

PARTITIONING OF PROPERTY WITHIN TILLAMOOK COUNTY



ALLOW AT LEAST 10 TO 30 DAYS
FOR THE REVIEW PROCESS TO BE COMPLETED



(1)

PROPERTY OWNER

- Proposes to create not more than 3 parcels within a calendar year
- No roadways or access easements are being created
- Each Lot will be adjacent to an existing road for at least 25'
- Proposed parcels meet all required zoning standards**
- Contracts a Licensed, Registered Land Surveyor
- TAXES
 - Need to be paid in full prior to the Tax Department signing off.
 - Prepayments are required after June 30.
 - Check with the Tax Department concerning their policy for receiving payments

(2)

PROPERTY OWNER'S LICENSED SURVEYOR

- Depending on jurisdiction, submits preliminary Plat to City or County
- Performs required survey work
- Prepares final Partition Survey Plat
- Submits Partition Plat to County Surveyor, **with our Application & Fee**, for review after preliminary approval by DCD or City (Include a copy of Approval Letter)**
 - ◇◇ Include a copy of Deed and/or Title Report used for determining ownership ◇◇
- County Surveyor Fee
 - \$350.00 Non-refundable
- See pages 4 & 5 of this application packet for Clerk's Certificate requirements and ORS requirements on versions to be submitted for recording

(3)

TILLAMOOK COUNTY SURVEYOR

- Reviews Licensed Surveyor's work -- ORS 209.250 (4)(a) - Within 30 days of receipt, the County Surveyor will review the map.
- Will provide copies of each Partition Map to the Taxation Office for their review process
- Approves Partition Plat if ALL requirements are met
 - OR
- Notifies surveyor of deficiencies and outlines options

(4)

PROPERTY OWNER/CONTRACTED SURVEYOR/REPRESENTATIVE

- If approved, Partition Plat is submitted to County Clerk by County Surveyor for filing
 - \$62.00 + \$5.00 per each additional page for Clerk's Filing Fee is paid at the time the Final Plat is submitted to the Surveyor's office.
 - OR
- If not approved, follows proper procedures required to bring it into conformance

**Other County or City Procedures may be required prior to submission of Partition Plat to the County Surveyor.

ALLOW AT LEAST 10 TO 30 DAYS FOR THE REVIEW PROCESS TO BE COMPLETED

**TILLAMOOK COUNTY SURVEYOR'S DEPARTMENT
PARTITION PLAT REVIEW APPLICATION**

Provide a copy of the Deed and/or Title Report used for determining ownership, with the submission of your preliminary plat

PROPERTY OWNER:

NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

_____ TOWNSHIP _____ RANGE _____ WWM SECTION _____ 1/4 1/16 TAX LOT _____

INSIDE CITY LIMITS _____ or COUNTY _____ **Provide a copy of Letter of Approval**

MINIMUM REQUIRED LOT SIZE _____

PROPOSED LOT SIZE(PARCEL 1) _____

PROPOSED LOT SIZE(PARCEL 2) _____

PROPOSED LOT SIZE(PARCEL 3) _____

IS A PUBLIC OR PRIVATE ROAD OR EASEMENT BEING CREATED? _____

HAS A ROAD OR EASEMENT BEEN CREATED SINCE JANUARY 1980? _____

ARE ALL EASEMENTS INDICATED ON THE PLAT? _____

STAMP

I CERTIFY THAT THIS PLAT COMPLIES WITH O.R.S. CHAPTER 92 REQUIREMENTS THAT ARE IN EFFECT AS OF THE TIME THIS PARTITION WAS SUBMITTED.

SURVEYOR DATE

DATE RECEIVED

FEE PAID

RECEIPT

PLEASE NOTE:

THE FOLLOWING STATEMENTS SHOULD APPEAR, AS NOTATED, ON ALL PARTITION PLATS NEAR THE BOTTOM, RIGHT CORNER OF YOUR MAPS.

ON THE ORIGINAL VERSION

STATE OF OREGON

COUNTY OF TILLAMOOK

I HEREBY CERTIFY THAT THIS PARTITION PLAT WAS RECEIVED FOR RECORD ON THE _____ DAY OF _____, 200_, AT _____ O'CLOCK, AND RECORDED AS PARTITION PLAT NO. _____ IN PLAT CABINET B _____ TILLAMOOK COUNTY RECORDS, AS INSTRUMENT NO. _____.

BY: _____

TASSI O'NEIL, COUNTY CLERK

ON THE COPY VERSION

CERTIFICATE OF COUNTY CLERK

STATE OF OREGON

COUNTY OF TILLAMOOK

I, TASSI O'NEIL, DO HEREBY CERTIFY THAT I AM THE QUALIFIED CLERK OF TILLAMOOK COUNTY, OREGON, AND THAT THIS COPY OF PARTITION PLAT NO. _____ IS THE FULL, COMPLETE, AND TRUE COPY OF THE ORIGINAL PLAT OF SAME, AS RECORDED IN PLAT CABINET B _____ OF PARTITION PLAT RECORDS OF TILLAMOOK, COUNTY, OREGON, RECORDED _____, 200_ AT _____ O'CLOCK, AS INSTRUMENT NO. _____

TASSI O'NEIL, COUNTY CLERK

ALSO:

LEAVE A 3" X 2 1/4" SPACE ON THE UPPER RIGHT CORNER OF PAGE 1 (THIS SHOULD BE THE PAGE WITH THE SIGNATURES) FOR THE CLERK'S RECORDING STICKER.

92.120 Recording plats; filing copies; preservation of records.

(1) The plat of a subdivision described in ORS 92.050, when made and approved as required and offered for record in the records of the county where the described land is situated, must be recorded by the county recording officer upon the payment of the fees provided by law. The fact of recording and the date of recording must be entered on the plat and the plat must be indexed in the deed records by owner name and subdivision.

(2) The partition plat described in ORS 92.050, when made and approved as required and offered for record in the records of the county where the described land is situated, must be recorded by the county recording officer upon the payment of the fees provided by law. The fact of recording and the date of recording must be entered on the plat and the plat must be indexed by owner name and plat type or plat name. Partition plats must be numbered by year and sequentially and be recorded in deed records.

(3) At the time of recording a subdivision or partition plat, the person offering it for recording shall also file with the county surveyor and with the county recording officer, if requested by the county recording officer, an exact copy of the plat made on material that has the characteristics of strength and permanency required by the county surveyor. The surveyor who made the subdivision or partition plat shall certify that the photocopy or tracing is an exact copy of the subdivision or partition plat. The subdivider shall provide without cost the number of prints from the copy that are required by the governing body of the county.

(4) For the purpose of preserving the record of subdivision or town plats or partition plats, the plats may be microfilmed or stored for safekeeping without folding or cutting. All records must be created and stored in accordance with all applicable rules and regulations and in a manner that ensures the permanent preservation of the record. [Amended by 1955 c.756 §16; 1973 c.696 §18; 1977 c.488 §1; 1985 c.582 §10; 1987 c.649 §12; 1989 c.772 §17; 1991 c.763 §17; 1993 c.702 §7; 1995 c.382 §9; 1997 c.489 §6; 1999 c.710 §4; 2005 c.399 §13]

SURVEYORS: ORS 194.031 [1967C.541 §6 (ENACTED IN LIEU OF 194.030); 1983 C.393 §17; 1989 C.976 §10; 2001 C.63 §1;] AS PREVIOUSLY STATED WAS REPEALED BY 2013 C.219 §61. THE FOLLOWING WAS REPLACED, HOWEVER EITHER IS A FORMAT THAT YOU MAY WANT TO CONSIDER.

ORS 194.031 IS THE ORIGINAL EXAMPLE AS FOLLOWS:

ACKNOWLEDGMENT:

State of _____ s.s.
County of _____

Know all people by these present, on this _____ day of _____ before me, _____, a Notary Public in and for said County and State, personally appeared, _____, who being duly sworn, did say that he/she was the identical person named on the foregoing instrument, and that said instrument was executed on his/her behalf and his/her signature is affixed to said instrument and is of his/her free and voluntary act or deed.

Notary's Signature Date

Printed name of Notary

Notary Public for the State of _____ Commission No. _____

County _____ My Commission Expires: _____
Full Month, 2 digit date, full year

THE NEW FORMAT THAT YOU MAY WANT TO CONSIDER:

ORS 194.280 Certificate of Notarial Act subsection 8 states that the imprint of the official stamp of a notary public is not required to effectuate a notarization of a subdivision or partition plat required under ORS 92.010 to 92.192 or a condominium plat required under ORS 100.115, or any replat, supplement or amendment thereto, if the following appear below the notary public's signature:

- (a) The printed name of the notary public;
- (b) The words "NOTARY PUBLIC-OREGON";
- (c) The words "COMMISSION NO." immediately followed by the notary public's commission number; and
- (d) the words "MY COMMISSION EXPIRES" immediately followed by the date the notary public's commission expires, expressed in terms of the month, by name not abbreviated, two digit date and four digit year. [2013 c.219§14]

SEE EXAMPLES:

ACKNOWLEDGEMENT

1. For an acknowledgement in an individual capacity:

State of _____

County of _____

This record was acknowledged before me on _____ by _____ (owner or individuals).

Signature of Notary: _____

Stamp (if required)

Title of Office _____

My commission expires _____ (Month, day, year format)

2. For an acknowledgement in a representative capacity:

State of _____

County of _____

This record was acknowledged before me on _____ by _____ (owner or individual) as (type of authority such as officer or trustee) _____ of (name of party on behalf of whom record was executed) _____.

Signature of Notarial Officer _____.

Stamp if required

Title of Office _____

My commission expires: _____ (Month, day, year format)

3. For a verification on oath or affirmation:

State of _____

County of _____

Signed and sworn to (or affirmed) before me on _____ by (name(s) of individual(s))
making statement _____.

Signature of Notarial officer: _____

Stamp (if required).

Title of Office: _____

My commission expires: _____

4. For witnessing or attesting a signature:

State of: _____

County of: _____

Signed (or attested) before me on _____ by the names of the
individuals) _____

Signature of Notarial officer: _____

Stamp (if required)

Title of Office: _____

My commission expires: _____

5. For certifying or attesting a copy of record:

State of _____

County of _____

I certify (or attest) that this is a true and correct copy of a record in the possession of
_____.

Dates: _____

Signature of Notarial Officer _____

Stamp (if required)

Title of office

Title of Office: _____

My commission expires: _____