

Clatsop County Survey Check Sheet

SURVEY FOR _____ SURVEYOR _____

_____ fee recieved \$ _____ # Sheets _____ Size _____ Survey type: _____ Boundary _____ Property line adjustment _____

_____ LOCATION Quarter _____ Section _____ Township _____ Range _____ DATE RECEIVED _____

NARRATIVE

_____ Read narrative _____ **explains purpose**

_____ Deeds in narrative verify with Record

_____ CS #'s in narrative verify with Record

_____ **Explains basis of lines and which found monuments and deed elements controlled survey**

_____ Point #'s from narrative are on map and legend

_____ **If separate, has:** _____ **Reference to Map** _____ **Approved media** _____ **Location** _____ **Date** _____ **Seal** _____ **Name & address**

_____ **Basis of bearings including sufficient data for retracement**

LEGEND

_____ Legend symbols compare to map

_____ **Nomenclature of measured & record bearings understandable**

_____ Record bearing reference calls in legend verify with record surveys

_____ Unique Symbols and Lines are listed

_____ **Detailed physical and cap stamp descriptions for monuments**

_____ **Origin of found monuments (record CS #)**

_____ Point #'s compare from legend to map

_____ **References for established PLSS corners** _____ **correct number**

_____ Existing monument reference information compares to record

_____ **Tie to physically existing Section, 1/4, 1/16 Corner, DLC**

_____ **Corner, Subdivision or Partition Plat Monument**

MAP LABELS

_____ **Date of Survey** _____

_____ **Scale and North Arrow**

_____ Record bearings calls on map verify with surveys of record

_____ Road labels _____ County and road Highway numbers

_____ Road Widths _____ Stationing

_____ Adjoiner names

_____ Adjoiner's deed #'s

_____ Owners name

_____ Owner's deed #'s

_____ Easement deed #'s

_____ Subdivision names _____ book and page

_____ Lot and Block #'s

_____ Section and Quarter Corner #'s, _____ DLC names

_____ Adjusted property lines listed

_____ **Reference to separate narrative**

_____ Bold lines in correct location

_____ Line types and symbols are archivable and appropriate

| | | | | | |
|----------------------|----------|----------|----------|----------|----------|
| Record Surveys shown | 3c _____ | 3c _____ | 3c _____ | 3c _____ | 3c _____ |
| Descriptive text | 2b _____ | 2b _____ | 2b _____ | 2b _____ | 2b _____ |

_____ Details referenced on map. 1a _____ scale 1a _____ lines match map 1a _____ dimensions 1a _____ monument symbols 1a _____ point #s

_____ **Distance and course of all lines traced or established** _____ Detail bearings & distances

_____ Listed Coordinates and their reference

_____ Curves _____ Referenced _____ table information

_____ **Measured relationship to all found or set monuments**

_____ Areas listed

MISCELLANEOUS

_____ GPS basis of bearings includes Latitude and Longitude, or State Plane Coordinates with Convergence angle.

_____ Legal descriptions close

_____ Sheet numbers

_____ Space for received stamp

_____ New Property Line Adjustment deed instrument numbers listed (RECEIVED STAMP)

_____ **Surveyor's business name and address** _____ Title Block

_____ **Surveyor's Seal, _____ signed, _____ renewal date**

NOTE **Items in Bold** are minimum ORS Ch. 209 requirements.

There is nothing in these checking procedures that is intended to relieve the Surveyor filing a survey of their professional responsibility or liability.

County Survey Number _____

FILING CHECKLIST

_____ *First check*

_____ Duplicate checks on second copy

_____ Send second copy to surveyor

_____ Mark return date on Tracking Sheet

_____ File 1st copy and check sheet in temporary file

_____ *Second check and filing*

_____ Review survey for completed corrections

_____ Overlay check

_____ Stamp Signed

_____ **Media is permanent nature, stable base, reproducible, and acceptable size**

_____ If corrections are incomplete contact Surveyor

_____ If complete, mark return date on tracking sheet

_____ Mark CS# on Survey, redline copy & check sheet

_____ Mark & sign Received on Survey & check sheet

_____ fill out CS# on Tracking Sheet

_____ Scan Survey

_____ Index Survey on tax map

_____ Type out index cards _____ Corner cards

_____ Film Survey

_____ fill out film list

_____ File original Survey in records vault

_____ Fill out scan and placement log

_____ Index Survey on Arcmap

_____ File redline copy

_____ File check sheet in binder

_____ Email recorded survey image to surveyor

Computer check file _____