

# WASCO COUNTY SURVEYOR

Revised 3/18/2008

## SURVEY and PLAT CHECK SHEET

SURVEYOR \_\_\_\_\_ FIRM \_\_\_\_\_

DATE OF SURVEY/PLAT \_\_\_\_\_ DATE REC'D \_\_\_\_\_

PLAT NAME \_\_\_\_\_ for \_\_\_\_\_

DOR LOCATION \_\_\_\_\_

- \_\_\_\_\_ Date Reviewed  
 \_\_\_\_\_ Reviewed by  
 Prelim Response sent  
 Scan stored  
 Indexed  
 Final Response sent  
 Noted on Geo Map  
 \$50 Filing fee paid

**Map Material:** Archival, black permanent ink or photographic silver halide reproduction

Surveys: 3 mil (min) double matte polyester film

Plats: 4 mil (min) double matte polyester film

Reviews: Paper, in final form marked "For Review Only".

Other material may be used only if pre-approved by County Surveyor.

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**Map Sizes:** 18"X24" with 2" left margin and 1" other margins.

Other map size may be used only if pre-approved by County Surveyor.

**2" square** near the upper right corner for: Wasco County Surveyor's Office

(Or add it into the CADD template) Survey No. \_\_\_\_\_

Filed \_\_\_\_\_

By \_\_\_\_\_

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**Sheets numbered** if more than one sheet (Page 1 of 3, for example).

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**Lines, lettering and symbols** shall be of such a size, spacing and density to be clearly legible and reproducible for microfilm. Minimum size letter template "80" or 0.08 inches when using all upper case letters and "100" or 0.1 inches when using upper and lower case letters.

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**Survey References** WC Survey No., by whom, date, Plat or recording no.

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**Location** by ¼ Section, Township, Range, W.M., City, County, and State (ORS209.250).

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Location verified.

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**Date of survey** (month, day, year), engineering scale, and North arrow.

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**Surveyor's Stamp**, original signature with expiration date on all pages.

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**Surveyor's business name** and address.

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**Client's name**, for indexing (209.070).

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**Property Line Adjustment survey;** prominently identify old and new property lines

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**Detailed description of found and set monuments;** Size, type, color, condition, origin.

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Symbols shall match the legend (same size and shape).

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**Tie to existing** monumented Section corner, ¼ corner, 1/16 corner, D.L.C. corner, or corner of recorded subdivision, partition, or condominium plat (209.250).

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**Name and right of way width** of all shown street or roads.

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Are street names acceptable?

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**Minimum curve data** – Delta, radius, cord bearing and distance, or arc length

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**Narrative** – (209.250) Must be on the face of the plat, and shall:

a. Explain the purpose of survey.

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b. Explain basis on which lines established.

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c. Explain which found monuments and deed elements controlled the line established or re-established.

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**Basis of Bearing** (monuments used and citation of record)

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**Bearings/Angles** shown in degrees, minutes and seconds, and distances in feet and hundredths of a foot..

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**Bearings and distance** (new and/or record) on all lot, tract, or parcel lines.

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**The relationship of all monuments** by course and distance, or fallings to the monuments set, or by coordinates.

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Note: Wasco County will review the plat once. The registrant will be notified of any errors or omissions. It will then be left to his or her professional discretion to either correct any deficiency or proceed with filing.

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**Plat Name:** Subdivisions must be approved by the County Surveyor. Must not be similar to or pronounced the same as 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.

**Declaration:**

- a. Verify Owners – Signatures in permanent black ink.
- b. Notarized – If an Oregon Notary – Notary signature, full printed name. Commission Number and Expiration date (Month by name (not Abbreviated), two-digit date and complete year – i.e. January 03, 2002) in permanent black ink.
- c. State “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”.
- 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.
- e. Consent affidavit if others (Trust Deed Beneficiaries, Mortgage Holders, or Contract Vendors) having an interest in the property platted only if there is dedication of land for public purposes. (i.e. Public easements, Street dedication, etc.)

**Surveyor’s Certificate:**

- a. Statement to the effect that the surveyor “has correctly surveyed and marked with proper monuments the lands as represented.”
- 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).
- c. Location of initial point in accordance with ORS 92.060 (by survey to a monumented section corner, ¼ corner, 1/16 corner, DLC corner, lot, parcel, or boundary corner of a recorded subdivision, partition or condominium plat.)
- d. Post-monumented plats shall include a certification of the surveyor that the remaining corners will be monumented on or before a specified date.
- e. Accurate perimeter description of the land upon which the lots, parcels, and tracts are laid out.
- f. Adequate boundary calls. Location by ¼ Section/Township/Range/City/County/State.
- g. Bearings & distances conform to drawing.

**Approvals:** City/County planning; County Surveyor; County Judge and Commissioners (for subdivisions); Assessor; Tax Collector; and Recorder; See appropriate form.

**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 number for partitions in Arabic numerals (no roman numerals).

**Boundary Resolution:**

- a. Must meet survey requirements of ORS 209.250.
- b. Found monuments shown on plat boundary. Is there sufficient control?

**Math Check:**

- a. Boundary/Lot/Parcel/Unit closure.
- b. Street/Easement closure.
- c. (92.050) Area of Lots, Parcels, Units in condos, and Tracts (Sq. feet or hundredth of acre).

**Easements:**

- a. (92.050) Purpose & recorded information.
- b. Width. Label “public” or “private”. State beneficiary if “private”. State term if necessary.
- c. All easements (old or new) shown by fine dashed line.