



Surveyor's Office

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Subdivision, Partition and Condominium Review Information

This document is intended to help land surveyors familiarize themselves with our review policies and procedures for Subdivisions, Partitions and Condominiums.

None of the cities in Deschutes County have city surveyors, so our office performs all survey related plat review. The following are brief explanations of our plat review program. Some of these subjects are elaborated on in other documents on this web site.

Plat Review Subdivision, Partition and Condominium plats

For the following sections, “plat” pertains to subdivision, partition and condominium plats.

Plat Naming Policy

In Deschutes County, all plat name requests for Subdivisions and Condominiums are handled through the County Surveyor’s Office.

ORS 92.090(1) states:

“Subdivision and condominium plat names shall be subject to the approval of the County Surveyor, in the case where there is no County Surveyor, the County Assessor. No tentative subdivision plan or subdivision plat shall be approved which bears a name similar to or pronounced the same as the name of any other subdivision in the same county, unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless the party files and records the consent of the party that platted the contiguous subdivision bearing that name.”

To clarify this statute, the following policies are adopted:

- If a proposed subdivision or condominium is adjacent to an existing subdivision and proposes to use the same name, the subdividers must either be the same, or must acquire a notarized affidavit from the subdivider of the adjacent plat and record that affidavit with the County Recorder. A recorded copy must be provided to the County Surveyor prior to name approval being granted.

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- No subdivision or condominium name shall begin with "A", "The" or other similar words, or use the words "Subdivision", "Addition", "Plat" or "Replat" in the name of the subdivision. Also, plat names shall not include lot, tract or block designations such as "Painted Ridge At Broken Top Lots 1 Thru 3 Tracts H And J"
- No subdivision or condominium name shall contain symbols to replace words such as "@" for "at" or "&" for "and".
- Replat subdivisions shall be given a new, unique, plat name and not include the original plat name. An example is the plat of "*Austen Acre*". This plat was not named "*Replat of Lots 1 and 2, block SS, Deschutes River Woods*", although this wording is required in the title block. Lot numbering on replats begins with Lot 1.

To reserve a plat name, fill out the "Plat Name Approval Request Form" ([http://www.deschutes.org/County-Surveyor/Survey-Checklist-\(1\)/DCSO_Name_approval-subdivision-condominium.aspx](http://www.deschutes.org/County-Surveyor/Survey-Checklist-(1)/DCSO_Name_approval-subdivision-condominium.aspx)) and fax it to 541-388-2719. Once approved, the signed form will be faxed back to you. The plat name will be reserved for a period of two years.

You can view a list of existing recorded plat names at the Deschutes County Clerk's Office at this link: http://www.deschutes.org/Clerks-Office/Recording/Research-Room-Online/Research-by-Property/Subdivision_Report8.aspx.

County Partitions

Deschutes County Code requires monumentation on all County partitions, regardless of acreage:

17.24.050. Requirements of Survey and Plat.

B. Parcels of 10 acres or more created by partition are subject to all survey and monument requirements. (Ord. 93-012 §25(AA), 1993; Ord. 90-003 §1,

In some instances, a variance to this requirement can be applied for through the County Planning department. The Planning Department and the Surveyor's Office will review these requests. Sometimes a partial variance will be allowed, such as just requiring monumentation on a 40 acre tract being partitioned off a 20 square mile parent parcel.

Plat Submissions

When paper copies of plats are first submitted to this office, we require 3 copies of the plat to be submitted. The copies must have the surveyor's seal and signature. A plat 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>.

County Plats – If a plat is under County jurisdiction, you will also need to submit a copy of the plat and any other required documentation such as engineering plans, to the

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County Road Department. The fee schedule for the road department can be viewed at the following link: <http://www.deschutes.org/Road/Fee-Schedule.aspx> . Checks for Road Department review should be made out to the "Deschutes County Road Department".

City of La Pine Plats – Currently the County Road Department performs the engineering review on all plats within the City of La Pine. If a plat is under City of La Pine jurisdiction, you will also need to submit a copy of the plat and any other required documentation such as engineering plans, to the County Road Department. The fee schedule for the road department can be viewed at the following link: <http://www.deschutes.org/Road/Fee-Schedule.aspx> . Checks for Road Department review should be made out to the "Deschutes County Road Department".

Title Reports/Subdivision Guarantees

All plats submitted for review shall be accompanied by the current vesting deed and a report, issued by a title company, or authorized agent to perform such services in Oregon, setting forth ownership and all easements of record (i.e. a report such as a preliminary title report or a subdivision guarantee).

At the time the final mylar of a plat is submitted for signatures, it shall be accompanied by a report issued no more than 30 days prior to the submittal of the mylar. During the review process, the surveyor may be required to submit copies of any or all easements affecting the platted property or copies of the deeds for all abutting properties or other documentation as requested by the county surveyor's office.

Revisions of plat boundaries and/or lot configuration.

If a plat in our review queue is re-submitted due to changes in the configuration of the plat boundary or the lots, parcels, tracts, or roads within the plat, the time spent to recheck the alterations on the plat will be billed out at our standard re-check hourly rate. You must submit boundary closures for the changed areas and a revised title report if applicable. We will try to reshuffle our workload to accommodate these changes. Expect a delay of one to two weeks.

When a boundary or lot configuration revision is submitted, a transmittal letter briefly stating what boundary lines or lots have changed from the original submittal must accompany it. If applicable, you must also submit a copy of the approval for the change from the governing planning authority.

Plat Mylars

- Only one set of mylars will be reviewed and signed by this office.
- You do not need to submit paper copies of the mylars and you do not need to return the original redlines we send to your office. We make copies of the redlines we send out which are in our review file

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- The mylar shall be accompanied by a title report/subdivision guarantee issued no more than 30 days prior to the submittal of the mylar.
- All of the declarants must sign first, with their signatures acknowledged by a notary.
- Our office will sign anytime during the approval process after the declarants have signed. There is no order of approval signatures, except the County Commissioners, who sign last on plats that bear their approval signature block.
- The mylar will not be signed if the field inspection has failed.
- We do not circulate the plat for you, nor do we record it for you. Drop the mylar off at our office and when it is signed we will call the person who dropped it off to have them pick it up.
- If your plat needs to be approved by the County Road Department (public works), please arrange for them to sign at the same time we do as we are in the same office building. The Road Department will not sign until all Road Department review fees have been paid and all required improvements have been approved.

True and Exact Mylar Copies

The developer or their surveyor or agent circulates the mylar for signatures and then takes the mylars to the County Clerk's office for recording (<http://www.deschutes.org/Clerks-Office/Recording.aspx>...please note their fee schedule for recording plats).

The Clerk's office requires submittal of the original set of mylars and one set of true and exact mylar copies. A three inch binding edge is not required by the Clerk's Office or the Surveyor's Office for plats.

There are various methods used locally for the true and exact copies. Once all the signatures are on the originals, you can have the set reproduced by the photo mylar process. Some surveyors make small (2" x 4" or so) mylar strips with the "true and exact" statement plotted on them. The statement is signed and dated by the surveyor and the strips are then taped to the mylars when they are photo mylared. They then take these off the originals and then take the two sets to the clerk's office for recording. Others have a rubber "true and exact" stamp which they stamp on the photo mylars and sign. Yet others just ink the statement on the mylars and then sign the photo mylared copies and cross out (with archival ink) the statement on the originals.

Here are 3 examples of how local surveyors accomplish the true and exact statement on photo mylars of the original.

In example 1 and 2 below, the surveyors sign a signature line under the True and Exact statement. In example 3 the survey stamped under the statement and signed his seal.

1. Example of true and exact statement on small piece of mylar (or other transparent media) which is then taped to original. After the true and exact copies have been made the statement is removed from the originals:

Surveyor's Office true and exact copy:

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CS17330 (McKinley Greens Condominium):

Basis of Bearings:
SOUTH (NORTH) (NORTH)
N58°55'39"E
8.76'

I, MICHELE W. SIMS, DO HEREBY CERTIFY THIS TO BE A TRUE AND EXACT COPY OF THE ORIGINAL MAP.

Michele W. Sims
MICHELE W. SIMS

4. CS14544
5. CS14953
6. WARRANTY
2005-82799

Surveyor
I, MICHELE W. MULDOON & C CERTIFY THAT THE NORTHEAS RANGE 12 EAS DEPICTS THE E OF THE UNITS THE SOUTHWES REPRESENT TH

Clerk's Office original:
(True and Exact statement taken off original)

Basis of Bearings:
SOUTH (NORTH) (NORTH)
N58°55'39"E
8.78'

4. CS14544
5. CS14953
6. WARRANTY
2005-82799

Surveyor
I, MICHELE W. MULDOON & C CERTIFY THAT THE NORTHEAS RANGE 12 E DEPICTS THE OF THE UNIT THE SOUTHW REPRESENT :

2. Example of True and Exact statement plotted on original

Surveyor's Office true and exact copy
CS17053 (Timber Flats, Phases 2 AND 3)

REGISTERED PROFESSIONAL LAND SURVEYOR
Robert R. Povey 6-29-2006
OREGON JULY 14, 1978 ROBERT R. POVEY 1652
Renewal Date: 12/31/06

I HEREBY CERTIFY THIS MYLAR TO BE A TRUE AND EXACT COPY OF "TIMBER FLATS, PHASES 2 AND 3".

Robert R. Povey 9-05-2006
ROBERT R. POVEY, LS 1652 DATE

NARRATIVE

Clerk's Office Original copy
(True and exact statement lined through on originals after photo mylars were made)

REGISTERED PROFESSIONAL LAND SURVEYOR
Robert R. Povey 6-29-2006
OREGON JULY 14, 1978 ROBERT R. POVEY 1652
Renewal Date: 12/31/06

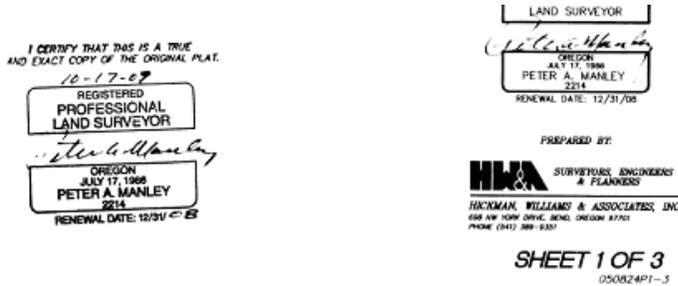
~~I HEREBY CERTIFY THIS MYLAR TO BE A TRUE AND EXACT COPY OF "TIMBER FLATS, PHASES 2 AND 3".~~

~~ROBERT R. POVEY, LS 1652~~ ~~DATE~~

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3. Example of True and Exact statement rubber stamped on photo mylar

Surveyor's Office true and exact copy
CS17525 (Bailey)



Clerk's Office original copy
(True and exact statement not on original mylar)



Field Checks

We will not perform a field inspection of a subdivision's or condominium's monumentation until the surveyor submits the appropriate field inspection form. The three forms, and explanations of their use are:

Subdivision/Condominium Field Inspection Request

[http://www.deschutes.org/County-Surveyor/Survey-Checklist-\(1\)/DCSO-Subdivision-Condominium-Field-Inspection-Requ.aspx](http://www.deschutes.org/County-Surveyor/Survey-Checklist-(1)/DCSO-Subdivision-Condominium-Field-Inspection-Requ.aspx) This form is to be used to for all Subdivision and Condominium plats. A few scenarios can be anticipated for plat review and field inspections for subdivisions and condo plats:

1. Subdivision or Condominium is submitted to our office for review and the monumentation is already complete.

You can submit the Field Inspection Request when you submit the plat for its initial review.

2. Subdivision or Condominium is submitted to our office for review and monumentation is not complete.

Anytime during the review process (between initial submittal and mylar submittal) you can submit the Field Inspection Request. If monumentation has changed from what was shown on

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the original paper copies, attach a new paper copy of the plat showing the correct monumentation on it. This copy of the plat will only be used for field inspection and will not be reviewed for math, technical or legal content. Once the field inspection is approved and the mylar is submitted, the mylar will be compared against this field copy for monumentation accuracy and against the technical/legal check redlines for all other review.

If you complete your monumentation after your initial submittal and the monumentation has not changed from that shown on the initial submittal copies, please note on the form that the monumentation on the first paper copies we received is correct and the plat is ready for inspection.

3. The Field Inspection Request is submitted with the mylar.

You may submit this form with the mylar. Please note that we have a two-week window to complete the field inspection, so your mylar will be on hold until the Field Inspection is complete.

Subdivision Post Monumentation Field Inspection Request

[http://www.deschutes.org/County-Surveyor/Survey-Checklist-\(1\)/DCSO-Subdivision-Post-Monumentation-Field-Inspecti.aspx](http://www.deschutes.org/County-Surveyor/Survey-Checklist-(1)/DCSO-Subdivision-Post-Monumentation-Field-Inspecti.aspx)

Include this form when you submit the post monumentation Affidavit of Interior Monumentation. The affidavit must also be accompanied with a check, made out to the Deschutes County Clerk's Office, for recordation of the affidavit. The Clerk's fees are listed at: <http://www.deschutes.org/Clerks-Office/Recording/Fee-Schedule.aspx>

The entire project must be monumented and flagged before we will perform our inspection. Once the inspection is approved, we will sign and record the Affidavit at the Clerk's Office and submit the paperwork for the release of the Post Mon bond to the County Treasure's office.

Partition Plat Monumentation Certification

[http://www.deschutes.org/County-Surveyor/Survey-Checklist-\(1\)/DCSO-Partition-plat-monumentation-certification.aspx](http://www.deschutes.org/County-Surveyor/Survey-Checklist-(1)/DCSO-Partition-plat-monumentation-certification.aspx)

Deschutes County is unique in that Deschutes County Code (DCC) 17.24.100.(A)(2) allows the County Surveyor to perform field inspections on partitions whereas Oregon Revised Statutes only requires field inspections on Subdivisions and Condominiums.

DCC 17.24.100. Technical review.

A. Review by Surveyor.

2. The surveyor shall not approve a partition unless he is satisfied that all required monuments on the exterior boundary and all required parcel corner monuments have been set.

In most cases the Partition Plat Monumentation Certification is the document which satisfies the provisions of DCC 17.24.100(A)(2) in lieu of a field inspection. We reserve the right to perform field inspections on various partitions, so it would be prudent to submit this form prior to submitting the mylar. You will be notified if it has been determined that your partition requires a field inspection.

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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.

Plat Drafting Standards

Pursuant ORS and Office policy:

- 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.
- Acceptable sheet sizes are
18" x 24"
- No binding edge is required.
- No plat information may come nearer an edge of the sheet than one (1) 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

Signatures on Plats

NOTE: THIS SECTION IS NOT YET COMPLETE AS OF 6/9/2011. We are currently discussing the approval process with all of the jurisdictions within Deschutes County. At this time it would be advisable to (1) view the most recently recorded Subdivisions or Partitions in the jurisdiction you are working in and also contact the jurisdiction's planning department to see if they have any changes.

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The following are the approval signatures required on the plats in the various jurisdictions in Deschutes County, based on state law and local ordinances and regulations:

Deschutes County Plats:

Subdivisions – See NOTE above

Partitions – See NOTE above

Condominiums – See NOTE above

City of Bend Plats:

Subdivisions – See NOTE above

Partitions – See NOTE above

Condominiums – See NOTE above

City of La Pine Plats:

Subdivisions – See NOTE above

Partitions – See NOTE above

Condominiums – See NOTE above

City of Redmond Plats:

Subdivisions – See NOTE above

Partitions – See NOTE above

Condominiums – See NOTE above

City of Sisters Plats:

Subdivisions – See NOTE above

Partitions – See NOTE above

Condominiums – See NOTE above

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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)

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*

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.

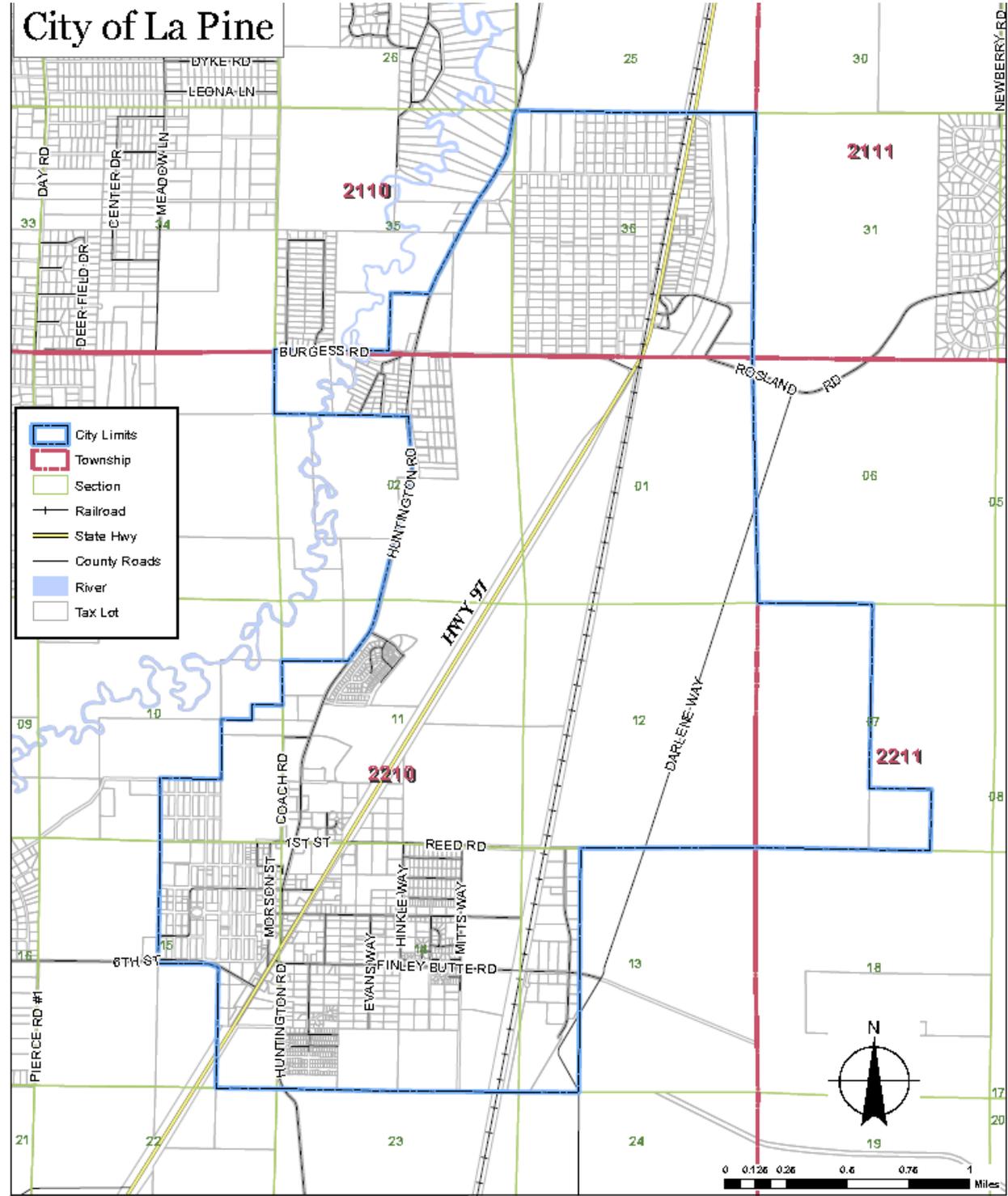
When you submit a City of La Pine plat for review to the surveyor's office, use the current county approval signature block. Currently, none of the elected or appointed City of La Pine officials sign the plats

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 ~



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