

## CONDOMINIUM PLAT SUPPLEMENTARY CHECKLIST

(To be used as an addition to the Subdivision Plat Checklist)

(This form is for internal inspection guidelines and not an all-inclusive list)

Condominium Name: \_\_\_\_\_

### Condominium Declaration:

- Initial version received for review concurrent with review by the Oregon State Real-Estate Division
- Received copies of all Exhibits referred to in the Declaration
- Exhibits received are consistent with this plat and with other phases
- Declaration is consistent with Plat:
  - Utilities Easements
  - Access Easements
  - Limited Common Elements
  - General Common Elements
  - Exhibits attached with Declaration are noted on Plat
  - Exhibits are labeled
- FINAL STATE-SIGNED DECLARATION CONFORMS TO REVIEW COPY AND TO ALL CORRECTIONS MADE*

### Condominium Plat:

- Easements identified & labeled; \_\_\_\_\_ purpose stated; \_\_\_\_\_ width and/or dimensions shown
- Limited Common Elements identified & labeled; \_\_\_\_\_ referenced to a unit or identified as stand-alone
- General Common Elements identified & labeled as appropriate
- Utilities Easements connect to existing right-of-way or easements
- Access Easements connect to existing right-of-way or easements
- Are access rights provided to existing easement?
- Ties to buildings check mathematically
- Building dimensions (including wall thickness) and limited common elements checked for math closure
- Limited Common Elements dimensioned
- Certificates of Completion (along with signature) are present

### Declarant's Signatures:

- Declarants/Owners have authority to sign plat
- Corporation Declarations are signed by President, Vice-President, or Secretary only
- All individual owners have signed plat or a consent affidavit for plat
- Limited Liability Companies must provide copy of State formation documents identifying authorized signers, or provide minutes of meeting authorizing individual to sign on behalf of LLC.
- Any sign-off based on Power of Attorney - we need copy of document recorded with County

### Approvals:

- Commissioners are required to sign plat **ONLY** if plat contains dedication to public for a road, or other purpose that requires acceptance.
- Road Department required to sign if property adjoins or accesses directly to a county road where jurisdiction has not transferred to a city (includes plats in cities).
- Plat can be signed and forwarded to Tax Assessor *ONLY AFTER RECEIPT OF STATE-APPROVED AND SIGNED CONDOMINIUM DECLARATION.*