

## 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*
  - \$200.00*
- 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 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 \_\_\_\_\_ <sup>WWM</sup> 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 PARTTION 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 ONLY**

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 ONLY**

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]

**SURVEYOR'S:**

Oregon Revised Statute 194.031 now allows for an alternative approach to the Notary Stamp. The main problem with the stamp is the slow drying nature of the ink and the possibility of smudging the stamp beyond recognition. We can now make the Notary Public Information part of the drawing. The following is a format that you may want to consider.

**ACKNOWLEDGMENT**

State of \_\_\_\_\_ s.s.  
County of \_\_\_\_\_

Know all people by these present, on this \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_, \_\_\_\_\_ (year),  
before me, a Notary Public in and for said County and State, personally appeared  
\_\_\_\_\_ (name(s) of acknowledged) \_\_\_\_\_, 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 Public

Notary Public - \_\_\_\_\_  
State

Commission No. \_\_\_\_\_

My Commission Expires: \_\_\_\_\_  
Full name of Month, 2 digit date, and complete year