

COUNTY SURVEYOR

Client's Checklist for Recording a Plat



Items to be completed BY THE CLIENT before the plat can record:

- _____ 1. Mylars need to be signed and notarized by declarants. Do not put a notary stamp on final mylars.
- _____ 2. Mylars need to be signed by the Planning jurisdiction (either City or County). If county, you will need to submit 4 **sets** of paper copies to the Engineering counter. County Planning will bring the mylars to the Surveyor's Office when Engineering and Planning are finished with the final review.
- _____ 3. All documents, (Consent Affidavits, Road Maintenance Agreements, etc), if any, that are required to record with the plat, should be brought to the Surveyor's Office.
 - Note about Consent Affidavits – a consent affidavit is required to be executed by the lender when a plat contains any dedication to the public for a street/road or additional right of way. See consent at:
<http://www.clackamas.us/docs/surveyor/p1.pdf>
- _____ 4. Taxes need to be paid through the current fiscal year. If taxes need to be calculated for advance payment, please contact the Assessor's Office for the correct amount due.
- _____ 5. The County Clerk recording fees are paid separately. Please provide a check, cash or title company letter for recording fees to the Surveyor's Office. The fee to record the mylars is \$133.00, regardless of how many pages there are. Documents are \$93.00 for the first page of each document and \$5 for each additional page. Title companies will sometimes send a letter authorizing us to charge them for recording fees.
- _____ 6. An updated title report is required (effective no longer than 15 days before submission), and must be requested directly from the title company, and delivered to the Surveyor's Office.
- _____ 7. A final billing will be done for cost accounting the plat review. Additional funds **may** be required to cover any additional review time prior to the plat recording.
- _____ 8. The County Surveyor will sign the plat. His signature is valid for 30 days, after which time a re-signing fee of \$35 will be due.

*County Surveyor's Office staff will be responsible for completing the recording process: obtaining the Assessor's signature, taking the plat to the Recorder, cross referencing fee numbers on documents and mylars, and contacting clients or other involved parties with recorded plat information. Recorded plat images can be emailed. Paper copies can be purchased from the Surveyor's Office for \$3.50 per page.
(See our fee schedule for various sizes) <http://www.clackamas.us/surveyor/fees.html>*