

**SURVEY MAP CHECKLIST**  
Clackamas County Surveyor's Office

Receipt# \_\_\_\_\_

Project# \_\_\_\_\_

SN# \_\_\_\_\_

SURVEYOR: \_\_\_\_\_

JOB# \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

IS THIS A SUBDIVISION PLAT OUTBOUNDS SURVEY? YES / NO (circle one) (Title Report/deeds received?) YES / NO (circle one)

PLAT NAME (IF APPLICABLE): \_\_\_\_\_

Source of Requirement	Requirement Description	Compliance		
		yes	no	n/a
ORS 209.250(2)	<u>NARRATIVES SHALL:</u>			
	1. Explain purpose of survey.....	_____	_____	_____
	2. Explain how boundary or other lines were established/re-established.....	_____	_____	_____
	3. State which applicable deed records, deed elements, survey records, found monuments, plat records, road records, or any other pertinent data were controlling.....	_____	_____	_____
(NOTE: SEPARATE NARRATIVES SHALL ALSO CONFORM TO ITEMS 1 THRU 11 OF MAP REQUIREMENTS LISTED BELOW.)				
	<u>SURVEY MAPS SHALL:</u>			
ORS 209.250(2)	1. Be referenced to separate narrative (if applicable).....	_____	_____	_____
ORS 209.250(2)/CoSurv	2. Be of permanent nature, stable base reproducible material (min. 4-mil mylar [double matte]).....	_____	_____	_____
ORS 209.250(2)	3. Be in size required by Co. Surveyor (18x24 with 1/2" margin).....	_____	_____	_____
County Surveyor	4. Survey Index Box in upper right corner? .....	_____	_____	XXX
County Surveyor	5. Have each sheet numbered if survey has more than one sheet.....	_____	_____	_____
Tri-County Standards	6. All lettering, including surveyor's business name and address, shall be no smaller than CL-80 (0.08") for upper case and CL-100 (0.1") for lower case letters.....	_____	_____	_____
ORS 209.250(2)	7. Be capable of being reproduced legibly on microfilm .....	_____	_____	_____
ORS 209.070(2)	8. Show name of party (or owner of record) for whom survey was conducted.....	_____	_____	_____
ORS 209.250(3)(a)	9. Show location of survey (on each sheet) * by 1/4 section, township, and range .....	_____	_____	_____
	* consistent with narrative .....	_____	_____	_____
	* consistent with visual index .....	_____	_____	_____
	* consistent within itself.....	_____	_____	_____
ORS 209.250(3)(b)	10. State the date of survey (mo/day/yr first monument set per OACES standards).....	_____	_____	_____
ORS 209.250(1)	* was map submitted within 45 days? .....	_____	_____	_____
ORS 209.250(2)(b)	* if narrative is separate, date of survey must be on narrative page also.....	_____	_____	_____
ORS 209.250(3)(g)	11. Have signed surveyor's seal and original (wet) signature on each sheet, plus license expiration date.....	_____	_____	_____
ORS 209.250(3)(h)	12. Have surveyor's business name and address (no stick-ons) on each sheet.....	_____	_____	_____
Planning	13. <u>Property Line Adjustments ONLY</u> - survey map approved/signed by Planning, w/deeds noted on Survey (If Applicable).....	_____	_____	_____
ORS 209.250(3)(c)	14. Show scale of drawing and North Arrow.....	_____	_____	_____
ORS 209.250(3)(d)	15. Show: * distance and course of all lines traced or established (no line tables).....	_____	_____	_____
	* basis of bearings (identify the line & monuments and the astronomic observation or reference document used...)	_____	_____	_____
	* measured distance and course to a monumented section corner, 1/4 corner, 1/16 corner, DLC corner, or to a monumented lot or parcel corner of recorded partition, condominium or subdivision (Co. Surveyor requires a current description of monument and bearing tree or other suitable reference).....	_____	_____	_____
ORS 209.250(3)(e)	16. Show: * all <b>measured</b> bearings or angles & distances used in establishing or re-establishing lines or monuments.....	_____	_____	_____
	* all <b>record</b> bearings or angles & distances used in re-establishing lines or monuments together with the recording documents.....	_____	_____	_____
ORS 209.250(3)(f) & 92.050(5)	17. Show: * all monuments set and their relation to older monuments found.....	_____	_____	_____
	* detailed description of <b>found</b> monuments (type, diameter, color of & ID on cap, etc.).....	_____	_____	_____
	* detailed description of monuments <b>set</b> (type, diameter, color of & ID on cap, etc.).....	_____	_____	_____
ORS 92.050(8)	18. Show minimum curve data (delta, radius, arc length, chord length, chord bearing).....	_____	_____	_____
County Surveyor	19. Show name and R/W width of every all streets; give County Road# if applicable.....	_____	_____	_____
Tri-County Standards	20. Meet other requirements of Tri-County Standards .....	_____	_____	_____
County Surveyor	21. <b>CLOSE MATHEMATICALLY</b> .....	_____	_____	_____

SEE SURVEY MAP CHECK PRINT FOR OTHER COMMENTS NEEDING TO BE ADDRESSED

SURVEY MAPS THAT DO NOT COMPLY WITH ORS 209.250(1)(2)(3) WILL BE RETURNED FOR CORRECTION AND CORRECTED MAP MUST BE RETURNED TO COUNTY SURVEYOR WITHIN 30 DAYS AS PER ORS 209.250(4)(b).

NOTE: NOTHING IN THESE CHECKING PROCEDURES IS INTENDED TO RELIEVE THE FILING SURVEYOR OF HIS/HER PROFESSIONAL RESPONSIBILITIES OR LIABILITIES.

REVIEW DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Please contact the County Surveyor's Office at (503) 742-4475 if you have questions regarding this form.