

For Office Use Only

ID # \_\_\_\_\_

Receipt# \_\_\_\_\_

**PLAT SUBMITTAL CHECKLIST**  
 (ORS 92 & Lane County Surveyor's Office Policy)



**SURVEYOR:** \_\_\_\_\_ **TRS & ¼ :** \_\_\_\_\_

**CLIENT:** \_\_\_\_\_ **SUBMITTAL DATE:** \_\_\_\_\_

**JURISDICTION:** \_\_\_\_\_ **SUBDIVISION / CLIENT NAME:** \_\_\_\_\_

**MAP:**

- 1) A 1" margin shall be left on all sides of the plat. \_\_\_\_\_
- 2) The exact location and width of any streets intersecting the boundary of the plat, along with the name of said streets. \_\_\_\_\_
- 3) All roads required to be named shall be labeled. The road name shall be approved by the regional road naming committee. \_\_\_\_\_
- 4) The area of each lot / parcel in either acres, to the nearest 1/100th, or square feet. \_\_\_\_\_
- 5) The dimensions shown on the map shall be of such accuracy that the error of closure on any portion shall not exceed one-tenth of a foot or one ten-thousandth of the distance shown on the plat. \_\_\_\_\_
- 6) Planning Number. \_\_\_\_\_
- 7) A notarized declaration by the fee owner and vendor shall be shown on the face of the plat and shall include any dedication of public or private easements. Notary certificate shall conform to ORS Chapter 194. \_\_\_\_\_
- 8) If there are dedications to the public, affidavits of consent (concurrence) from all interest holders shall be recorded and shown on the final plat. The affidavit shall comply with ORS 92.075 (4). \_\_\_\_\_
- 9) The location, dimensions and purpose of all recorded and proposed public and private easements shall be shown on the partition plat along with the County Clerk's recording reference if the easement has been recorded. \_\_\_\_\_
- 10) The centerline of all newly created public or private streets within Subdivisions shall be monumented. The right-of-way of all newly created access easements within Partitions shall be sufficiently monumented. \_\_\_\_\_
- 11) All Corners required to be monumented shall be marked with proper monuments. \_\_\_\_\_
- 12) An initial point, point of beginning, shall be on the exterior boundary of the plat. \_\_\_\_\_
- 13) Surveyor's Certificate describing the property and initial point. \_\_\_\_\_
- 14) Provide signature lines for the County or City Surveyor, County Assessor, the Planning Director or Planning Director's delegate. Subdivisions shall also include a signature line for the Board of Commissioners. \_\_\_\_\_
- 15) All signatures must be in archival quality black ink. \_\_\_\_\_
- 16) Zoning classification, and location of any hazard areas as required by Lane County Planning or other government agency. \_\_\_\_\_
- 17) All taxes which have, or will become a lien during the tax year, must be paid prior to recording. (Taxes expire July 1<sup>st</sup> each year). \_\_\_\_\_

**This document does not replace the ORS or Lane Code. Its intent is to aid the surveyor and the County Surveyor's Office in a checklist form of items to be shown on a final plat.**

(OVER)

Name: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS:**

- 1) Plat complies with ORS Chapters 92 & 209 and the Lane County Surveyor’s Office Policies for Land Surveys and Narratives \_\_\_\_\_
- 2) Subdivision Guarantee or Title Report.  
*(A copy of a title report at time of review submittal and an updated title report dated within 30 days of recording.)*\_\_\_\_\_
- 3) Drafts of all documents to be recorded with the final plat. \_\_\_\_\_
- 4) Completed Plat Name Reservation Form.(Subdivisions)\_\_\_\_\_
- 5) Completed Tax Workup Request Form. \_\_\_\_\_
- 6) If a road dedication is required for a Partition outside of a City, provide a description of the portion of land being dedicated and the last deed of record showing vesting ownership. \_\_\_\_\_
- 7) Plats outside of Eugene & Springfield shall include Closure sheets for the boundary and all lots or parcels. \_\_\_\_\_
- 8) Completed Survey Submittal Checklist & Plat Submittal Checklist. \_\_\_\_\_
- 9) Lane County Surveyor’s Office Processing fee. \_\_\_\_\_

Two separate checks made out to Lane County are required as follows:

- 1. To Lane County Surveyors:
  - \$650 - County Partition processing fee
  - \$550 - City Partition processing fee (Eugene/Springfield)
  - \$1,800 + \$50 per Lot - County Subdivision processing fee
  - \$1,800 + \$90 per Lot - Subdivision processing fee with Post Monumentation
  - \$2,250 + \$30 per Building – County Condominium processing fee
  - \$600 - City Subdivision processing fee (Eugene/Springfield)
  - Plus:**
  - \$ 100 - Survey Filing Fee.

(Recording fee will be calculated during review process and is payable upon receipt of final plat.)

- 2. To Lane County Deeds & Records:
  - \$102 + \$10 /parcel - Partition Recording Fee
  - \$107 + \$10 /lot - Subdivision Recording Fee
  - Plus:**
  - Separate document recording fees. (See Lane County Surveyor’s Office Policies for Subdivision &Partition Plats.)

**OFFICE USE:**

<input type="checkbox"/> Office Comments Date:_____	
<input type="checkbox"/> Field Check Date:_____	<u>NOTES</u>
<input type="checkbox"/> Taxes Req:_____ Amt:_____ Pd:_____	_____
<input type="checkbox"/> SGR Date:_____ Date:_____ Date:_____	_____
<input type="checkbox"/> Concurrence No. _____	_____
<input type="checkbox"/> C.C. & R’s	_____
<input type="checkbox"/> Easements No. _____	_____
<input type="checkbox"/> Other Documents No. _____	_____
<input type="checkbox"/> Post – Mon Amt:_____	_____
<input type="checkbox"/> Road Dedication	_____
<input type="checkbox"/> Parcel Release	_____
<input type="checkbox"/> Surveyor’s Fees Amt:_____ Pd:_____	_____
<input type="checkbox"/> D&R Fees Amt:_____ Pd: _____	_____