

MULTNOMAH COUNTY SURVEYOR
SURVEY / PLAT CHECK SHEET

SURVEYOR _____ DATE OF SURVEY/PLAT _____ FILING FEE: _____

DATE RECEIVED _____ CHECKED BY _____ DATE CHECKED _____

PROJECT/PLAT NAME _____ ORDER NO. _____

✓ **PLEASE RETURN COPY OF THIS CHECK SHEET WITH ALL NEW SUBMITTALS**

YES NO N/A

1. **Final paper copies will be accepted for review. Must be in final form, with surveyor's seal and original signature. Plat material** — Archival. Black pigment based permanent nature ink on 4 mil (min) **double matte** polyester film (3 mil O.K. for surveys).
2. **Sizes: Surveys — 18" X 24" ONLY** including a 1/2" margin (17" X 23" drafting area) with 2 1/2" square area in the **upper right hand corner on each sheet for the "Recording Stamp"**. **Plats**— 18" X 24" including a 1" margin (16" X 22" drafting area). **Make all surveys/plats in the landscape view.**
3. Sheets numbered if more than one sheet. **For plats over two sheets**, a face sheet and index page is required.
4. All lines, lettering and symbols shall be of such a size, spacing and density to be clearly legible and reproducible. Minimum size lettering template "80" or 0.08 inches when using all upper case letters and "100" or 0.1 inches when using upper and lower case letters, or hand lettering.
5. Location by 1/4 Section, Section, Township, Range, W.M., City, County and State.
Location verified?
6. Date of monumentation, Scale (**standard engineering scales**, such as 1"=10', 20', 30', 40', 50', or 60'). **For plats**, prior approval **is required** for the use of other scales, and North arrow. Please include a graphic Scale.
7. Surveyor's Stamp, original signature with expiration date on all pages.
8. Surveyor's business name and address.
9. If a "Property Line Adjustment" survey, must identify old and new property line. Include areas of Tracts (existing, proposed and transfer). Site Land Use Case No.
10. A detailed description of found and set monuments; Size (length of set), type, color, condition, how marked, how set or found, and origin. Make sure that symbols match the legend (same size and shape). Define abbreviations in legend.
11. Measured course and distance to an **existing** (monumented) Section corner, 1/4 corner, 1/16 corner, D.L.C. corner or a corner of a recorded subdivision, partition or condominium plat.
12. Name and right of way width of shown streets or roads.
13. Minimum curve data — Delta, radius, arc length (arc length shall be shown on curve only when remote table is used, if possible), chord bearing and distance indicated by arrow when near arc.
14. Narrative — **Must be on the face of the plat.** Narrative must:
 1. Explain the purpose of survey.
 2. Explain basis on which lines were established.
 3. Explain which found monuments and deed elements controlled the line established or re-established.
15. Basis of Bearing (monuments used and citation of record) in note form or in the narrative. Also label on map.
16. Bearing/Angles shown in degrees, minutes and seconds, and distance in feet and hundredths of a foot.
17. The relationship of **all shown** found monuments by course and distance, or fallings to the monuments set, or by coordinates.
18. Bearing and distance on all lot, tract or parcel lines. Solid, **bold line** around subject property. **Survey must be corrected and returned to county surveyor within 30 days.** Any map that is not corrected and returned to the county surveyor within 30 days may be forwarded to the State Board of Engineering Examiners for Engineering and Land Surveying for action, as provided in ORS 209.250 (11).