
2. Sizes: Surveys - 18" X 24" ONLY including a 1/2" margin (17" X 23" drafting area) Plats - 18" X 24" including a 1" margin (16" X 22" drafting area).	<input type="checkbox"/>	<input type="checkbox"/>
3. Sheets numbered if more than one sheet.	<input type="checkbox"/>	<input type="checkbox"/>
4. All lines, lettering and symbols shall be of such a size, spacing and density to be clearly legible and reproducible from microfilm. Minimum size lettering template "80" or 0.08 inches when using all uppercase letters and "100" or 0.1 inches when using upper and lower case letters, or hand lettering.	<input type="checkbox"/>	<input type="checkbox"/>
5. No "stick on" labels of any type, including business name and address	<input type="checkbox"/>	<input type="checkbox"/>
6. Location by 1/4 Section, Section, Township, Range, W.M., City, County and State	<input type="checkbox"/>	<input type="checkbox"/>
Location verified?	<input type="checkbox"/>	<input type="checkbox"/>
7. Date of monumentation, Scale, and North arrow.	<input type="checkbox"/>	<input type="checkbox"/>
8. Surveyor's Stamp, original signature with expiration date on all pages	<input type="checkbox"/>	<input type="checkbox"/>
9. Surveyor's business name and address	<input type="checkbox"/>	<input type="checkbox"/>
10. If a "Property Line Adjustment" survey, must identify old and new property line	<input type="checkbox"/>	<input type="checkbox"/>
11. A detailed description of found and set monuments; Size (length of set), type, color, condition, how marked, how set or found, and origin. Make sure that symbols match the legend.	<input type="checkbox"/>	<input type="checkbox"/>
12. Tie to existing (monumented) Section corner, 1/4 corner, 1/16 corner, D.L.C. corner, or a corner of a recorded subdivision, partition or condominium.	<input type="checkbox"/>	<input type="checkbox"/>
13. Name and right of way width of shown streets or roads	<input type="checkbox"/>	<input type="checkbox"/>
14. Minimum curve data - any three of the following may be used: delta, radius, arc length, chord bearing	<input type="checkbox"/>	<input type="checkbox"/>
15. Narrative must:		
1. Explain the purpose of survey	<input type="checkbox"/>	<input type="checkbox"/>
2. Explain basis on which lines were established	<input type="checkbox"/>	<input type="checkbox"/>
3. Explain which found monuments and deed elements controlled the line established or re-established.	<input type="checkbox"/>	<input type="checkbox"/>
16. Basis of Bearing (monuments used and citation of record)	<input type="checkbox"/>	<input type="checkbox"/>
17. Bearing/Angles shown in degrees, minutes and seconds, and distance in feet and hundredths of a foot.	<input type="checkbox"/>	<input type="checkbox"/>
18. The relationship of all shown found monuments by course and distance, or fallings to the monuments set, or by coordinates.	<input type="checkbox"/>	<input type="checkbox"/>
19. Bearing and distance on all lot, tract or parcel lines	<input type="checkbox"/>	<input type="checkbox"/>
20 PLAT NAME: Must be approved by the County Surveyor(subdivisions only). Must not be similar to or pronounced the same as the name of any other subdivision, unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless the party files and records the consent of the party that platted the contiguous subdivision bearing that name.	<input type="checkbox"/>	<input type="checkbox"/>
21. DECLARATION:		
A. Verify Owners - Signatures in black ink	<input type="checkbox"/>	<input type="checkbox"/>
B. Notarized - Legible stamp, signature and date in black ink.	<input type="checkbox"/>	<input type="checkbox"/>

C. State that <u>"the declarant has caused the subdivision or partition to be prepared and the property subdivided or partitioned in accordance with the provisions of ORS chapter 92"</u> .	<input type="checkbox"/>	<input type="checkbox"/>
D. Any dedication of land for public purposes or any public or private easements created, or any other restriction made must be stated in the declaration.	<input type="checkbox"/>	<input type="checkbox"/>
E. Consent affidavit if others(Trust Deed Beneficiaries, Mortgage Holders, or Contract Vendors) have an interest in the property platted only if there is public street dedication.	<input type="checkbox"/>	<input type="checkbox"/>
22. SURVEYOR'S CERTIFICATE:		
A. Statement to the effect that the surveyor <u>"has correctly surveyed and marked with proper monuments the lands as represented"</u> .	<input type="checkbox"/>	<input type="checkbox"/>
B. Has placed or found a proper monument as provided in ORS 92.060 indicating the initial point of the plat, and giving the dimensions and kind of monument (a complete description).	<input type="checkbox"/>	<input type="checkbox"/>
C. Location of Initial point in accordance with ORS 92.060 (by survey to a monumented section corner, 1/4 corner, 1/16 corner, DLC corner, lot, parcel or boundary corner of a recorded subdivision, partition or condominium plat.)	<input type="checkbox"/>	<input type="checkbox"/>
D. Delayed monumentation plats shall include a certification of the surveyor that the interior corner will be monumented on or before a specified date.	<input type="checkbox"/>	<input type="checkbox"/>
E. Accurately describing the tract upon which the lots, tracts and parcels are laid out. Adequate boundary calls Location by 1/4 section/Township/Range/City/County/State. Bearings & distances conform to drawing	<input type="checkbox"/>	<input type="checkbox"/>
23. APPROVALS: City/County planning; County Surveyor; County Commission chair for subdivisions, only: Assessor's statement; and Recorders statement; See appropriate form.	<input type="checkbox"/>	<input type="checkbox"/>
24. LOT NUMBERS - Continue numbering "phased" plats with highest number of last plat plus one. Block numbers only if used by previous plat. Tracts identified by letter designation. Parcel numbers for partitions in Arabic numerals (no roman numerals).	<input type="checkbox"/>	<input type="checkbox"/>
25. BOUNDARY RESOLUTION:		
A. Survey Filed and Noted. If not, must meet all the requirements of a survey per ORS 209.250.	<input type="checkbox"/>	<input type="checkbox"/>
B. Found monuments shown on plat boundary. Sufficient Boundary Control.	<input type="checkbox"/>	<input type="checkbox"/>
26. MATH CHECK:		
A. Boundary/Lot/Parcel/unit closure.	<input type="checkbox"/>	<input type="checkbox"/>
B. Street/Easement closure.	<input type="checkbox"/>	<input type="checkbox"/>
C. Area of Lots, Parcels (units in condos) and Tracts (Square feet or hundredth of an acre).	<input type="checkbox"/>	<input type="checkbox"/>
27. EASEMENTS:		
A. Purpose & recorded information.	<input type="checkbox"/>	<input type="checkbox"/>
B. Width. State beneficiary if "private". Label "public" or "private". Effective period if temporary.	<input type="checkbox"/>	<input type="checkbox"/>
C. All easements (old or new) shown by fine dashed line.	<input type="checkbox"/>	<input type="checkbox"/>
28. MISCELLANEOUS:		
A. Adjacent Plats/Streets shown.	<input type="checkbox"/>	<input type="checkbox"/>
B. Exact copy conforms to Original.	<input type="checkbox"/>	<input type="checkbox"/>
C. Exact copy Statement and original signature on each page q	<input type="checkbox"/>	<input type="checkbox"/>
D. Post-monumented Plats - Interior monumentation affidavit statement.	<input type="checkbox"/>	<input type="checkbox"/>
E. Security deposit for interior monumentation. (Letter from surveyor stating cost)	<input type="checkbox"/>	<input type="checkbox"/>
F. Title Report, current (within 15 days).	<input type="checkbox"/>	<input type="checkbox"/>
29. PARTITIONS w/PARCELS IN EXCESS OF 10 ACRES (ORS 92.055)		
A. Plat to contain the following verbiage: "CAUTION: Bearings and distances noted on any unsurveyed parcel shown on this partition plat did not result from an actual real property survey performed pursuant to either ORS Chapter 92 or Chapter 209. Any person or entity relying on courses, bearings and distances shown on this plat assumes all risks in so relying".	<input type="checkbox"/>	<input type="checkbox"/>