

PARTITION PLAT CHECKLIST

Date Received: _____ Number of Parcels: _____
 Check By: _____ Date: _____ Owner: _____
 Date Returned to Surveyor: _____ Surveyor: _____

Complete Item

- _____ Surveyor's name and address
- _____ County or City planning file number
- _____ "Partition Plat# _____" (in upper right corner of all plat sheets)

Title Description:

- _____ a. In what subdivision and replat info (as applicable)
- _____ b. In what 1/4 section, Township, Range
- _____ c. Name of City and County
- _____ d. Date of Survey on Plat

Declaration:

- _____ a. Signature and titles (with info as needed to verify authority and capacity of signers)
- _____ b. Additional dedication included in Declaration for street RW by plat
- _____ c. General reference for Easements in Plat Declaration
- _____ d. General reference for Restrictions in Plat Declaration

Acknowledgement:

- _____ a. State, County, SS
- _____ b. Acknowledgement for each signature
- _____ c. Date of Acknowledgement by notary
- _____ d. Notary signature and expiration date (*NO CRIMPING OR INK STAMPS*)
- _____ Recent Subdivision Guarantee/Title Report received with vesting and adjoiner deeds (updated at recording)
- _____ Owners Names - all appropriate owners are correct & have signed plat or provide an owner consent affidavit
- _____ Trust Deed Holders have signed Consent Affidavit (*for plats with RW dedications*)

Surveyor's Certificate:

- _____ a. I, . . . , proper surveyor
- _____ b. Initial point - check tie & distance to govt. corner or previously existing plat corner and describe Initial Point monument (must be a held monument without fallings)
- _____ c. Contains appropriate calls to adjoining deeds, monuments and plats from vesting deed(s) with map labels

Approvals:

- _____ City or County Planning Commission signature on final mylar when submitted to CSO
- _____ City Administrator and/or Engineer signature when submitted to CSO (if applicable) check with Cities for signature requirements
- _____ Assessor & Tax Collector signature block present and consistent with website
- _____ County Surveyor's signature block...**or**...the combined Commissioner's/County Surveyor's signature block for dedications on a County Road
- _____ County Clerk signature block present and consistent with website

Plat Restrictions:

- _____ Existing Restrictions shown or noted along with recording reference on plat
- _____ New Restrictions (i.e. CCRs, maintenance agreements) referenced with blank for document number at recording

PARTITION PLAT CHECK LIST - continued**Monuments:**

_____ Show set and found monument symbols with complete descriptions, including set date

Map Details:

_____ North Arrow

_____ Scale/**and plat boundary shown to scale** (NOTE: 1" =10' thru 100'is OK. 1"= 200' by prior approval only)

_____ 1" Margins, and no lines or lettering within the margin

_____ Basis of Bearings (shown with basis labeled on mons. held and basis document referenced)

_____ Initial Point noted (must be held monument without fallings)

_____ Initial Point ties to govt. corner or plat corner of record (actual field ties)

_____ Index on first sheet of plats that are 3 pages or longer

_____ Distance & bearing shown for each line and segment

_____ Access Control (new) w/note stating how & when it will be released

_____ Reserve strips (existing), now dedicated for road purposes or removed by planning process

_____ Sheet (page) numbers

_____ Reference to SN or recorded plat number for boundary as applicable

_____ Conforms to boundary survey and meets ORS 209.250

_____ Encroachments disclosed and solved with County Surveyor prior to plat recording; ownership & type of fences noted with ties to boundary as required by Clackamas County Code

_____ Encroachment fences; ownership & type of fence noted with ties to boundary when shown as required by County Surveyor

_____ All easements shown on map (w/beneficiaries and record document reference)

_____ All parcels & tracts have access to legal Right-Of-Way

_____ Right-of-Way and easement widths shown on map and offsite access dimensions shown to public RW

_____ County Road numbers and names shown

_____ County Road monumentation shown

_____ Roads and Street names shown

_____ Streets named (Private ways, accessing 3 or more Parcels if required by City or Co. Planning)

_____ All signatures in black waterproof ink (on mylars)

_____ Lettering and drafting legible and *scannable* (no hatch work, etc.)

_____ All pages stamped and signed by plat surveyor

_____ Conforms to Visual Index on tax map and other survey records

_____ Narrative complete and consistent with requirements of ORS 209.250 and conforms to map with all descriptions in narrative labeled on map

_____ Consent Affidavit(s) noted on plat and consistent with website example

Math Checks:

_____ Perimeter closure (ORS 92 requires dimensions shown to 0.01')

_____ Parcel 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 bearings on non-tangent curves as OK'd by County Surveyor

_____ All individual distances add to totals shown

_____ All lines and curves dimensioned clearly with leaders as applicable

_____ Parcel area calcs. & parcel numbers in sequence if replat

_____ Directions and dimensions on plat boundary match dimensions in Certificate

_____ Plat boundary in solid BOLD LINE(S). Dashed lines for easements and leaders