SURVEYOR’S OFFICE
LOT LINE ADJUSTMENT CHECK LIST (ORS 209.250)

SURVEY TRACKING #__________________________________

LOT LINE ADJ #:____________________________________

# OF LINES ADJUSTED_______________________________

SURVEYOR:_____________________ LS#____ COMPANY__________________________

CLIENT:_______________________________________________________________________

JURISDICTION: COUNTY______ BEND______ LA PINE_____ REDMOND______ SISTERS______

LOCATION: T _ R _ SEC. _ QRT. ____________________________

SubDiv__________________________________________

A. NARRATIVE: (IF SEPARATE DOCUMENT)
   __________ Map and narrative referenced to each other
   __________ Permanent nature on stable base material
   __________ Size = 8 1/2 x 11
   __________ Location by Township, Range, Section & 1/4 Section
   __________ Location by lot, block and subdivision (if applicable)
   __________ Date of survey
   __________ Surveyor's seal, renewal date, business name and address
   __________ Plus all of section (b)

B. NARRATIVE: (ON MAP)
   __________ Purpose of survey
   __________ Basis on which lines were used to establish control
   __________ Which found survey monuments controlled
   __________ Deed records and elements used
   __________ Survey records used
   __________ Partition records used
   __________ Subdivision records used
   __________ Road records used
   __________ Deed records creating new lines (either in narrative or otherwise annotated on map)*

C. SURVEY MAP:
   __________ Location by Township, Range, Section and 1/4 Section
   __________ Location by lot, block and subdivision (if applicable)
   __________ Date, scale, north point
   __________ Surveyor's seal, renewal date, business name and address
   __________ Basis of bearings on map
   __________ Course and distance of all lines traced or established
   __________ Course and distance to a 1/16, 1/4 or section corner or to monumented lot corner of a
          recorded subdivision or condominium or parcel corner of partition
   __________ Record vs. measured bearings, angles and distances
   __________ Detailed description of monuments found
   __________ Detailed description of monuments set and marked or tagged with business name or PLS #
   __________ Find or make change to any 1/4 or section corner or accessories and file original
          Oregon Corner Restoration Record (OCRR form at Deschutes County Surveyor's Office)
   __________ Lettering of such size & clarity to be clearly reproduced
   __________ Map of permanent reproducible material, 4 mil. mylar or better
   __________ Planning department's property line adjustment number

*FINAL MYLAR OF SURVEY MUST REFERENCE VOLUME AND PAGE OF DEEDS WHICH CREATE NEW LOT
LINE (IF LOTS HAVE SEPARATE OWNERSHIP) OR VOLUME & PAGE OF DEEDS DESCRIBING NEW PARCELS
(IF BOTH LOTS HAVE THE SAME OWNERSHIP). WE WILL REVIEW SURVEYS PRIOR TO DEEDS BEING
RECORDED, BUT RECORDING INFORMATION MUST BE INKED ON MYLAR BY THE SURVEYOR PRIOR TO
FILING AT THIS OFFICE.

Approved for filing □
By ________________________

REVIEW FEE ______________________
GIS FEE ______________________
TOTAL FEE ______________________
PAID BY ______________________
CHECK NO. ______________________
RECEIPT NO. ______________________

Date Filed ______________________
CS NO. ______________________