

**Clackamas County Surveyor's Office**  
**SUBDIVISION PLAT REVIEW CHECKLIST**

**Subdivision Name** \_\_\_\_\_ **CSO Project No.** \_\_\_\_\_

Date Minimum Requirements Received: \_\_\_\_\_ MAP #: \_\_\_\_\_

Tech. Check By: \_\_\_\_\_ Date: \_\_\_\_\_ No. of Lots: \_\_\_\_\_ No. of Tracts: \_\_\_\_\_

Prof. Check By: \_\_\_\_\_ Date: \_\_\_\_\_ Owner: \_\_\_\_\_

Date Returned to Surveyor: \_\_\_\_\_ Surveyor: \_\_\_\_\_

**Item**  
**Complete**

***\* ITEMS CHECKED ON FINAL MYLARS***

- \_\_\_\_\_ Surveyor's Business Name and Address
- \_\_\_\_\_ County or City PLANNING FILE NUMBER
- \_\_\_\_\_ Plat Name Reservation Received and Approved

**Title Description:**

- \_\_\_\_\_ In What Subdivision and Replat info (if applicable)
- \_\_\_\_\_ In What 1/4 section, Township, Range
- \_\_\_\_\_ Name of City and County
- \_\_\_\_\_ Date of Survey on Plat

**Declaration:**

- \_\_\_\_\_ • Signature and Titles (with info as needed to verify authority and capacity of signers)
- \_\_\_\_\_ Additional Dedication included in plat Declaration for street RW by plat
- \_\_\_\_\_ General reference for Easements noted in Plat Declaration
- \_\_\_\_\_ General reference for Restrictions noted to in Plat Declaration

**Acknowledgement:**

- \_\_\_\_\_ • State, County, SS:
- \_\_\_\_\_ • Acknowledgement for each signature
- \_\_\_\_\_ • Date of Acknowledgement by notary
- \_\_\_\_\_ • Notary Signature, Name, Commission No. and expiration date (*NO CRIMPING OR INK STAMPS*)  
[Plat Notary Information](#)
- \_\_\_\_\_ Recent Subdivision Guarantee /Title Report received with vesting and adjoiner deeds  
(updated at recording)
- \_\_\_\_\_ • Owners' Names - all appropriate owners are correct and have signed plat or owner consent affidavit
- \_\_\_\_\_ Trust Deed Holders have signed Consent Affidavit (*on plats with RW dedications*)

**Surveyor's Certificate:**

- \_\_\_\_\_ I,....., proper surveyor
- \_\_\_\_\_ Initial Point - Check tie distance to government corner or previously existing plat corner  
***and describe the Initial Point monument.*** (Initial Point must be a held monument without fallings)
- \_\_\_\_\_ Contains appropriate calls to adjoining deeds, monuments and plats from vesting deed(s) with map label
- \_\_\_\_\_ Contains remaining monumentation time limit (*on remaining monumentation plats*)

**Approvals:**

- \_\_\_\_\_ • City or County Planning Commission signature on final mylar when submitted to CSO
- \_\_\_\_\_ • County Road Official signature on mylar when submitted to CSO (*if applicable*) check with CRO
- \_\_\_\_\_ • City Administrator and/or Engineer signature (*if applicable*) check with Cities for signature requirements
- \_\_\_\_\_ Combined County Commissioners and County Surveyor signature block consistent with our website
- \_\_\_\_\_ Assessor & Tax Collector signature block present and consistent with our website
- \_\_\_\_\_ County Clerk signature block present and consistent with our website

**Plat Restrictions:**

- \_\_\_\_\_ Existing Restrictions shown or noted with recording reference noted on plat.
- \_\_\_\_\_ New Restrictions (i.e.: CCRs, Maintenance Agreements) listed w/blank space for document# at recording

**Monuments:**

**PROJECT NO.** \_\_\_\_\_

\_\_\_\_\_ Show set and found monument symbols with complete descriptions, including date set  
\_\_\_\_\_ County crew field checks complete

**Remaining Monumentation:** (only for plats with remaining monumentation)

\_\_\_\_\_ Remaining Monumentation statement in Surveyors Certificate (include time limit to finish RM)  
\_\_\_\_\_ Remaining Monumentation security deposit & signed guaranty form received  
\_\_\_\_\_ Blank "Remaining Corner Monumentation" signature block provided for RM affidavit reference

**Map Details:**

\_\_\_\_\_ North Arrow  
\_\_\_\_\_ Scale / **and plat boundary shown to scale** (NOTE: 1"=10' thru 60' is OK.. 1"=100' or 200' by prior approval only)  
\_\_\_\_\_ 1" Margins; no lines or lettering within the margin  
\_\_\_\_\_ Basis of Bearings (show which monuments held for basis & from which record reference document)  
\_\_\_\_\_ Initial Point noted (IP must be held monument without fallings)  
\_\_\_\_\_ Initial Point ties to government corner or plat corner of record (actual field ties)  
\_\_\_\_\_ Index map on first sheet for all plats that are 3 or more sheets  
\_\_\_\_\_ Distance & bearing shown for each line and segment  
\_\_\_\_\_ Access Control (new) w/ note stating how & when it will be relinquished  
\_\_\_\_\_ Reserve strips (existing), now dedicated for road purposes or removed by Planning process  
\_\_\_\_\_ Sheet (page) numbers  
\_\_\_\_\_ Reference to SN number or previous plat for boundary  
\_\_\_\_\_ Conforms to boundary survey and meets ORS 209.250  
\_\_\_\_\_ Encroachments noted and solved with County Surveyor. Ownership & type of fence, noted with boundary ties when shown as required by Clackamas County Code. County Crew will check for encroachments on site  
\_\_\_\_\_ All easements shown on map (w/beneficiaries noted and record document referenced)  
\_\_\_\_\_ All Lots and Tracts have access to legal right-of-way  
\_\_\_\_\_ Right-of-Way and easement widths shown on map & offsite access dimensions shown to public RW  
\_\_\_\_\_ County Road numbers and names shown  
\_\_\_\_\_ County road monumentation shown  
\_\_\_\_\_ Road and Street names shown  
\_\_\_\_\_ Streets named: (Re: private ways for access to 3 or more lots if required by Co. or City Planning)  
\_\_\_\_\_ • All signatures in black ink (on mylars)  
\_\_\_\_\_ Lettering and drafting legible and scan able (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 Affidavits noted on plat and consistent with our website example

**Math Checks:**

\_\_\_\_\_ Perimeter closure (ORS 92 requires dimensions shown to 0.01')  
\_\_\_\_\_ Lot 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 shown 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 if not to closest monument  
\_\_\_\_\_ Areas and Lot #s in sequence (from previous plat/s, if phased subdivision)  
\_\_\_\_\_ Directions and dimensions on plat boundary match Certificate  
\_\_\_\_\_ Plat boundary shown in solid BOLD LINE(S) and boundary dimension in BOLD legible font. Dashed lines for easements and leaders