

MULTNOMAH COUNTY SURVEYOR  
SURVEY / PLAT CHECK SHEET

SURVEYOR \_\_\_\_\_ DATE OF SURVEY/PLAT \_\_\_\_\_

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 for Surveys: 18" X 24" ONLY** including a 1/2" margin (17" X 23" drafting area) with 2½" "Recording Stamp" in the **upper right hand corner on each sheet** (see website for example).  
**Sizes for 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. Show new line as solid line in bold. Show old line as dashed. Include areas of Tracts. Reference recording numbers for adjustment deeds. 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).

**MULTNOMAH COUNTY SURVEYOR  
SUBDIVISION PLAT CHECK SHEET**

ORDER NO.

YES NO N/A

19. **PLAT NAME:** Must be approved by the County Surveyor. Must not be similar to or pronounced the same as the name of any other subdivision, unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless the party files and records the consent of the party that platted the contiguous subdivision bearing that name.
20. **DECLARATION:**
- A. Verify Owners - Signatures in **permanent black ink**.
  - B. Notarized: If an Oregon Notary — Notary signature, full printed name, Commission No. and Expiration date (Month by name [not abbreviated], two-digit date and complete year — i.e. January 03, 2020) in permanent black ink.
  - C. If out of state notary, must have legible stamp and signature in permanent black ink.
  - D. State “the declarant has caused the subdivision plat to be prepared and the property subdivided in accordance with the provisions of ORS chapter 92”.
  - E. Any dedication of land for public purposes or any public or private easements created, or any other restriction made must be stated in the declaration.
  - F. Consent affidavit if others (Trust Deed Beneficiaries, Mortgage Holders, or Contract Vendors) having an interest in the property platted only if there is dedication of land for public purposes (i.e. public easements, Street dedication, etc.).
21. **SURVEYOR’S CERTIFICATE:**
- A. Statement to the effect that the surveyor “has correctly surveyed and marked with proper monuments the land as represented”.
  - B. Has placed or found a proper monument as provided in ORS 92.060 indicating the initial point of the plat, and giving the dimensions and kind of monument (a complete description). Must be a held monument without fallings.
  - C. Location of Initial point in accordance with ORS 92.060 (by survey to a monumented section corner,  $\frac{1}{4}$  corner,  $\frac{1}{16}$  corner, DLC corner, lot, parcel or boundary corner of a recorded subdivision, partition or condominium plat.)
  - D. Post-monumented plats shall include a certification of the surveyor that the remaining corners will be monumented on or before a specified date.
  - E. **Accurately describing the tract** upon which the lots and tracts are laid out. Adequate boundary calls. Location by  $\frac{1}{4}$  section/Township/Range/City/County/State. **Bearings & distances conform to drawing.**
22. **APPROVALS:** City/County planning; City Engineer; County Surveyor; County Commission chair, Assessor’s statement; and Recorders statement.  
(See the “Plat Approval Form for Subdivisions” form on Information for Submitting Surveys and Plats.)
23. **LOT NUMBERS:** Continue numbering “phased” plats with highest number of last plat plus one. Block numbers only if used by previous plat. **Tracts** identified by letter designation.
24. **BOUNDARY RESOLUTION:**
- A. Survey Filed and Noted. If not, must be pre-approved by County Surveyor.
  - B. Found monuments shown on plat boundary. Sufficient Boundary Control.
25. **MATH CHECK:**
- A. Boundary/Lot/Tract closure.
  - B. Street/Easement closure.
  - C. Area of Lots and Tracts (Square feet or hundredth of an acre).
26. **EASEMENTS:**
- A. Purpose & recorded information.
  - B. Width. State beneficiary if “private”. Label “public” or “private”. Term if necessary.
  - C. All easements (old or new) shown by fine dashed line.
27. **MISCELLANEOUS:**
- A. Adjacent Plats/Streets shown.
  - B. Exact copy conforms to Original.
  - C. Exact copy Statement and original signature on each page.
  - D. Post-monumented Plats — Remaining monumentation affidavit statement.
  - E. Security deposit for remaining monumentation.
  - F. Title Report, current (within 15 days).
  - G. Third set of mylars if in the City of Fairview or Troutdale. All others, two sets.
  - H. “BOOK \_\_\_\_\_, PAGE \_\_\_\_\_” in upper right-hand corner.