<table>
<thead>
<tr>
<th></th>
<th>Surveyor Date of Survey/Plat Fees Paid</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date Received</td>
<td>Checked By</td>
<td>Date Checked</td>
</tr>
</tbody>
</table>

**PLAT NAME** | **WORK ORDER NO.**
---|---

1. Boundary Line Adjustment or Partition Plat Approval Letter received from DCD or City
   Legal Descriptions included with BLA
   - N/A
   - Yes
   - No

2. Post-Monumented Security Bond Paid
   - N/A
   - Yes
   - No

3. Plat Material - Archivable. Black permanent nature ink or photographic silver halide reproduction on 4 mil (min) double matte polyester film (3 mil or Vellum okay for surveys)
   Final paper copies will be accepted for review. Must be in final form, with surveyor’s seal and original signature. ORS 209.250(1)
   - N/A
   - Yes
   - No

4. Sizes: Surveys - 8 1/2”X14”, 11”X17”, 18”X24” including a 1/2” margin (17”X23” drafting area)
   Plats - 18” X 24” including a 1” margin (16” X 22” drafting area), and a 3” X 2-1/4” square in upper right corner for a “Recording Sticker”.
   - N/A
   - Yes
   - No

5. Sheets numbered if more than one sheet. For plats over two sheets, a face sheet and index page is required. ORS 92.080
   - N/A
   - Yes
   - No

6. All lines, lettering, and symbols shall be of such a size, spacing and density to be clearly legible and reproducible from microfilm. 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.
   - N/A
   - Yes
   - No

7. No “stick on” labels of any type, including business name and address.
   - N/A
   - Yes
   - No

8. Location by 1/4 Section, Section, Township, Range, W.M., City, County, and State, Location verified?
   - N/A
   - Yes
   - No

9. 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. Is Initial Point labeled on Plat?
   - N/A
   - Yes
   - No

10. Surveyor’s Stamp, original signature with expiration date on all pages.
    - N/A
    - Yes
    - No

11. Surveyor's business name and address.
    - N/A
    - Yes
    - No

12. If a “Property Line Adjustment” survey, must identify old and new property line.
    - N/A
    - Yes
    - No

13. 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).
    - N/A
    - Yes
    - No

14. 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.
    - N/A
    - Yes
    - No

15. Name and right of way width of shown streets or roads.
    - N/A
    - Yes
    - No

16. 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. If non-tangent, show radials.
    - N/A
    - Yes
    - No

17. 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.
    - N/A
    - Yes
    - No

18. Basis of Bearing (monuments used and citation of record).
    - N/A
    - Yes
    - No

19. Bearing/Angles shown is degrees, minutes and seconds, and distance in feet and hundredths of a foot.
    - N/A
    - Yes
    - No

20. The relationship of all shown found monuments by course and distance, or fallings to the monuments set, or by coordinates.
    - N/A
    - Yes
    - No

21. Bearing and distance on all lot, tract, or parcel lines.
    - N/A
    - Yes
    - No

22. Show Easements of record. Is creation of easements in declaration? Must be on Face Page ORS 92.075(1)
    - N/A
    - Yes
    - No

23. Required Signature Lines for Surveyor, Commissioners, County Assessor, Tax Collector, & Planning Chairperson as required on Subdivision & Condominium Plats. Required Signature Lines for Surveyor, Tax Collector, & Planning Director as required on Partition Plats Clerk Copy Statement and Surveyor Copy Statement must be on the face page.
    - N/A
    - Yes
    - No

Date returned to surveyor for corrections: ________________________________

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 shall be forwarded to the State Board of Examiners for Engineering and Land Surveying for action, as provided in ORS 209.250(11).

Revised 05/2020