SURVEYOR’S OFFICE  
SUBDIVISION & PARTITION CHECKLIST

SUBMITTAL DATE: ___________________  
SURVEY TRACKING # ___________________  
CHECKED IN BY: ___________________

PLAT REVIEWED BY: ___________________  
FIELD CHECK BY: ___________________

SUBDIVISION PLAT:

PARTITION PLAT#: ___________________

MP  BMP  LMP  RMP  SMP

SURVEYOR: ___________________  
LS# ________  Company ________________

CLIENT: ___________________

JURISDICTION: COUNTY  BEND  LA PINE  REDMOND  SISTERS

JURISDICTION APPROVAL NUMBER: ___________________

LOCATION: T _______  R _______  Sec. _______  ORT _______

SUBDIVISION: __________________________________________

POSTMON? (CHECK ONE)  YES  NO

POST-MONUMENT DEPOSIT $ _______________  CHECK NO. _______________  
RECEIPT NO. _______________  DATE _______________

PLAT FORM:  (ORS 92, COUNTY CODE CHAPTER 17, CITY ORDINANCES)

___ Black India ink.
___ 18”x24” with 3” binding edge on left side
___ Drafting material, 4 mil plus
___ Lettering, size or type to be legible and scaled as required
___ No part shall come nearer to edge of sheet than 1 inch
___ 3 sheets or more, need index, and number sheets

RECORD OF SURVEY INFO FOR SUBDIVISION PLAT (ORS 209.250):

___ Surveyor’s narrative
___ Closure sheets for plat boundary and lots, tracts, etc …
___ Ties to 1/4 and section corners
___ Error of closure
___ Computation of distances and courses shown on plat
___ Ties to existing monuments
___ Ties to proposed monuments
___ Ties to adjacent subdivision shown
___ Ties to streets, roads and highways

PLAT FORMAT (COUNTY CODE CHAPTER 17.24 & ORS CH. 92):

___ Name of subdivision and plat number (example: TP 94.999)
___ Partition plat number (County Clerk will number)
___ Surveyor's certificate: (ORS 92.070)
    ___ Surveyed the land represented
    ___ Correctly surveyed and marked
    ___ Described initial point
    ___ Description of tract of land by Metes and Bounds (exterior boundary)
    ___ Signature line for surveyor and date
___ Declaration: (ORS 92.075)
    ___ Owner of land
    ___ Caused to be surveyed and platted
    ___ Dedicating to public streets, roads, utility easements
    ___ Create private easements
    ___ Signature line of owners and date
    ___ Acknowledgment by notary (ORS 194.575 [1])

FEE PAID $ _______________  
PAID BY _______________

CHECK NO. _______________

RECEIPT NO. _______________

AFTER SUBMITTAL POST MON REVIEW FEE:

DATE _______________

FEE PAID _______________

PAID BY _______________

CHECK NO. _______________

RECEIPT NO. _______________

Date Filed _______________

CS NO. _______________

 السلطنة: مكة المكرمة
RECEIVED COPY OF:

- First submittal: Subdivision guaranty, title report, or other approved report issued by a title company, or authorized agent to perform such services in Oregon. 3 paper copies of plat.

- Mylar submittal: Subdivision guaranty/title report issued no more than 30 days prior to the submittal of the mylar. Mylar must be signed by declarant w/notary’s acknowledgment. Only one set of mylars will be reviewed/signed by this office. No paper copies of mylar needed with submittal.

- Current vesting deed(s) including referenced deeds if applicable*.

- Deeds for all adjoining property (except existing platted lots) if applicable*.

- Recorded easements affecting property, if applicable*.

- Covenants, conditions, and restrictions (CCR’s), if applicable*.

* The surveyor shall supply any of these documents if requested by Deschutes County during the review process.

APPROVAL SIGNATURE LINE FOR:

- Irrigation district or watermaster
- County surveyor
- County director of road department (Bend; Redmond; Sisters)
- County environmental health director (County only, except for Eagle Crest)
- County planning director (Bend, Redmond, or Sisters director)
- County assessor with certificate
- County tax collector with certificate
- Board of County Commissioners (one commissioner’s signature)
- Statement: "Signature of Board of Commissioners constitutes acceptance by county of any dedication made herein to the public”.

PLAT INFORMATION: ORS 92.050, 92.060

- Surveyor's seal, signature, renewal date, business name and address
- Bearings to nearest second (01") and distances to nearest one hundredth (0.01) of a foot on all boundaries (show record vs. measured)
- Date, scale and north point
- The location, dimensions and purpose of all recorded and proposed public and private easements, with clerk’s information (deed Vol. & Page or Subdiv. Name or Part. #) for all existing easements
- Preliminary partition number shown
- Basis of bearings is stated in narrative and/or shown
- Legend of monuments set, found, post-monumented, controlling topography
- Location and description of all monuments on plat
- Each lot or parcel shall be numbered consecutively, (block numbers only if continuation of original subdivision)
- Each road, street, lane, etc. shall be named.
- Show centerline course, distance and curve data (central angle, radius, arc, chord distance and bearing)
- Intersection of streets shall be marked by monument, galvanized iron pipe 3/4" i.d. x 30" long or ORS ch. 92
- Initial point, 3/4" x 30" iron pipe or 5/8" x 30" iron rod.
- Lot corners, galv. iron pipe 1/2" i.d. x 24" long, iron or steel rod 5/8" o.d. x 24" long.
- Monuments marked or tagged with surveyor's business name or LS number.
- Statement of water rights and certificate number.
- Surveyor certificate (exact copy)
- Exact copy of plat
- Signature line for surveyor and date
- Show adjacent SM (Surface Mining) zone