

***Clatsop County Surveyor's Office***  
**LAND PARTITION CHECKLIST**

Date Recd: \_\_\_\_\_ 1/4 Sec. \_\_\_\_\_, T. \_\_\_\_\_ N, R. \_\_\_\_\_ W.W.M.  
Checked By: \_\_\_\_\_ Date: \_\_\_\_\_ Number of Parcels: \_\_\_\_\_  
Drawing file \_\_\_\_\_ Owner: \_\_\_\_\_  
Date Retd. to Surveyor: \_\_\_\_\_ Surveyor: \_\_\_\_\_

***Item***  
**Complete**

\_\_\_\_ Surveyor's name and address **▶ CHECK ON FINAL MYLARS**  
\_\_\_\_ Correct ¼ Section, Township and Range  
\_\_\_\_ "Partition Plat# \_\_\_\_\_ "  
\_\_\_\_ Name of City, County and State  
\_\_\_\_ Date of survey

**Declaration:**

- ▶ \_\_\_\_ a. Signature and titles  
\_\_\_\_ b. Additional dedication included in Declaration  
\_\_\_\_ c. Easements and restrictions are referred to in the Declaration

**Acknowledgement:**

- ▶ \_\_\_\_ a. State, County, SS  
▶ \_\_\_\_ b. Acknowledgement for each time plat to be signed  
▶ \_\_\_\_ c. Date  
▶ \_\_\_\_ d. Notary signature and expiration date and seal (*NO CRIMPING*)  
\_\_\_\_ Subdivision Guarantee/Title Report received  
▶ \_\_\_\_ Owners Names - all appropriate owners & contract holders have signed plat or executed correct consent affidavit  
\_\_\_\_ Trust Deed Holders have signed consent affidavit (*if warranted*)

**Surveyor's Certificate:**

- \_\_\_\_ a. I, . . ., proper surveyor  
\_\_\_\_ b. Description matches plat  
\_\_\_\_ c. Contains appropriate calls to adjoining deeds and monuments from prior vesting deeds

**Approvals:**

- ▶ \_\_\_\_ City Planning Commission (signed)  
▶ \_\_\_\_ County Planning Department (signature block present)  
\_\_\_\_ Assessor & Tax Collector (signature block present)  
\_\_\_\_ County Surveyor (signature block present)  
\_\_\_\_ County Clerk (signature block present)  
\_\_\_\_ Chair BCC (Subdivision Only)

**Plat Restrictions:**

- \_\_\_\_ Existing Restrictions listed along with recording reference  
\_\_\_\_ New Restrictions (i.e. CCRs, maintenance agreemts) listed (w/ blank for recording reference/doc. fee#

**Notes:**

- \_\_\_\_ Set and found monuments, complete description with origin and how marked  
\_\_\_\_ Miscellaneous

**Miscellaneous:**

- \_\_\_\_ North Arrow  
\_\_\_\_ Scale / ***and plat boundary shown to scale***  
\_\_\_\_ Margins  
▶ \_\_\_\_ No lines or lettering within 1” of margin  
\_\_\_\_ Basis of Bearings (shown with basis of which mons. held and name of reference document)  
\_\_\_\_ Initial Point tie to govt. corner or plat corner of record (actual field ties)

**Miscellaneous (cont'd):**

- \_\_\_\_\_ Index on first sheet of plats that are 3 pages or longer
- \_\_\_\_\_ Distance & bearing shown for each line and segment
- \_\_\_\_\_ Sheet (page) numbers
- \_\_\_\_\_ Reference to CS# for boundary
- \_\_\_\_\_ Conforms to boundary survey and meets ORS 209.250
- \_\_\_\_\_ Encroachments solved prior to plat recording
- \_\_\_\_\_ Encroachment fences (type of fence noted) on outbounds
- \_\_\_\_\_ All easements shown on map (w/ recording reference on existing easements)
- \_\_\_\_\_ All parcels & tracts have access to legal Right-Of-Way
- \_\_\_\_\_ Right-of-Way widths and access easement widths shown on map
- \_\_\_\_\_ County Road numbers
- \_\_\_\_\_ County Road monumentation shown
- \_\_\_\_\_ Roads (Public) named
- \_\_\_\_\_ Streets named (Private ways, accessing 3 or more Parcels)
- ▶ \_\_\_\_\_ All signatures in black ink (on mylars)
- \_\_\_\_\_ Lettering and drafting legible and *microfilmable* (no hatch work, etc.)
- ▶ \_\_\_\_\_ Mylar copy (4-5 mil) conforms to mylar original (4-7 mil)
- ▶ \_\_\_\_\_ "Exact Copy" statement on all pages of mylar copy
- ▶ \_\_\_\_\_ Clerk's exact copy statement on all pages of mylar copy
- ▶ \_\_\_\_\_ All pages stamped and signed by plat surveyor
- \_\_\_\_\_ Conforms to Visual Index
- ▶ \_\_\_\_\_ **Final mylars printed on 18" x 27" (to include extra binding strip on left)**
- \_\_\_\_\_ Narrative conforms to map
- \_\_\_\_\_ Narrative complete
- \_\_\_\_\_ Consent Affidavits noted on plat with fee# by which beneficiary acquired interest

**Math Checks:**

- \_\_\_\_\_ Perimeter closure
- \_\_\_\_\_ Parcel closure
- \_\_\_\_\_ Acreage/Square footage
- \_\_\_\_\_ Easement closure
- \_\_\_\_\_ Roadway calculations (R/W and center line)
- \_\_\_\_\_ Curve data
- \_\_\_\_\_ Do all individual distances add to totals shown?
- \_\_\_\_\_ All lines and curves dimensioned clearly
- \_\_\_\_\_ Areas & Parcel numbers in sequence (and in sequence from previous plats if a replat)
- \_\_\_\_\_ Plat boundary in solid BOLD LINES

NOTE Listed items 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.

Preliminary submittals shall include two sets of signed paper copies. Accompanying title report documents shall be current within four weeks of submittal date.