

SUBDIVISION PLAT REVIEW CHECKLIST

Subdivision Name _____ **LAND USE CASE No.** _____
Date Received: _____ No. of Lots: _____ No. of Tracts: _____
Check By: _____ Date: _____ Owner: _____
Date Returned to Surveyor: _____ Surveyor: _____

Item Complete

_____ 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 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)*

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 our website
_____ Assessor & Tax Collector signature block present and consistent with our website
_____ County Clerk signature block present and consistent with our website

Plat Restrictions:

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

Monuments:

LAND USE CASE NO. _____

- _____ Show set and found monument symbols with complete descriptions, including date set
- _____ County crew field checks complete

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 margin
- _____ Basis of Bearings (show which monuments held for basis & from which record reference document)
- _____ Initial Point noted (IP must be held monument without fallings)
- _____ Initial Point ties to government 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 process
- _____ Sheet (page) numbers
- _____ Reference to SN number or previous plat for boundary
- _____ Conforms to boundary survey and meets ORS 209.250
- _____ Encroachments noted and solved with County Surveyor. Ownership & type of fence, noted with boundary ties when shown as required by Clackamas County Code. County Crew will check for encroachments on site
- _____ All easements shown on map (w/beneficiaries noted and record document referenced)
- _____ All Lots and Tracts have access to legal right-of-way
- _____ Right-of-Way and easement widths shown 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 scan able (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 Affidavits noted on plat and consistent with our website example

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 bearings shown 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 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 boundary dimension in BOLD legible font. Dashed lines for easements and leaders