

Clackamas County Surveyor's Office
SUBDIVISION PLAT REVIEW CHECKLIST

Subdivision Name _____ **CSO Project No.** _____

Date Minimum Requirements Received: _____ MAP #: _____

Tech. Ck By: _____ Date: _____ No. of Lots: _____ No. of Tracts: _____

Prof. Ck By: _____ Date: _____ Owner: _____

Date Returned to Surveyor: _____ Surveyor: _____

Item Complete

• ITEMS CHECKED ON FINAL MYLARS

- _____ Surveyor's Business Name and Address
- _____ County or City PLANNING FILE NUMBER
- _____ Plat Name Reservation Received and Approved

Title Description:

- _____ In What Subdivision and Replat info (if applicable)
- _____ In What 1/4 section, Township, Range
- _____ Name of City and County
- _____ Date of Survey on Plat

Declaration:

- _____ • Signature and Titles (with info as needed to verify authority and capacity of signers)
- _____ Additional Dedication included in plat Declaration for street dedications and additional RW by plat
- _____ General reference for Easements noted in Plat Declaration
- _____ General reference for Restrictions noted to in Plat Declaration

Acknowledgement:

- _____ • State, County, SS:
- _____ • Acknowledgement for each signature
- _____ • Date of Acknowledgement by notary
- _____ • Notary Signature, Name, Commission No. and expiration date (*NO CRIMPING OR INK STAMPS*)
[Plat Notary Information](#)
- _____ Recent Subdivision Guarantee /Title Report received with vesting and adjoiner deeds (updated at recording)
- _____ • Owners' Names - all appropriate owners are correct and have signed plat or owner consent affidavit
- _____ Trust Deed Holders have signed Consent Affidavit (*on plats with RW dedications or new public Easements*)

Surveyor's Certificate:

- _____ I,....., proper surveyor
- _____ Initial Point - Check tie distance to government corner or previously existing plat corner **and describe the Initial Point monument.** (Initial Point must be a held monument without fallings)
- _____ Contains appropriate calls to adjoining deeds, monuments and plats from vesting deed(s) with map label
- _____ Contains remaining monumentation time limit (*on remaining monumentation plats*)

Approvals:

- _____ • City or County Planning Commission signature on final mylar when submitted to CSO
- _____ • County Road Official signature on mylar when submitted to CSO (*if applicable*) check with CRO
- _____ • City Administrator and/or Engineer signature (*if applicable*) check with Cities for signature requirements
- _____ Combined County Commissioners and County Surveyor signature block consistent with website example
- _____ Assessor & Tax Collector signature block present and consistent with our website examples
- _____ County Clerk signature block present and consistent with our website examples

Plat Restrictions:

- _____ Existing Restrictions shown or noted with recording reference noted on plat.
- _____ New Restrictions (i.e.: CCRs, Maint. Agreements) listed w/blank space for document# @ recording

Monuments:

PROJECT NO. _____

_____ Set and Found Monument symbols shown with complete descriptions of found monuments
_____ County Crew field checks complete with date monuments were set on plat

Remaining Monumentation: (only for plats with remaining monumentation)

_____ Remaining Monumentation statement in Surveyors Certificate (include time limit to finish RM)
_____ Remaining Monumentation security deposit & signed Guaranty form received
_____ Blank "Remaining Corner Monumentation" signature block provided for RM affidavit reference

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 the 1" margin
_____ Basis of Bearings (show which mons held for basis & from which record reference document)
_____ Initial Point noted (IP must be held monument without fallings)
_____ Initial Point ties to govt. corner or plat corner of record (actual field ties)
_____ Index Map on first sheet for all plats that are 3 or more sheets
_____ Distance & bearing shown for each line and segment
_____ Access Control (new) w/ note stating how & when it will be relinquished
_____ Reserve strips (existing), now dedicated for road purposes or removed by Planning OK
_____ Sheet (page) numbers
_____ Reference to SN number for boundary
_____ Conforms to boundary survey and meets ORS 209.250
_____ Encroachments noted and solved with CS. County Crew will check for encroachments on site
_____ Encroachment fences; ownership & type of fence noted with boundary ties when shown as req. by CS
_____ All easements shown on map (w/beneficiaries noted and record document referenced as applic.)
_____ All Lots and Tracts have access to legal right-of-way
_____ Right-of-Way and easement widths on map & offsite access dimensions shown to public RW
_____ County Road numbers and names shown
_____ County road monumentation shown
_____ Road and Street names shown
_____ Streets named: (Re: private ways for access to 3 or more lots if required by Co. or City Planning)
_____ • All signatures in black ink (on mylars)
_____ Lettering and drafting legible and scanable (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 Affidavits noted on plat and consistent with our website example
_____ Miscellaneous

Math Checks:

_____ Perimeter closure (ORS 92 requires dimensions shown to 0.01')
_____ Lot 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 lines noted on lot & tract lines and radial bearings shown on non-tangent curves as OK'd by CS
_____ All individual distances add to totals shown
_____ All lines and curves dimensioned clearly with leaders if not to closest monument
_____ Areas and Lot #s in sequence (from previous plat/s, if phased subdivision)
_____ Directions and dimensions on plat boundary match Certificate
_____ Plat boundary shown in solid BOLD LINE(S) and dashed lines on easements and leaders