



## **Community Development Department**

Planning Division Building Safety Division Environmental Soils Division

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<http://www.deschutes.org/cd>

### **FINAL PLAT REQUIREMENTS FOR A PARTITION OR SUBDIVISION**

To complete a final plat for a Partition or Subdivision, the following steps are necessary.

1. The final plat must be prepared in accordance with all requirements of Chapter 17.24 of the County Code and Oregon Revised Statutes Chapter 92. Copies of these requirements may be obtained from the Planning Division.
2. All conditions of approval specified in the findings and decision must be completed.
3. The applicant shall circulate the plat for signature of all owners who have an ownership interest in the property. Fees and bonds or security agreements must be paid prior to signature of the plat by department heads. Examples include: plat checking and filing by the County Surveyor; calculation and payment of taxes by the Assessor's and Treasurer's Offices (a copy of the plat is necessary for this purpose); road improvement and inspections by the County Road Department, as well as Improvement Agreements and financial assurances for road and utility improvements by the Planning Division and County Legal Counsel. Deeds for road dedications must be delivered to the County Road Department with the plat prior to the Road Department's approval. The plat is to be returned to the Community Development Department for the signature of the Environmental Health and Planning Director. Fees for various plat related costs are available for review.
4. Final plats are subject to a final plat review process and fee. This requires an application and fee at the time of leaving the final plat with the Planning Division. This application may be made at the Planning counter or by appointment with the planner who was the staff contact of the original application.
5. After submittal of the Final Plat to the Planning Division, it is reviewed for conformance with all conditions of approval. This may require a site visit by planning staff and possible review by County Legal Counsel. In most cases this can be completed within two weeks. When the plat is signed by all necessary parties, the Planning Division will take the Plat to the Board of County Commissioners for the signature of one of the Commissioners (the last signature to be obtained).

6. After a County Commissioner has signed the final plat, it must be picked up by the applicant for duplication. One mylar copy (which must be certified as a true and exact copy of the original) and **only one paper copy of 8.5 x 11 inches** are required. When the paper copy is prepared, it must be returned to the Planning Division.
7. The final step is recording the plat with the County Clerk. No plat may be recorded unless it is accompanied by a signed statement of water rights unless the plat displays approval of an irrigation district. A recording fee is required at the Clerk's Office. Signature in the space below by a planner will allow issuance of a plat number and recording by the County Clerk's Office. **The County Code prohibits the Clerk's Office from recording plats without final Planning Division approval.**

File # \_\_\_\_\_ is complete and the plat may be recorded by the County Clerk.

\_\_\_\_\_  
Planning Division

\_\_\_\_\_  
Date

File # \_\_\_\_\_ has been recorded in Volume \_\_\_\_\_ and Page \_\_\_\_\_

Plat Cabinet \_\_\_\_\_

Partition Plat No. \_\_\_\_\_

\_\_\_\_\_  
County Clerk's Office

\_\_\_\_\_  
Date