

**TILLAMOOK COUNTY SURVEYOR  
SURVEY/PLAT CHECK SHEET**

Yes    No

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

DATE RECEIVED \_\_\_\_\_ CHECKED BY \_\_\_\_\_ DATE CHECKED \_\_\_\_\_

PLAT NAME \_\_\_\_\_ WORK ORDER NO. \_\_\_\_\_

	YES	NO
1. Boundary Line Adjustment or Partition Plat Approval Letter received from DCD or City <b>Legal Descriptions included with BLA</b>	<input type="checkbox"/>	<input type="checkbox"/>
2. Post-Monumented Security Bond Paid	<input type="checkbox"/>	<input type="checkbox"/>
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. <b>Must be in final form, with surveyor's seal and original signature.</b> ORS 209.250(1)	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Sizes: Surveys - 8 1/2"X14", 11"X17", 18"X24"</b> 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".	<input type="checkbox"/>	<input type="checkbox"/>
5. Sheets numbered if more than one sheet. <b>For plats over two sheets</b> , a face sheet and index page is required. ORS 92.080	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
7. No "stick on" labels of <u>any</u> type, including business name and address.	<input type="checkbox"/>	<input type="checkbox"/>
8. Location by 1/4 Section, Section, Township, Range, W.M., City, County, and State, Location verified?	<input type="checkbox"/>	<input type="checkbox"/>
9. Date of Monumentation, Scale ( <b>standard engineering scales</b> , such as 1"=10', 20', 30', 40', 50', or 60'. <b>For plats</b> , prior approval <b>is required</b> for the use of other scales), and North Arrow. Is Initial Point labeled on Plat?	<input type="checkbox"/>	<input type="checkbox"/>
10. Surveyor's Stamp, original signature with expiration date on all pages.	<input type="checkbox"/>	<input type="checkbox"/>
11. Surveyor's business name and address.	<input type="checkbox"/>	<input type="checkbox"/>
12. If a "Property Line Adjustment" survey, must identify old and new property line.	<input type="checkbox"/>	<input type="checkbox"/>
13. A detailed description of found and set monuments; Size (length of set), type, color, condition, how marked, how set or found, and origin. <b>Make sure that symbols match the legend (same size and shape).</b>	<input type="checkbox"/>	<input type="checkbox"/>
14. Measured course and distance to an <b>existing</b> (monumented) Section corner, 1/4 corner, 1/16 corner, D.L.C. corner, or a corner of a recorded subdivision, partition, or condominium.	<input type="checkbox"/>	<input type="checkbox"/>
15. Name and right of way width of shown streets or roads.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
18. Basis of Bearing (monuments used and citation of record).	<input type="checkbox"/>	<input type="checkbox"/>
19. Bearing/Angles shown is degrees, minutes and seconds, and distance in feet and hundredths of a foot.	<input type="checkbox"/>	<input type="checkbox"/>
20. The relationship of <b>all shown</b> found monuments by course and distance, or fallings to the monuments set, or by coordinates.	<input type="checkbox"/>	<input type="checkbox"/>
21. Bearing and distance on all lot, tract, or parcel lines.	<input type="checkbox"/>	<input type="checkbox"/>
22. Show Easements of record. Is creation of easements in declaration? <b>Must be on Face Page</b> ORS 92.075(1)	<input type="checkbox"/>	<input type="checkbox"/>
23. Required Signature Lines for Surveyor, Commissioners, County Assessor, Tax Collector, & Planning Chairperson as required on Subdivision & Condominium Plats. <b>Required Signature Lines for Surveyor, Tax Collector, &amp; Planning Director as required on Partition Plats Clerk Copy Statement and Surveyor Copy Statement must be on the face page.</b>	<input type="checkbox"/>	<input type="checkbox"/>

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).