DESCHUTES COUNTY

Surveyor's Office

61150 SE 27th St. • Bend, Oregon 97702
(541) 388-6581 • FAX (541) 388-2719

NOTICE – Recording Plat and Survey Related Affidavits at the Clerk's Office

It has come to our attention that some documents (Affidavit of Correction, Affidavit of Completion, Interior Corner Monumentation, etc.) needing to be recorded at the Clerk's Office have been rejected for various reasons. To reduce turnaround time, the following is a list of mandatory requirements for recording at the Clerk's Office. Please visit http://www.deschutes.org/Clerks-Office/Recording.aspx to see if additional recording requirements or fees are in effect.

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1. Both the surveyor's and notary's stamps must be current. The stamps must be clear in order to reproduce the document (light or smeared stamps are unacceptable).

2. Surveyor's name (typed), signature line, dates and surveyor's stamp is required.

3. Notary's name, signature, date and notary's stamp are required.
Subscribed and sworn to before me on this _____day of month, year by _____.
(Surveyor's name)

4. State and County need to be stated:
State of Oregon)
)
County of Deschutes County)

5. The description of the Subdivision or Partition must be described exactly as it is on the recorded plat (Partition Number or full Subdivision Name) plus plat cabinet number. Failure to include words such as Phase and Number, Estate, Addition, Townsite, Homesites, Replat, etc. will result in the document being filed incorrectly.

6. In the case of correcting a survey or property line adjustment, the Township, Range, Section and Quarter need to be included.

7. At the bottom of the first page type:
After Recording return to:
Deschutes County Surveyor
61150 SE 27th St.
Bend, OR 97702

Not your business address. The Surveyor's Office will make photocopies of the record documents along with the receipt and mail all copies back to you.

8. Check for recording the affidavit must be made out to Deschutes County Clerk. The Clerk's Office recording fees are currently $48.00 for the first page and $5.00 for each additional page.

9. Allow a Space measuring 4 1/4" wide by 1 3/4" high in the upper right or lower right corner of the first page for the Clerk's recording label.

When you prepare an affidavit for a survey or plat, bring it to the Surveyor's Office with a check for $80.00 made out to the Deschutes County Surveyor's Office for our review fee, along with the recording check for the Clerk's Office. We will review the affidavit and corresponded with you if changes need to be made. Once the document is ready to record, we will sign it and take it to the Clerk's Office for recording. Your receipt for recording and a copy of the deed will be mailed to you.