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DTDcompliance@clackamas.us | **503-742-4400**。

Để yêu cầu dịch vụ dịch thuật hoặc điều chỉnh liên quan đến tình trạng khuyết tật, vui lòng liên hệ với chúng tôi qua **DTDcompliance@clackamas.us** | **503-742-4400.**

Clackamas County
www.clackamas.us

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