



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

Approved for filing   
By \_\_\_\_\_

SURVEY TRACKING # \_\_\_\_\_

SUBMITTAL DATE: \_\_\_\_\_ CHECKED IN BY \_\_\_\_\_

LOT LINE ADJ #: \_\_\_\_\_

# OF LINES ADJUSTED \_\_\_\_\_

SURVEYOR: \_\_\_\_\_ LS# \_\_\_\_\_ COMPANY \_\_\_\_\_

CLIENT: \_\_\_\_\_

JURISDICTION: COUNTY \_\_\_\_\_ BEND \_\_\_\_\_ LA PINE \_\_\_\_\_ REDMOND \_\_\_\_\_ SISTERS \_\_\_\_\_

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

T \_\_\_\_\_ R \_\_\_\_\_ SEC. \_\_\_\_\_ QRT. \_\_\_\_\_

SubDiv \_\_\_\_\_

CKD. BY: \_\_\_\_\_

**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 (OCR 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.**

REVIEW FEE \_\_\_\_\_

GIS FEE \_\_\_\_\_

TOTAL FEE \_\_\_\_\_

PAID BY \_\_\_\_\_

CHECK NO. \_\_\_\_\_

RECEIPT NO. \_\_\_\_\_

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Date Filed \_\_\_\_\_

CS NO. \_\_\_\_\_