

CLACKAMAS COUNTY

STANDARDS FOR POLYESTER FILM PLATS

July 1, 2001

The following are standards and requirements for the preparation of record of survey maps on polyester drafting film.

- I. All plats for subdivisions, condominiums, partitions and cemeteries shall meet the following minimum standards and requirements in addition to any standards and requirements prescribed by Oregon Revised Statutes, Oregon Administrative Rules, county ordinances, city ordinances or other similar documents.
- II. **MAP MATERIALS** – Survey maps shall be prepared upon material that is 18 inches by 24 inches in size. Maps shall be placed on 4-mil or heavier double matted static free polyester drafting film.
 1. The "original plat", and "exact copy" of the original, shall be placed on 4-mil base thickness or heavier double matted polyester drafting film.
 2. Ink Jet Maps will be accepted with the following criteria. The **only** acceptable combinations of inkjet ink and polyester film is as follows:
 - HP cartridge #51640A, #51645A, #51629 or HP #1892A (UV) is acceptable on Continental #JPC4M1 or JPC4M2 polyester film.
 - HP cartridge #51645A on JPD-4E.
 - HP cartridge #51645A on OCE #868342.
 - HP cartridge #51645A on AZON 13-0444.
 - HP cartridge #51645A on Bullfrog BF7804IJ.
 - HP cartridge #C4871A on HP #51642B Mylar (HP plotter DJ1055CM).
 - Graphic Utilities #81581 (pigmented ink refill for HP51626A) on JPC4M1 or JPC4M2 polyester film.
 - Graphic Utilities #618101 (pigmented ink refill for HP51640A) on JPC4M1 or JPC4M2 polyester film.
 - Graphic Utilities #611781 (pigmented ink refill for HP51645A) on JPC4M1 or JPC4M2 polyester film

A statement such as the following must be placed on the face of the map: "I certify that this map was prepared using HP Product # _____ on Continental # _____ polyester film." The statement may be placed under your seal. If placed on another part of the plat, it must be signed.

- II. **STANDARDS** - In addition to the standards and requirements of the Oregon Revised Statutes, county ordinances, city ordinances and other similar documents, the following standards and requirements shall be met:
 1. All signatures of surveyors, notaries, city and county officials, and others shall be in permanent black India type ink. Blue, red or other colors of ink; felt tip or similar pens; ballpoint pens; photographed or otherwise reproduced signatures; etc., are not acceptable.
 2. All lettering, lines and other work shall be either original permanent black India type ink or photographed on polyester film by a silver halide process meeting industry standards for archival

permanency. Ink jet as described above in Plat Materials Section II-2 shall be Black ink only (using the color combination that makes black is not archivable).

3. Corrections to maps Ink Jet cannot be made with erasures or eradication, they will need to be crossed out or replotted. Additions will need to be made with compatible ink.
4. Corrections to the polyester film shall be made in such a manner as to not remove or damage the "matte" or "tooth" of the polyester film in any manner that will affect the archival permanency of the plat. Damage to, or removal of, the "matte" or "tooth" of the polyester film will be cause to reject the plat for filing.
5. Original and copies of plats shall be placed only on the **face side** of the polyester film. All lettering and lines shall be placed on the same side of the polyester film.
6. All lettering on the plat shall be of such a size or type as to be clearly legible. A lettering template shall be a minimum size "80" (0.08 inches) for upper case letters and a minimum size "100" (0.1 inches) for lower case letters. Hand lettering shall be done in such a manner so as to conform to these minimum sizes. "Shadow" lettering is **not** acceptable. All drafting shall be done with a line width and font style compatible with the lettering size.
7. The plat boundary shall be a solid **bold** line completely around the tract platted.
8. Drafting ink shall be suitable for drafting on polyester film.
9. All surveyor, notary, corporate, or other stamps/seals shall be of a permanent nature and incapable of removal. Stamps/seals shall be black, opaque and legible. "Crimped" seals are not acceptable.
10. All plats and copies of plats prepared by a silver halide permanent photocopy process shall be accompanied by a certificate from the person who prepared them, that they were prepared in accordance with industry standards for archival permanency.
11. All corrections of silver halide permanent photocopies made by the use of chemical eradicator shall be done in such a manner as to completely neutralize and remove all traces of the chemical from the plats.
12. All pages of the plat copies shall bear a certificate signed, in original ink meeting the requirements of Section III (1), by the surveyor that prepared them to wit: "I certify that this tracing is an exact copy of the original plat." The certificate shall not appear on the plat "original".
13. No part of the survey or mathematical information or lettering shall come nearer to any edge than one inch. This creates a maximum drafting area of 16 inches by 22 inches.
14. The plat shall be of such scale that all survey and mathematical information, all lettering, and all other details and information are shown clearly thereon. The plat shall be capable of being microfilmed and reproduced from said microfilm clearly and legibly on such equipment as is made available by the city or county.
15. Standard engineering scales of 1 inch = 10, 20, 30, 40, 50, or 60 feet shall be used. One inch = 100 or 200 feet may be used **only** with specific **prior** approval of the city or county surveyor having jurisdiction.
16. "Stick-on" labels of any type, including business name and address, are not acceptable.
17. Submitting any wrinkled, folded, creased, crimped, etc. polyester film plat may be cause to reject the plat for filing.