

**Clackamas County Surveyor's Office  
PARTITION PLAT CHECKLIST**

Date Minimum Requirements Received: \_\_\_\_\_ MAP # \_\_\_\_\_  
 Tech. Check By: \_\_\_\_\_ Date: \_\_\_\_\_ Number of Parcels: \_\_\_\_\_  
 Prof. Check By: \_\_\_\_\_ Date: \_\_\_\_\_ Owner: \_\_\_\_\_  
 Date Returned to Surveyor: \_\_\_\_\_ Surveyor: \_\_\_\_\_

• **ITEMS CHECKED ON FINAL MYLARS**

**Complete Item**

\_\_\_\_ Surveyor's name and address  
 \_\_\_\_ County or City planning file number  
 \_\_\_\_ "Partition Plat# \_\_\_\_\_" (in upper right corner of all plat sheets)

**Title Description:**

\_\_\_\_ a. In what subdivision and replat info (as applicable)  
 \_\_\_\_ b. In what 1/4 section, Township, Range  
 \_\_\_\_ c. Name of City and County  
 \_\_\_\_ d. Date of Survey on Plat

**Declaration:**

- \_\_\_\_ a. Signature and titles (with info as needed to verify authority and capacity of signers)
- \_\_\_\_ b. Additional dedication included in Declaration for street RW by plat
- \_\_\_\_ c. General reference for Easements in Plat Declaration
- \_\_\_\_ d. General reference for Restrictions in Plat Declaration

**Acknowledgement:**

- \_\_\_\_ a. State, County, SS
- \_\_\_\_ b. Acknowledgement for each signature
- \_\_\_\_ c. Date of Acknowledgement by notary
- \_\_\_\_ d. Notary signature and expiration date (*NO CRIMPING OR INK STAMPS*)
- \_\_\_\_ Recent Subdivision Guarantee/Title Report received with vesting and adjoiner deeds (updated at recording)
- \_\_\_\_ Owners Names - all appropriate owners are correct & have signed plat or provide an owner consent affidavit
- \_\_\_\_ Trust Deed Holders have signed Consent Affidavit (*for plats with RW dedications*)

**Surveyor's Certificate:**

\_\_\_\_ a. I, . . . , proper surveyor  
 \_\_\_\_ b. Initial point - check tie & distance to govt. corner or previously existing plat corner and describe Initial Point monument (must be a held monument without fallings)  
 \_\_\_\_ c. Contains appropriate calls to adjoining deeds, monuments and plats from vesting deed(s) with map labels

**Approvals:**

- \_\_\_\_ City or County Planning Commission signature on final mylar when submitted to CSO
- \_\_\_\_ City Administrator and/or Engineer signature when submitted to CSO (if applicable) check with Cities for signature requirements
- \_\_\_\_ Assessor & Tax Collector signature block present and consistent with website
- \_\_\_\_ County Surveyor's signature block...**or**...the combined Commissioner's/County Surveyor's signature block for dedications on a County Road
- \_\_\_\_ County Clerk signature block present and consistent with website

**Plat Restrictions:**

\_\_\_\_ Existing Restrictions shown or noted along with recording reference on plat  
 \_\_\_\_ New Restrictions (i.e. CCRs, maintenance agreements) referenced with blank for document number at recording

**PARTITION PLAT CHECK LIST - continued****Monuments:**

\_\_\_\_\_ Show set and found monument symbols with complete descriptions, including set date

**Map Details:**

\_\_\_\_\_ North Arrow

\_\_\_\_\_ Scale/**and plat boundary shown to scale** (NOTE: 1" =10' thru 100'is OK. 1"= 200' by prior approval only)

\_\_\_\_\_ 1" Margins, and no lines or lettering within the margin

\_\_\_\_\_ Basis of Bearings (shown with basis labeled on mons. held and basis document referenced)

\_\_\_\_\_ Initial Point noted (must be held monument without fallings)

\_\_\_\_\_ Initial Point ties to govt. corner or plat corner of record (actual field ties)

\_\_\_\_\_ Index on first sheet of plats that are 3 pages or longer

\_\_\_\_\_ Distance & bearing shown for each line and segment

\_\_\_\_\_ Access Control (new) w/note stating how & when it will be released

\_\_\_\_\_ Reserve strips (existing), now dedicated for road purposes or removed by planning process

\_\_\_\_\_ Sheet (page) numbers

\_\_\_\_\_ Reference to SN or recorded plat number for boundary as applicable

\_\_\_\_\_ Conforms to boundary survey and meets ORS 209.250

\_\_\_\_\_ Encroachments disclosed and solved with County Surveyor prior to plat recording; ownership & type of fences noted with ties to boundary as required by Clackamas County Code

\_\_\_\_\_ Encroachment fences; ownership & type of fence noted with ties to boundary when shown as required by County Surveyor

\_\_\_\_\_ All easements shown on map (w/beneficiaries and record document reference)

\_\_\_\_\_ All parcels & tracts have access to legal Right-Of-Way

\_\_\_\_\_ Right-of-Way and easement widths shown on map and offsite access dimensions shown to public RW

\_\_\_\_\_ County Road numbers and names shown

\_\_\_\_\_ County Road monumentation shown

\_\_\_\_\_ Roads and Street names shown

\_\_\_\_\_ Streets named (Private ways, accessing 3 or more Parcels if required by City or Co. Planning)

- \_\_\_\_\_ All signatures in black waterproof ink (on mylars)

\_\_\_\_\_ Lettering and drafting legible and *scannable* (no hatch work, etc.)

- \_\_\_\_\_ All pages stamped and signed by plat surveyor

\_\_\_\_\_ Conforms to Visual Index on tax map and other survey records

\_\_\_\_\_ Narrative complete and consistent with requirements of ORS 209.250 and conforms to map with all descriptions in narrative labeled on map

\_\_\_\_\_ Consent Affidavit(s) noted on plat and consistent with website example

**Math Checks:**

\_\_\_\_\_ Perimeter closure (ORS 92 requires dimensions shown to 0.01')

\_\_\_\_\_ Parcel closure (shown to 0.01')

\_\_\_\_\_ Easement closure (with dimensions sufficient for easement location)

\_\_\_\_\_ Roadway calculations (R/W and center line)

\_\_\_\_\_ Curve data with 5 parts (radius, delta, length, chord length, chord bearing)

\_\_\_\_\_ Radial bearings on non-tangent curves as OK'd by County Surveyor

\_\_\_\_\_ All individual distances add to totals shown

\_\_\_\_\_ All lines and curves dimensioned clearly with leaders as applicable

\_\_\_\_\_ Parcel area calcs. & parcel numbers in sequence if replat

\_\_\_\_\_ Directions and dimensions on plat boundary match dimensions in Certificate

\_\_\_\_\_ Plat boundary in solid BOLD LINE(S). Dashed lines for easements and leaders