

LINN COUNTY SUBDIVISION PLAT STANDARDS

ORS 92.090

1. Name of subdivision approved by County Surveyor

ORS 92.040 & ORS 92.090

2. Conforms to preliminary plan.

ORS 92.050(3)

3. The subdivision survey and plat shall be prepared by an Oregon licensed land surveyor.

ORS 92.044 & ORS 92.050(1)

4. Conforms to Linn County Survey Map Standards and plat requirements. (Attach checklist.)

ORS 92.080

- a. 18" X 24", 4 mil double matted polyester film, original for Linn County Recorder. Minimum 1" margin.

ORS 92.120(3) & ORS 92.080

- b. 18" X 24", 4 mil double matted polyester film *exact copy statement* for County Surveyor.

ORS 92.050(4)

- c. The plat of the subdivision shall be of such scale and lettering size, approved by the County surveyor, so that all survey and mathematical information, and all other details may be clearly and legibly shown. Scale of the drawing will be standard engineering scales: 1"=10', 20', 30', 40', 50', 60', 100', 200', 300', 400', 500', and 600'.

ORS 92.090

5. Complies with ORS 92.010-92.190, 209.250 and the Linn County Development Code.
6. Name of Owner/Developer.

ORS 92.050(9)

7. No city or county shall require that a final subdivision or condominium plat show graphically on the final plat any information or requirement that is or may be subject to administrative change or variance by a city or county.

ORS 92.050(4) & ORS 92.090(1)

8. Each lot shall be numbered consecutively. On or after January 1, 1992, any subdivision submitted for final approval shall not use block numbers or letters unless such subdivision is a continued phase of a previously recorded subdivision bearing the same name that has previously used block numbers or letters.

ORS 92.010(3)

Lot: Single Unit of land that is created by a subdivision of land.

ORS 92.050(2)

a. The survey for the plat of the subdivision shall be done in a manner to achieve such accuracy that measurements may be taken between monuments within one-tenth of a foot or one ten-thousandth of the distance shown on the subdivision plat, whichever is greater. Boundary and lot closures required.

ORS 92.050(7)

b. Area of each lot shall be shown on the face of the plat, with acreage calculated to 1/100 acre (or square footage to nearest square foot, when area is less than one acre).

ORS 92.050(4) ORS 92.050(8) & 209.250(3e) & OAR 820-015-030

9. Bearings and distances shall be shown on all lines established or re-established together with recording references. Bearings shall be shown in degrees, minutes and seconds. Distances shall be shown in feet and hundredths of a foot. In addition the curve data will include:

- a. Arc length;
- b. Chord length;
- c. Chord bearing;
- d. Radius; and
- e. Central angle.

ORS 92.100(2)

10. Field check.

ORS 92.060(4)

a. Field measurement discrepancies between set or found monuments shown on the plat shall not exceed 1/10 of a foot or 1/10,000 of the distance shown on the plat, whichever is greater.

ORS 92.050(4)

11. Street dimensions, name and number.

92.060(2)

12. Monumentation for:

- a. Road intersections, the beginning and ending points, points of curves and points of tangents, or
- b. The point of intersection of the curve if the point is within the pavement area of the road, of the centerline of all streets and roads, and

- c. All points on the exterior boundary where the boundary line changes direction shall be marked with monuments either of concrete, galvanized iron pipe, or iron or steel rods.
- d. If galvanized iron pipe is used, it shall not be less than 3/4" inside diameter and 30" long.
- e. If iron or steel rods are used, they shall not be less than 5/8" in least dimension and 30" long.
- f. If concrete is used, it shall not be less than 6" by 6" by 24" and shall contain not less than five cubic inches of ferrous material permanently imbedded in the concrete.

ORS 92.060(3)

- 13. Monumentation for all interior lot corners, except cemetery lots, shall be with monuments either of galvanized iron pipe, iron or steel rods. The surveyor may set another type of monument in circumstances where setting the required monuments is impracticable.
 - a. If galvanized iron pipe is used, it shall not be less than 1/2" inside diameter and 24" long.
 - b. If iron or steel rods are used, they shall not be less than 5/8" in least dimension and 24" long.

ORS 92.060(1)

- 14. The initial point of all plats shall be on the exterior boundary of the plat and shall be marked with a monument either of concrete, galvanized iron pipe or an iron or steel rod. If concrete is used, it shall not be less than 6 inches by 6 inches by 24 inches, and shall contain not less than five cubic inches of ferrous material permanently imbedded in the concrete. If galvanized iron pipe is used it shall not be less than 3/4" inside diameter and 30" long, and if an iron or steel rod is used, it shall not be less than 5/8" of an inch in least dimension and 30" long.

The location of the monument shall be with reference by survey to a section corner, one-quarter corner, one-sixteenth corner, Donation Land Claim corner, a monumented lot corner or boundary corner of a recorded subdivision, partition or to or condominium plat.

Post Monumentation means all monuments on the exterior boundaries of a subdivision shall be placed where changes in the direction of the boundary occur. The remaining monuments will be set on or before a specified date.

ORS 92.065(1)

- a. Except for exterior monuments described in ORS 92.060(5), if the remaining corners of a subdivision are to be monumented on or before a specified date after the recording of the plat of subdivision, the person subdividing the land shall furnish to the County Surveyor, a bond, cash deposit, irrevocable letter of credit or other security in an

amount equal to 120 percent of the estimated cost of performing the work for the remaining monumentation.

ORS 92.065(3)

- b. The person subdividing the land shall notify the County Surveyor of the payment to the surveyor for performing the remaining monumentation work.
 - (1) After confirming that the payment has been made, the security shall be released within 3 months. (Note date).

ORS 92.070(2)

- c. Certification on the plat that the surveyor will establish monuments on or before a certain date, noting those monuments to be set on the plat.

ORS 92.070(3a)

- d. Within five (5) days after completion of the work, the surveyor is to notify subdivider and County Surveyor of the monumentation.

ORS 92.070(3b)

- e. The County Surveyor shall receive and approve a separate affidavit for recording that the surveyor has correctly performed the post monumentation. The surveyor who prepared the affidavit shall cause the affidavit to be filed.

ORS 92.070(3b)

- (1) Any monument that cannot be set shall be noted and reference monuments shall be set.

ORS 92.065(4)

- (2) If another surveyor completes the remaining monumentation, the surveyor's seal and signature shall be placed on the original plat and all true and exact copies filed.

ORS 92.070(3b)

The county clerk shall promptly provide a recorded copy of the affidavit to the county surveyor. The county surveyor shall note the monuments set and the recorder's information on the county surveyor's copy of the subdivision plat and any exact copies filed in accordance with ORS 92.120 (3). The original plat may not be corrected or changed after it is recorded with the county clerk.

ORS 92.070(4)

The county surveyor approving the work pursuant to subsection (3) of this section shall reference the approval upon the subdivision plat and tracings previously recorded.

ORS 92.070 (5)

- 16. The surveyor who prepared the subdivision plat may reestablish plat monuments within two years of plat recordation without filing a record of survey map. The surveyor shall prepare an affidavit stating that the re-established corners of the

partition have been correctly surveyed and marked with proper monuments as required under ORS 92.060.

ORS 92.050(6)

17. Show the location, dimensions and purpose of all recorded and proposed public and private easements along with the County Clerks recording reference if the easement has been recorded with the County Clerk. Private easements shall become effective upon the recording of the plat.

ORS 92.120(3)

18. Exact copy statement.
 - a. EXAMPLE:
I, (surveyor's name), certify that this is an exact copy of the original plat.
Signed by the surveyor who stamps it.

ORS 92.070 & 92.050

19. Surveyor's Certificate.
 - a. Requires that the courses and distances of the boundary of the plat conforms to the Surveyor's Certificate.
 - b. Required to be on face of plat together with seal and signature.
 - c. All subdivision plats shall include a surveyor's certificate, accurately describing the tract of land upon which the lots are laid out.
20. Surveyor's name, address and stamp and expiration date.

ORS 92.010(2) & 92.075

21. Declaration
 - a. In order to subdivide or partition any property, the declarant shall include on the face of the subdivision or partition plat a declaration, taken before a Notary Public or other person authorized by law to administer oaths, stating that the declarant has caused the subdivision or partition plat to be prepared and the property subdivided or partitioned in accordance with the provisions of this chapter. Any dedication of land to public purposes or any public or private easements created, or any other restriction made, shall be stated in the declaration.
 - b. Acknowledgment before notary. (see ORS 194.031 below)
 - c. A title Report, Subdivision Guarantee or a Report Showing Ownership, Easements and Encumbrances is required up to date within 30 days of recording the plat.
 - d. If the declarant is not the fee owner of the property, the fee owner and the vendor under any instrument of sale shall also execute the declaration for the purpose of consenting to the property being subdivided or partitioned. Vendor is the (agent, buyer) all being the same. The mortgage or trust deed holder must sign when there is a dedication or donation of land to the public.
 - e. Shall include on the face of the plat that you have placed a proper monument as provided in ORS 92.060 indicating the initial point of the plat and its

location in accordance with ORS 92.060(1) and describing by metes or bounds, or other description as approved by the county surveyor.

ORS 194.031

(3) Except as provided in subsection (4) of this section, the attempt to notarize an instrument required to be notarized shall be of no effect unless it bears and imprint of the official seal of the notary who performed the notarization made in the manner required under subsections (1) and (2) of this section.

(4) The imprint of the official seal of the notary public shall not be required to effectuate a notarization of a subdivision or partition plat required under ORS 92.010 to 92.190 or a condominium plat required under ORS 100.115 or any replat or amendment thereto if the following appear below the notary'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 commission number; and**
- (d) The words "MY COMMISSION EXPIRES:" immediately followed by the notary public's expiration date, expressed in terms of the month, by name not abbreviated, two-digit date and complete year.**

ORS 92.075(4)

- e. The fee owner, vendor or the mortgage or trust deed holder may record an affidavit consenting to the declaration of the property being subdivided. (see sample consent affidavit)

ORS 92.120

22. County Recorder's statement of filing. (see sample)

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, shall, upon the payment of the fees provided by law, be recorded by the county recording officer. The fact of recording and the date thereof shall be entered thereon, and it shall then be indexed in the deed records by owner name and subdivision.

ORS 92.095

Payment of taxes, interest or penalties before subdivision or partition plat recorded

23. No subdivision or partition plat shall be recorded unless all ad valorem taxes, including additional taxes, interest and penalties imposed on land disqualified for any special assessment and all special assessments, fees, or other charges required by law to be placed upon the tax roll have been paid which have become a lien upon the land or which will become a lien during the tax year.

(2) After July 1, and before the certification under ORS 311.105 of any year, the subdivider or partitioner shall:

(a) If the exact amount of taxes, penalties, special assessments, fees and charges are able to be computed by the assessor, pay such amount to the tax collector. The assessor is authorized to levy and the tax collector is authorized to collect such amount.

ORS 92.100(2)

25. Fees as adopted by Order of the Board of Commissioners.
26. Staples and "Stick-on" labels of any type, including the notary seal/crimp or business name and address, are not acceptable.

ORS 92.170

27. True and exact copies may be amended by an affidavit of correction.

Signature Blanks for plats:

Check with the appropriate jurisdiction for Signature Blanks:

Linn County

- ◆ Owners sign first then in order as shown
- ◆ Director, Linn County Planning and Building Department
- ◆ Linn County Sanitarian (when applicable)
- ◆ Linn County Engineer (when applicable)
- ◆ Linn County Board of Commissioners
- ◆ Linn County Tax Collector/Assessor
- ◆ Linn County Surveyor
- ◆ Linn County Clerk

Linn County Surveyor