

# Plat Boundary, Subdivision, Condominium Submittal Application

Clackamas County Surveyor's Office  
150 Beaver Creek Road #325,  
Oregon City, OR 97045  
503-742-4475

[www.clackamas.us/surveyor](http://www.clackamas.us/surveyor)  
Email: [surveyor@clackamas.us](mailto:surveyor@clackamas.us)

## • APPLICANT INFORMATION (REQUIRED) •

Surveyor Name: \_\_\_\_\_ Survey Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Developer/Client: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Title Company / Contact Person: \_\_\_\_\_ Title Email Address: \_\_\_\_\_

### Primary Contact:

Surveyor  Developer/Client  Title Company  Other-Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## • PLAT INFORMATION • MINIMUM SUBMITTAL REQUIREMENTS

### PLAT BOUNDARY SURVEY (Submitted 30 days prior to plat submittal) - Submittal Checklist

\_\_\_\_ One paper copy of survey map, signed by surveyor

\_\_\_\_ Subdivision Guaranty with an effective date no earlier than 15 days before submission – **Interior Monumentation Guaranty forms are available at the County Surveyor's Office**

\_\_\_\_ Partial plat deposit: \$750.00 plus survey filing fee of \$450.00, (or \$475.00 if it includes a property line adjustment)  
**Plus \$50 per page for four pages and above**

#### Copies of the following:

\_\_\_\_ Current (vesting) recorded deeds by which the owner took title (including deeds referenced in vesting deeds)

\_\_\_\_ Deeds for all adjoining property (not required if the adjoining property is platted)

\_\_\_\_ Recorded easements affecting the property

**\*\*NOTE: If you wish to request to use a previously recorded survey as the basis for the plat boundary, it must be in writing and approved by the County Surveyor**

### SUBDIVISION/CONDOMINIUM PLAT - Submittal Checklist

\_\_\_\_ One paper copy of plat, signed by surveyor

\_\_\_\_ Plat Name Reservation completed and approved by the County Surveyor's Office – [See "name reservation" form](#)

\_\_\_\_ Subdivision Guaranty with an effective date no earlier than 15 days before submission – **Interior Monumentation Guaranty forms are available at the County Surveyor's Office**

\_\_\_\_ Review Fee Deposit – [See "worksheet for Subdivisions"](#) or [See "worksheet for Condominiums"](#)  
**Plus \$50 per page for four pages and above** \* (Note: plats are inspected at actual cost)

#### Copies of the following: \*(Not required if provided as part of boundary survey submittal)

\_\_\_\_ Current (vesting) recorded deeds by which the owner took title (including deeds referenced in vesting deeds)

\_\_\_\_ Deeds for all adjoining property (not required if the adjoining property is platted)

\_\_\_\_ Recorded easements affecting the property

\_\_\_\_ Condominium Declaration