



## Surveyor's Office

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# Record of Survey and Property Line Adjustment Review Information

This document is intended to help land surveyors familiarize themselves with our review policies and procedures for Record of Surveys (ROS) and Property Line Adjustments (PLA).

### Survey Submissions

**Paper** - When paper copies of Records of Survey and Property Line Adjustments are first submitted to this office on paper we require 2 paper copies of the survey. The copies must have the surveyor's seal and signature. A survey will not be logged into our review queue until the fees have been paid. Checks should be made out to "Deschutes County Surveyor's Office". A link to our fee schedule can be found on our web research site: <http://lava5.deschutes.org/survey/index.cfm>.

**Mylar**- Surveyors may submit their survey on mylar rather than submitting initial paper copies for review. If you choose to submit the survey on mylar the first go round, we request that you accompany the mylar with a copy of the appropriate check list (ROS or PLA) found on our website. Review your survey against the check list, check all the appropriate items on the list, sign it, and submit it with the mylar.

**Filing Mylars** - All surveys submitted for filing must be black archivable ink on mylar of at least four mil thicknesses that is suitable for binding and copying. If the ink/mylar combination is determined to be inadequate due to instability of the ink/mylar combination or other reasons, we will return the un-filled mylar to you. You must then submit another mylar that will pass muster.

### **Review**

Typically, we will review the survey and send back any red-line edits to the surveyor. The surveyor then makes any appropriate corrections and sends the final mylar back for filing. You do not need to return the red-lines with the mylar as we make copies of them for our review folder before.

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**Property Line Adjustments**

Many of the local planning departments still refer to Property Line Adjustments as Lot Line Adjustments. It is a local colloquialism and the two terms are synonymous.

1. Multiple Adjustments

This office will accept surveys showing more than one property line adjustment. If a planning department approves a series of adjustments on abutting properties, we will accept a single survey depicting the multiple adjustments. If a single survey depicts multiple adjustments, all of the planning approval numbers must be included in the title block:

**PROPERTY LINE ADJUSTMENT**

LLA-07-02: POCO BELLA LOT 4 & POCO BELLA LOT 5  
LLA-07-08: POCO BELLA LOT 4 & OAK HILLS LOT 7  
LLA-07-09: POCO BELLA LOT 5 & OAK HILLS LOT 7

PROPERTY LINE ADJUSTMENT

LL-06-76 & LL-06-77 MAY 15, 2007  
LOCATED IN THE WEST ONE-HALF OF  
SECTION 15, TOWNSHIP 18 SOUTH,  
RANGE 11 EAST, WILLAMETTE MERIDIAN,  
DESCHUTES COUNTY, OREGON

**RECORD OF SURVEY - LOT LINE ADJUSTMENTS**

*CITY OF BEND LOT LINE ADJUSTMENTS NO. 07-417 AND NO. 07-418, LOCATED IN THE SOUTHWEST QUARTER  
OF THE NORTHEAST QUARTER (SW1/4 NE1/4) OF SECTION 20, TOWNSHIP 17 SOUTH, RANGE 12 EAST, W.M.,  
CITY OF BEND, DESCHUTES COUNTY, OREGON*

2. Deed Information shown on Property Line Adjustments

We require the Volume and Page of the deeds that create the new Property Lines (or describe the new lot boundaries if both parcels are under one ownership) to be either cited in the survey narrative or otherwise annotated on the survey. In the past, Property Line Adjustments have been filed in our office that have not been completed due to failure of the owners to exchange deeds to complete the process. By inking the deed citations on the surveys, the public record will not be cluttered by the filing of inaccurate or misleading surveys.

This deed information will also bring these surveys into compliance with ORS 209.250 (2), which states, in part:

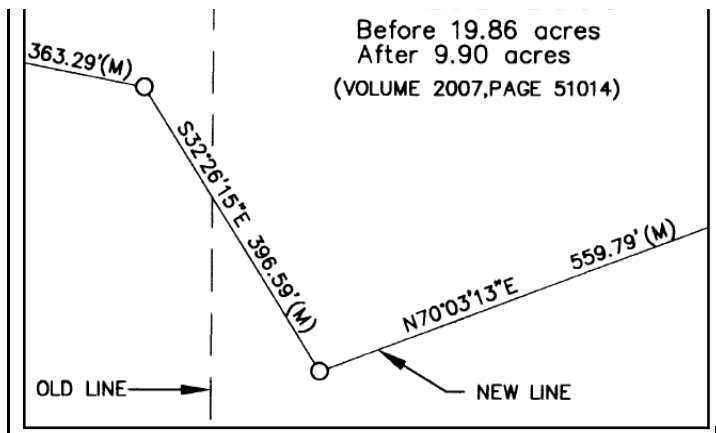
*“Such permanent map shall have a written narrative .... The narrative ... shall state which **deed records**, deed elements ... or any other pertinent data were controlling when **establishing** or reestablishing the lines.”*

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Examples of Deed citations on filed PLAs:

FOR USE IN PREPARATION OF LEGAL DOCUMENTS.  
DEEDS RECORDED WITH REGARD TO THIS ADJUSTMENT WERE FILED NOVEMBER 5, 2007 IN VOLUME 2007 PAGE 58437 AND PAGE 58438, DESCHUTES COUNTY OFFICIAL RECORDS.

- REFERENCES**
- A. VILLAS AT PRONGHORN TOWNHOMES, BY W&H PACIFIC, RECORDED MARCH 17, 2006 IN THE DESCHUTES COUNTY OFFICIAL RECORDS AS CS16825.
  - B. DEED RECORDED IN DESCHUTES COUNTY OFFICIAL RECORDS AS VOL. 2007, PAGE 59608.
  - C. DEED RECORDED IN DESCHUTES COUNTY OFFICIAL RECORDS AS VOL. 2007, PAGE 59609.



We will accept for review Property Line Adjustment surveys that have not yet had the deeds recorded. We ask that you place the appropriate wording on the survey regarding the deed recordings, with blanks or some other indication of where the Volume and Page will be shown when the deeds are recorded and the survey is submitted on mylar.

If you initially submit a mylar for a Property Line Adjustment which has not yet had the deeds recorded, we will review it and return it to you so that the deed citations can be inked on after the deeds are recorded. You can then bring the mylar back to our office to have it filed.

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**Survey and Property Line Adjustment Drafting Standards**

Pursuant to ORS and Office policy:

- Acceptable scales for all surveys are 1" = 10', 20', 30', 40', 50', 60' & 80' and scales of even 100 foot increments (examples 1"=100', 1"=500', 1"=1000').
- Acceptable sheet sizes are  
8.5" x 11"  
11" x 17"  
18" x 24"  
24" x 36"
- No binding edge is required.
- On 18" X 24" and 24" x 36" sheets no plat information may come nearer an edge of the sheet than one (1) inch.
- On smaller sized sheets no plat information may come nearer an edge of the sheet than one-half (1/2) inch.
- All lettering must have a minimum height of 2.0 millimeter (0.08 inch). Linework on the survey must be at such a width as to be reproducible by scanning and/or Xerox machine.
- Black ink only. Nor gray scale
- Final mylar must be black archivable ink on mylar of at least four mil thicknesses that is suitable for binding and copying

**Oregon Corner Restoration Records (OCRR) for Government Corners**

Oregon Corner Restoration Records (OCRR) - Pursuant to ORS 209.250(9), in the course of your survey if you visit a Government corner and find that the corner or its accessories have had changes made from its current record or you make changes to the corner or its accessories, you must submit an Oregon Corner Restoration Record (OCRR) to this office. We will review and file an OCRR at no charge. OCRRs are to be filed on legal sized (8.5" x 14") sheets of either mylar or velum. If requested, we will supply you with velum sheets. It is permissible to file multi-sheet OCRRs.

Examples of OCRRs can be found on our on-line research application in the "OCRR" section.

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**Plats and Surveys in the City of La Pine**

The City of La Pine was created in the election held in November of 2007. The city encompasses the following Sections of land:

T21S, R10 E – Section 35 (portion of)  
T21S, R10 E – Section 36 (all)

T22S, R10 E – Section 1 (all)  
T22S, R10 E – Section 2 (portion of)  
T22S, R10 E – Section 10 (portion of)  
T22S, R10 E – Section 11 (portion of)  
T22S, R10 E – Section 12 (all)  
T22S, R10 E – Section 13 (portion of)  
T22S, R10 E – Section 14 (all)  
T22S, R10 E – Section 15 (portion of)

T22S, R11 E – Section 7 (Portion of)

(Please see the sketch on the next page)

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Title blocks and/or certificates for any plats or surveys within the new city limits should now state "City of La Pine"

Example:

Old: *NE 1/4 Section 2, T22S, R10 E, Willamette Meridian, Deschutes County, Oregon*

New: *NE 1/4 Section 2, T22S, R10 E, Willamette Meridian, **City of La Pine**, Deschutes County, Oregon*

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On Tuesday, January 2, 2007 the City of La Pine adopted a resolution delegating authority to the Deschutes County Board of County Commissioners to sign all plats on behalf of the City until such time as the two jurisdictions enter into an intergovernmental agreement.

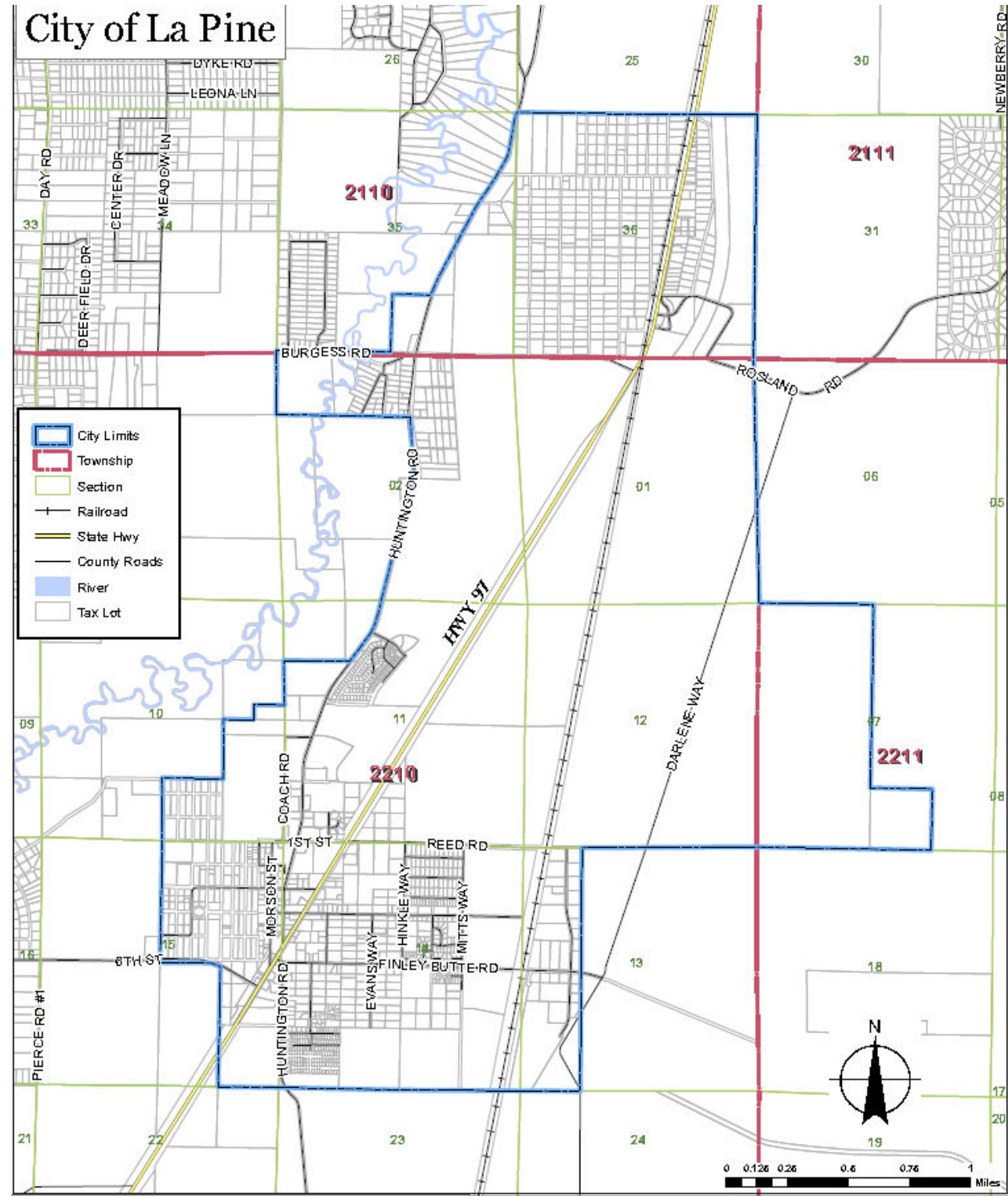
When you submit a City of La Pine plat for review to the surveyor's office, use the current county approval signature block. Currently, none of the elected or appointed City of La Pine officials sign the plats

The note below needs to be added to the approval signature block:

**Signature by the Deschutes County Commissioners constitutes approval by the City of La Pine as delegated by City Resolutions 2007-001**

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~ MAP NOT TO SCALE ~



The information on this map was derived from digital databases on Deschutes County's G.I.S. Care was taken in the creation of this map, but it is provided "as is". Deschutes County cannot accept any responsibility for errors, omissions, or positional accuracy in the digital data or the underlying records. There are no warranties, express or implied, including the warranty of merchantability or fitness for a particular purpose, accompanying this product. However, notification of any errors will be appreciated.



Map Date: January 3, 2007

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