

## MULTNOMAH COUNTY SURVEYOR PLAT/SURVEY REVIEW - PAPER COPIES

The Multnomah County Surveyor's Office reviews paper copies of surveys and proposed partition, subdivision and condominium plats instead of the final mylars. Any survey/plat submitted for review must comply with the following conditions:

1. For all plats, the review will not begin until we receive all fees and the required report and documents from a title company. Please provide copies of the deed for the parent parcel and deeds for all adjoining parcels, unless the adjoiners are lots or parcels in a plat.
2. We require **3 copies** for subdivisions & condominiums. For partition plats, **2 copies** are required. **One copy** for surveys is OK. The copies must be **blue line or blackline** copies (no Xerox type copies, please). If you don't have access to a blueprint machine, we will accept a vellum and make the necessary copies ourselves. **The copies must be a final product, with the surveyor's seal and signature.** Only the declarant signature and notary stamp will be missing on plats. Also, please have "exact copy" statements on each page of plats.
3. The review will not be scheduled until we receive a copy of the plat together with comments from the appropriate planning department. If the planning department has no comments after their review, a letter to that effect must be received. It is the surveyor's responsibility to insure that we receive this information.
4. After we have reviewed the survey/plat, we will send a marked up copy to the surveyor. After the required corrections are made, another paper copy must be sent to our office and the city, if a city plat. We will do a final review and if the plat has met all requirements, we will notify the surveyor to prepare the mylars and obtain signatures. However, prior to preparing mylars, the surveyor must contact cities for their final approval of the copy.

Please keep in mind that if the mylars are presented with signatures or stamps in other than black ink, illegible, or are too light, the plat will be **rejected**.

If you have any questions or comments, please call me at 503-988-5573.

James S. Clayton, P.L.S.  
Multnomah County Surveyor