

LINN COUNTY PARTITION PLAT STANDARDS

ORS 92.040 & ORS 92.046 & ORS 92.090

1. Conforms to tentative plan.

ORS 92.050(3)

2. The partition survey and plat shall be prepared by an Oregon licensed land surveyor.

ORS 92.044 & ORS 92.050(1)

3. Conforms to Linn County Survey Map Standards and plat requirements. (see attached checklist).

ORS 92.080

- a. 18" x 24", 4 mil double matted polyester film, original for Records Department. Minimum 1" margin.

ORS 92.120(3) & ORS 92.080

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

ORS 92.050(4)

- c. The plat of the partition 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.
4. Complies with ORS 92.010-92.190, ORS 209.250 and the Linn County Development Code.

ORS 92.050(9)

5. No city or county shall require that a final subdivision, condominium or partition 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 92.060 (1)

6. When monumentation is required, all monuments shall be set before recording and:
 - a. The initial point shall be marked with a monument on the exterior boundary of the plat. The location of the monument shall be with reference by survey to a section corner, one-quarter corner, one-sixteenth corner, and Donation Land Claim corner or to a monumented lot corner or boundary corner of a recorded subdivision, partition or condominium plat.
If galvanized iron pipe is used, it shall not be less than 3/4" inside diameter and 30" long. If iron or steel rods are used, they shall not be less than 5/8" least dimension and 30" long. 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)

All lot and parcel corners except lot corners of cemetery lots shall be marked with monuments of either galvanized iron pipe not less than one-half inch inside diameter or iron or steel rods not less than five-eighths inch in least dimension and not less than 24 inches long. The surveyor may set another type of monument in circumstances where setting the required monuments is impracticable.

ORS 92.060 (4)

Monuments shall be set with such accuracy that measurements may be taken between monuments within one-tenth of a foot or within one ten-thousandth of the distance shown on the subdivision or partition plat, whichever is greater.

ORS 92.060(6)

7. A survey and monumentation are required when a partition would create a parcel or parcels of ten acres or less, or as required by the Linn County Development Code.

ORS 92.055

When a partition would create parcels that are greater than ten acres or when not required by the Linn County Development Code the partition need not be surveyed or monumented, but must be platted using the best available information and conform to Linn County Survey Map Standards and plat requirements that are applicable.

- a. The approximate acreage of each unsurveyed parcel shall be shown.
- b. Any unsurveyed parcel shall have the words **UNSURVEYED** placed in bold letters adjacent to the parcel number.
- c. Unsurveyed parcels need not comply with ORS 92.050 (5), (7) and (8).

ORS 92.060(2)

8. When applicable, monumentation is required:

- a. At the intersections, the beginning and ending points of curvature and points of tangents of the centerline of all newly created streets and roads within the partition plat, or
- b. At the point of intersection of the curve if the point is within the pavement area of the centerline of all newly created streets and roads within the partition plat, and

ORS 92.060(3)

- c. At all interior parcel corners and all points on the exterior boundary where the boundary line changes direction.
The surveyor may set another type of monument in circumstances where setting the required monuments is impracticable.

Parcel corners shall be marked with galvanized iron pipe or iron or steel rods. If galvanized iron pipe is used, it shall not be less than 1/2" inside diameter and 24" long. If iron or steel rods are used, they shall not be less than 5/8" least dimension and 24" long.

ORS 92.060(6)

All monuments on the exterior boundary and all parcel corner monuments of partitions shall be placed before the partition plat is offered for recording. Unless the governing body provides otherwise, any parcels created that are greater than 10 acres need not be surveyed or monumented.

ORS 92.070(1) & ORS 92.070

9. Surveyor's Certificate

- a. All partition plats shall include a Surveyor's Certificate, accurately describing the tract of land upon which the parcels are laid out.
- b. Requires that the courses and distances of the boundary of the plat conforms to the Surveyor's Certificate.
- c. If the plat is a partition plat which contains parcels not surveyed, the Surveyor's Certificate shall so indicate.
- d. Required to be on face of plat together with seal and signature and expiration date.
- 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.

10. The map for a reconfiguration of a platted partition shall state that it is a replat, showing the recording number and affected parcels to be replatted.
(Parcel: A single Unit of land that is created by a partitioning of land.)

ORS 92.050(4) 92.050 (2)

11. Each parcel shall be numbered consecutively.

- a. The survey for the plat of the partition shall be done in a manner to achieve such accuracy of one-tenth of a foot or one ten-thousandth of the distance shown on the partition plat, whichever is greater. Boundary and parcel closures required.

ORS 92.050(7)

- b. Area shall be shown on each parcel.
- c. Area of each surveyed parcel 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(8)

12. 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 92.060(4)

13. 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)

14. Right of way dimensions, name and number, each street and road shall be named

ORS 92.014

- a. No street or road shall be created for the purpose of partitioning an area or tract of land without the approval of the Governing Body.
- b. Additional right of way shall require a signature line for the Chairperson, Linn County Board of Commissioners and the remaining two commissioners.

ORS 92.014

- c. No instrument dedicating land to public use shall be accepted for recording unless the instrument bears the approval of the Governing Body.

ORS 92.175(2)

- d. Dedication of easements shown on the partition plat may be granted for public utility purposes without acceptance from the Governing Body.

ORS 92.050(6)

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

ORS 92.120(3)

16. Exact copy statement.
 - a. Example: I, (Surveyor's name), certify that this is an exact copy of the original plat.

ORS 92.120

17. County Recorder's statement of filing.
See: Partitions Sample Page

ORS 92.010(2) & 92.075

18. 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. Acknowledgement before notary. (see ORS 194.031 below)
- c. A Title Report, Subdivision Guarantee or a Report Showing Ownership, Easements, Encumbrances, mortgage and trust deed holders is required, within 30 days of recording of 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 or 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.

ORS 92.075(4)

- e. The fee owner, vendor or the mortgage or trust deed holder may record and affidavit consenting to the declaration of the property being partitioned.

See: Sample Affidavit of Consent Form

19. **ORS 92.080**

All signatures on plat shall be in archival quality "BLACK" ink.

20. **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.**

21. **ORS 92.170**

Plat may be amended by an affidavit of correction.
See: Sample Affidavit of Correction Form

22. **ORS 92.070 (5)**

The surveyor who prepared the partition 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 [Forms are available at the county surveyors office.]

23. **ORS 92.095**

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

No partition 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 chargers 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. Tax Year is July 1, ____ to June 30 the following year.

24. **ORS 92.100(3)**

Fees as adopted by Order of the Board of Commissioners.

25. Staples and "Stick-on" labels of any type, including the notary seal/crimp or business name and address, are not acceptable.

ORS 92.100 Approval of plat by city or county surveyor; procedures; approval by county assessor and county governing body

Signature Blanks for plats: (see sample)

Linn County Surveyor