

MULTNOMAH COUNTY SURVEYOR
SURVEY/PLAT CHECK SHEET

SURVEYOR _____ DATE OF SURVEY/PLAT _____ SURVEY FEE - \$400.00
DATE RECEIVED _____ CHECKED BY _____ DATE CHECKED _____
PLAT NAME _____ WORK ORDER No. _____

***PLEASE RETURN THIS CHECKSHEET TO THE MULTNOMAH COUNTY SURVEYOR'S OFFICE ***
WITH SURVEY/PLAT REDLINES.

- | | YES | NO |
|--|--|--|
| 1. Plat material - Archival. Black pigment based permanent nature ink or photographic silver halide reproduction on 4 mil (min) double matte polyester film (3 mil O.K. for surveys). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Final paper copies will be accepted for review. <u>Must be</u> in final form, with surveyor's seal <u>and</u> original signature. | | |
| 2. Sizes: Surveys - 18" X 24" ONLY including a 1/2" margin (17" X 23" drafting area) with 2 1/2" square area in the upper right hand corner for the "Recording Stamp" . Plats - 18" X 24" including a 1" margin (16" X 22" drafting area). Make all surveys/plats in the landscape view if possible. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Sheets numbered if more than one sheet. For plats over two sheets , a face sheet and index page is required. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. All lines, lettering and symbols shall be of such a size, spacing and density to be clearly legible and reproducible. 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"/> |
| 5. Location by 1/4 Section, Section, Township, Range, W.M., City, County and State.
Location verified? | <input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/> |
| 6. 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. Please include a graphic Scale. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Surveyor's Stamp, original signature with expiration date on all pages. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Surveyor's business name and address. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. If a "Property Line Adjustment" survey, must identify old and new property line. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. 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) . Define abbreviations in legend. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. 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 plat. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Name and right of way width of shown streets or roads. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Narrative - Must be on the face of the plat.
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"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |
| 15. Basis of Bearing (monuments used and citation of record). | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Bearing/Angles shown in degrees, minutes and seconds, and distance in feet and hundredths of a foot. | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. The relationship of all shown found monuments by course and distance, or fallings to the monuments set, or by coordinates. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Bearing and distance on all lot, tract or parcel lines. Solid, bold line around subject property. | <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 Engineering Examiners for Engineering and Land Surveying for action, as provided in ORS 209.250 (11).