



*Relly Smith  
County Surveyor*

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## **SURVEY/PLAT REVIEW POLICY**

Jan. 3, 2017

**GENERAL:** Preliminary review copies are encouraged if you have not filed many maps in Curry County, as we don't like to return mylars. These preliminary review maps can be submitted in two ways:

1. Electronic: PDF copy of map via email, SEND TO [smithr@co.curry.or.us](mailto:smithr@co.curry.or.us) is preferred.
2. Paper copy of map mailed – if you mail the map in a long tube, it has to be picked up at the Post Office because it won't fit in the mail box and the review might be delayed.

Maps will be reviewed as soon as possible and an email with comments sent to the surveyor. The County Surveyor's philosophy is: "We are professionals, and the only thing I will insist on with a modification, is if it is in the ORS or a County Ordinance. Otherwise, I will comment on everything I see, however, these will be suggestions and/or things for your consideration."

**Map Requirements: All relevant portions of ORS and OAR pertaining to Map/Survey requirements are expected to be complied with. If any requirement places an unnecessary burden in your opinion, let's discuss it and perhaps it can be waived. Common elements including local ordinance requirements are:**

1. All maps and Plat size: 18"x 24" only with a 1" margin. Exceptions may be allowed by the County Surveyor.
2. Location of the survey by One-quarter Section, Township, and Range. (Quarter, Quarter is always helpful on small parcels).
3. Name of person for whom the survey was conducted. Date of the survey; reflecting the date the monuments were established.
4. The scale of the drawing in multiples of ten. (Engineering scale)
5. North arrow.
6. Identify the Basis of Bearing along the line represented on the map, noting the applicable county survey number, document used or method used such as GPS, magnetic bearings, assumed, etc.
7. Measured distance and course to a physically existing and monumented corner:
  - a. Section corner, One-quarter corner, One-sixteenth corner, **or**
  - b. Donation Land Claim corner in the same Township and Range as the survey, **or**

- c. Lot corner, parcel corner or boundary corner of a recorded Subdivision, Partition or Condominium, shall be shown on the map face.
8. All measured bearings, angles, and distances must be shown on all lines traced or established. The map shall also show bearings and distances of the recorded survey, and/or deed elements used as the basis of and for establishing or reestablishing lines/monuments shown on the map.
  - a. References to all monuments found, established or reestablished, noting the applicable county survey number(s).
  - b. Separately indicate record information, noting the applicable recording reference.
  - c. Corner restoration number of the restoration document you are using shall be shown with the corner.
9. Identify all found and set monuments and its accessories on the map face or in a legend, describing:
  - a. Type and dimensions of all found and set monuments.
  - b. Type and/or color of tag or cap and information stamped on the tag or cap.
  - c. Indicate whether pipe dimensions are inside or outside diameter.
  - d. Show the relationship of the monuments found to the monuments set.
  - e. All monuments set must be durable and visibly marked or tagged with the registered business name or the letters 'L.S.' with the registration number of the surveyor in charge. A monument set by a public officer must be marked with the official title of the office.
  - f. Inches/decimal feet above or below grade is helpful for the next surveyor.
  - g. Define abbreviations and symbols on the map face or in a legend.
10. Narrative shall explain:
  - a. Purpose of the survey.
  - b. How the boundary lines or other lines were established or reestablished.
  - c. Which deed records, deed elements, survey records, found survey monuments, plat, road records or any other pertinent data were controlling, when the lines were established or reestablished.
  - d. Basically, the narrative should offer the information answering the questions: What, Why, Where and When.
11. When the narrative is a separate document, the map and narrative shall be referenced to each other. The separate narrative may be 8-1/2" x 11" or 8-1/2" x 14" and shall include:
  - a. Location of survey by ¼ Section, Township, and Range.
  - b. Date of survey.
  - c. Surveyors seal and original signature with expiration date.
  - d. Surveyors business name and address.
  - e. Client name.
  - f. Purpose of survey.
  - g. Describe how boundary lines established or reestablished with references to deed records, monuments found, plat or road records, or any other pertinent data.

- h. If narrative is on the face of the map, all of the above items must appear either in the narrative statement or as appropriate on the map.
- 12. Surveyors seal and original signature with expiration date on each sheet.
- 13. The owners name, deed number, assessor tax map number and tax lot number shall be shown on the subject property and adjoining parcels.
- 14. All information shown on the Map of Survey must be clearly legible and clearly reproducible by direct contact prints and computerized scanning. Dense black permanent ink or equivalent shall be used. Blue or black ballpoint will not be accepted.
- 15. Road name, number (where applicable) and width. Include private streets, alleys, and easement (including type).
- 16. Stream or waterway name and direction of flow.
- 17. For reproduction purposes:
  - a. All lettering must have a minimum height of 2.0 millimeter (0.08 inch).
  - b. Reserve a minimum three-quarter inch (3/4") border space.
  - c. All lettering shall be made with archival quality black ink.
- 18. Preliminary Title Report for Partitions/Subdivisions and Maps of Survey (with potential for conflicts, boundary line agreements or other items of possible liability).
- 19. Owners names, deed number, assessor map and tax lot number on subject parcel and surrounding parcels.
- 20. If the Land Surveyor checked or found gaps, overlaps, or other potential boundary concerns while doing a property survey, copies of the relevant deeds shall be provided to the County Surveyor for the Map of Survey check.
- 20. Public Land Survey Corners (1/4 corners, section corners, meander corners, closing corners, witness corners, etc.) are to be maintained; thus the following map information is required:
  - a. If the corner is part of the subject property being surveyed and found to be in substandard condition, the corner shall be rehabilitated and new reference points established, if needed. Restoration information shall be shown on the filed map, or a Corner Record filed.
  - b. If a Public Land Survey Corner is incidental to the subject survey but found to be in need of rehabilitation, the Land Surveyor shall notify the County Surveyor that work is needed. The County Surveyor shall be responsible for this rehabilitation work, but please note that the County Surveyor has the ability to negotiate a contract for the surveyor to do this work while the surveyor is at the job site.
  - c. The County Surveyor shall provide signs & posts, 30" aluminum monuments, and witness corner signs to any land surveyor requesting them for PLSS corners in Curry County.
  - d. If a Public Land Survey Corner is visited during the survey and there is no Corner Record on file, or it has not been visited in over 10 years, please file a Corner Record with the map. Submit restoration information for recently visited government corners when said corner(s) and/or accessories are in need of rehabilitation, or are changed/found

to be different from their descriptions as recorded with the County Surveyor.

**Additional Map Requirements for Property Line Adjustments:**

1. Monuments shall be set on the new adjusted property line and a Map of Survey filed for a property line adjustment regardless of the abutting property lot sizes, unless it is an aliquot part of the section and is 10 acres or more.
2. A Property Line Adjustment map shall clearly identify the old and new property line(s).

**Additional Map Requirements for Partitions & Subdivisions:**

1. Furnish closure calculation sheets for all individual parcels and the overall parcel.
2. Copy of Title Report if required by the Planning Dept.
3. Easements: purpose & recorded information, i.e. width, beneficiary, private, public, time limit if temporary, with all easements shown by fine dash line.
4. Road centerline monumented.
5. The owners name, deed number, assessor tax map number and tax lot number shall be shown on the subject property and adjoining parcels.
6. Approvals: City/County Planning, County Surveyor, County Commissioners for Subdivisions only, Assessor/Tax Collector Statement, and Recorders Statement.
7. Surveyors Certificate.
8. Statement to the effect that the surveyor “has correctly surveyed and marked with proper monuments the lands as represented”.
9. A copy of the subject deed and surrounding deeds shall be provided to the County Surveyor for the map check.
10. Easements: their purpose, recorded information, and width. If created by the plat, also name the beneficiary; whether private or public, time limit if temporary, etc. Dashed lines shall be used to illustrate the easements location.
11. Approvals: City/County Planning and their miscellaneous required statements, County Surveyor statement, Tax Collector/Assessor statement, and Recorders statement. For Subdivisions: lines for County Commissioners to sign.
12. A proper monument placed or found indicating the initial point of the plat and giving the dimensions and a complete description regarding the type of monument.
13. Location of the Initial Point by survey to a monumented section corner, ¼ corner, 1/16 corner, DLC corner, lot, parcel or boundary corner of a recorded Subdivision, Partition or Condominium plat.
14. True and exact copy stating: “I hereby certify that this is a true and exact copy of the original” with Land Surveyors signature on each page. The original is recorded in the Clerk’s Office and the true and exact copy is filed in the County Surveyors Office.
15. Declarations:
  - Owners – signatures in black ink
  - Notarized – Legible stamp, signature, and date in black ink

- State that “the Declarant has caused the Subdivision or Partition to be prepared and the property subdivided or partitioned in accordance with the provisions of ORS chapter 92.”
  - Any dedication of land for public purposes, any public or private easements, and/or any other restriction made must be stated in the declaration. Any offer to dedicate must be accepted by the proper public authority to be effective.
  - Consent affidavit if others (i.e. Trust Deed Beneficiaries, Mortgage Holders, or Contract Vendors) have an interest in the property platted.
16. The County Surveyors Office will help you gather the signatures required to record your map, but note our office staff are in 3 days a week and the Surveyor is present 1- 2 days each week. Please bring in the original and copy of the Mylar’s with owners signatures & notarized as needed. Please determine the fees and required payment. (Checks only) Please make sure the taxes are current. When recorded, we will email a .pdf of the recorded plat for your records and distribution to your client.

**Condominiums & Planned Unit Developments:**

In addition to the standards required above, those portions of ORS 100 for Condominiums and ORS 227 for Planned Unit Developments shall thereby be adhered to.