



LANE COUNTY SURVEYOR'S OFFICE

FILING & OFFICE POLICIES FOR

LAND SURVEY MAPS AND NARRATIVES

PROFESSIONAL LAND SURVEYORS STATE OF OREGON:

This memorandum and material is for information and use as a guide in preparing survey records to be filed in the office of the Lane County Surveyor in accordance with regulations of the County Surveyors Office and Oregon Revised Statutes. The requirements outlined in the Oregon Revised Statutes enacted in 1991, subsequent revisions of those statutes, and current policies of OACES and this office supersede any form of regulation formerly adopted by this office and will replace memorandums dated prior to November 24, 2008.

[Please Note: Effective June 15, 2005, copies of survey maps will no longer be accepted as check prints for preliminary review. It is requested that all survey maps submitted for filing per ORS 209.250, be in final form. We ask that a "Survey Submittal Checklist" be completed, signed by the surveyor and accompany each survey at the time of submittal. A copy of this checklist can be found on the Surveyor's Office website (see "Forms"), or obtained from the Lane County Surveyor's Office. Paper copies of Subdivisions, Partitions and Condominiums will continue to be accepted for preliminary review.]

(A) 209.250 Registered land surveyor map and written narrative; contents; effect of failure to comply.

- (1) Any registered professional land surveyor making a survey of lands within this state wherein the surveyor establishes or re-establishes a boundary monument shall, within 45 days thereafter, file a permanent map of the survey with the County Surveyor, who promptly shall file and index it if it complies with ORS 209.250. The map shall be a public record in the office of the County Surveyor. When applicable, the surveyor shall comply with ORS 209.070 (4), 209.130 and 209.200.
- (2) Such permanent map shall have a written narrative. If the narrative is a separate document, the map and narrative shall be referenced to each other. Such map and narrative shall be of a permanent nature on RIJB 36# coated bond paper. If the narrative is printed, it shall be a minimum lettering size of 0.08 inch and uppercase. If it is typed, the narrative shall not be of a size less than 12 CPI uppercase letters. The narrative shall comply with ORS 209.250 (2). If the narrative is a separate document, it shall also contain the following:
 - (a) Location of survey by one-fourth section, Township and Range.
 - (b) The date of survey.
 - (c) The surveyor's seal and original signature on the last page. (Signature in black archival ink required.)
 - (d) The surveyor's business name and address.
 - (e) Clients name if shown on the survey map.
 - (f) A space for filing stamp the same as required for "A" size surveys (see page 4).

(3) Maps shall have definition and characteristics so that they can be legibly reproduced as a whole map, and show the following:

- (a) Location of survey by one-fourth section and Donation Land Claim, Township and Range.
- (b) The date of survey.
- (c) Scale of drawing and North Point (scale shall be to a scale commonly found on an engineer's scale).
- (d) The distance and course of all lines traced or established, giving the basis of bearing and the measured distance and course to a monumented section corner, one-quarter corner, one-sixteenth corner or Donation Land Claim corner in Township and Range, or to a lot corner of a recorded subdivision, partition, or condominium.
- (e) All measured bearings, angles and distances separately indicated from those of record. [Note: If measured course is the same as record, a statement to that fact on the map may be used.]
- (f) All monuments set and their relation to older monuments found. A detailed description of monuments found and set shall be included and all monuments set shall be separately indicated from those found.
- (g) The surveyor's seal and original signature on each sheet. (Signature in black archival ink required.)
- (h) The surveyor's business name and address.
- (i) The client's name (optional).
- (j) The Map Number and Tax Lot Number of the property, placed at lower left corner of plat.
- (k) When data tables are used, the table shall be on the same sheet as the information pertains to.

(4) Any monument set by a registered professional land surveyor to mark or reference a point on a property or land line shall be durably and visibly marked or tagged with the registered business name or the letters "L.S." followed by the registration number of the surveyor in charge or, if the monument is set by a public officer, it shall be marked with the official title of the office.

(5) Any survey map found not to comply with ORS 209.250 (1) to (3) shall be returned to the surveyor that prepared the map for correction. The surveyor shall return the corrected survey map to the County Surveyor within 30 days of receipt of the survey map from the County Surveyor. Any map that is not corrected within the specified time period shall be forwarded to the State Board of Engineering Examiners for action as provided in ORS 209.250 (11).

(6) If, in the performance of a survey, the surveyor finds or makes any changes in the section corner, one-quarter section corner or Donation Land Claim corner or their accessories as they are described in an existing corner record or survey map in the office of the County Surveyor, the surveyor shall complete and submit to the County Surveyor a record of the changes found or made to any corner or accessories to the corner. The record shall be submitted within 45 days of the corner visits, and shall include the surveyor's seal, business name and address. The record shall be on a stable base reproducible material in the form required by the County Surveyor.

(7) Any federal or state agency, board or commission, special district or Municipal Corporation making a survey of lands within this state shall comply with this section.

(B) 209.255 Amendment of survey map or narrative by affidavit of correction; preparation, certification and recording of affidavit.

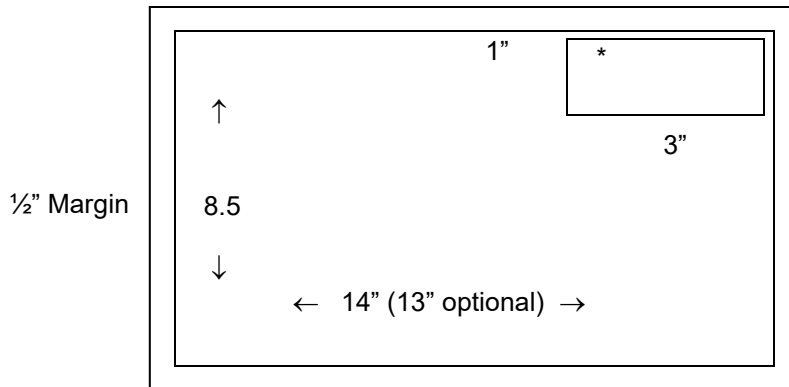
(1) Any survey map or narrative filed and recorded under the provisions of this chapter may be amended by an affidavit of correction:

- (a) To show any courses or distances omitted from the map or narrative;
- (b) To correct an error in any courses or distances shown on the map or narrative;
- (c) To correct an error in the description of the real property shown on the map or narrative; or
- (d) To correct any other errors or omissions where the error or omission is ascertainable from the data shown on the map or narrative as recorded.

- (2) Nothing in this section shall be construed to permit changes in course or distances for the purpose of re-designing parcel configurations.
 - (3) The affidavit of correction shall be prepared by the registered Professional Land Surveyor who filed the map or narrative. In the event of the death, disability or retirement from practice of the surveyor who filed the map or narrative, the County Surveyor may prepare the affidavit of correction. The affidavit shall set forth in detail the corrections made. The seal and signature of the registered professional land surveyor filing the affidavit of correction shall be affixed to the affidavit.
 - (4) The County Surveyor having jurisdiction of the map or narrative shall certify that the affidavit of correction has been examined and that the changes shown on the map or narrative are changes permitted under this section.
 - (5) The surveyor who prepared the affidavit shall cause the affidavit to be recorded in the Office of the County Recorder of the county where the survey or narrative is recorded. The County Clerk shall promptly provide a recorded copy of the affidavit to the County Surveyor who shall note the correction and the recorder's filing information, upon the original survey or narrative filed in accordance with ORS 209.250. The corrections and filing information shall be marked in such a manner so as not to obliterate any portion of the survey or narrative.
 - (6) For recording the affidavit in Lane County Deeds and Records, the County Clerk shall collect a fee set by the county governing body. The County Clerk shall collect a fee as set by the county governing body. Said fee is to be provided to the County Surveyor, along with a separate payment in the amount of \$50.00 for services provided under this section.
- (C) Survey Corrections: Notwithstanding the provisions in ORS 209.255 the Lane County Surveyor adopts the following policy. Any survey submitted to the Office of the Lane County Surveyor, for filing may be altered by the surveyor only upon the following conditions:
- (1) No survey received by the Office of the Lane County Surveyor for filing can be removed from the office without the express approval of the Lane County Surveyor or Deputy.
 - (2) Prior to the removal of the survey from the Office of the Lane County Surveyor, a legible copy of the survey will be provided by the surveyor to the County Surveyor.
 - (3) Before a survey may be altered, the Lane County Surveyor, or Deputy is to be made aware of the alterations(s) to be performed.
 - (4) Unless approved by the County Surveyor or Deputy, no erasures will be permitted on a survey after being received for filing. All alterations, unless otherwise approved by the County Surveyor or Deputy must be done by cancellation lines with the corrected data noted adjacent to the cancellation.
 - (5) Any designated employee of the professional land surveyor who performed the survey may make the necessary alterations on behalf of that surveyor. However, it will be incumbent upon the surveyor who stamped and signed the survey to acknowledge the alteration by dating and initialing the alteration.
 - (6) In the event the surveyor is incapacitated, in any way, from performing Item (5) above ORS 209.255(3) shall take precedence.

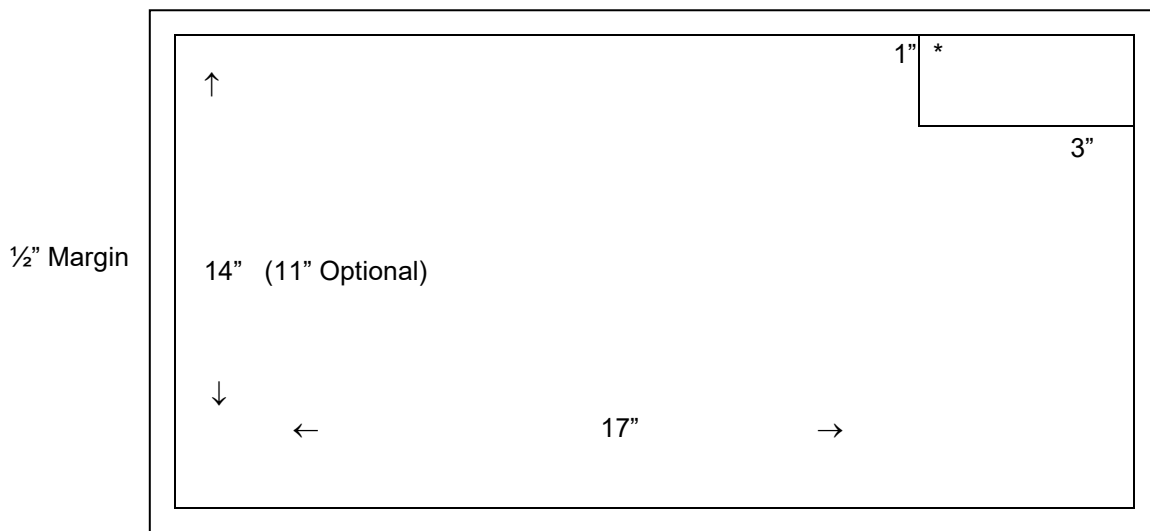
(D) No map and narrative will be refused for filing by this office if it is in conformance with ORS Chapter 209 and if the map sizes and material conform to the requirements of the Lane County Surveyor. If typed, the narrative shall not be of a size less than 12 CPI upper case letters. Map and narrative size specifications are listed as follows:

- (1) 8-1/2" x 14" (8-1/2" x 13" optional) with a space 1" x 3" open at the upper right-hand corner of the 14" side to receive the filing stamp, date and number of survey: title preferred to be at the top. An optional 2" x 2" stamp may be used in the same location. A minimum of a 1/2" margin is necessary on all sides. Minimum lettering size 0.08" uppercase.



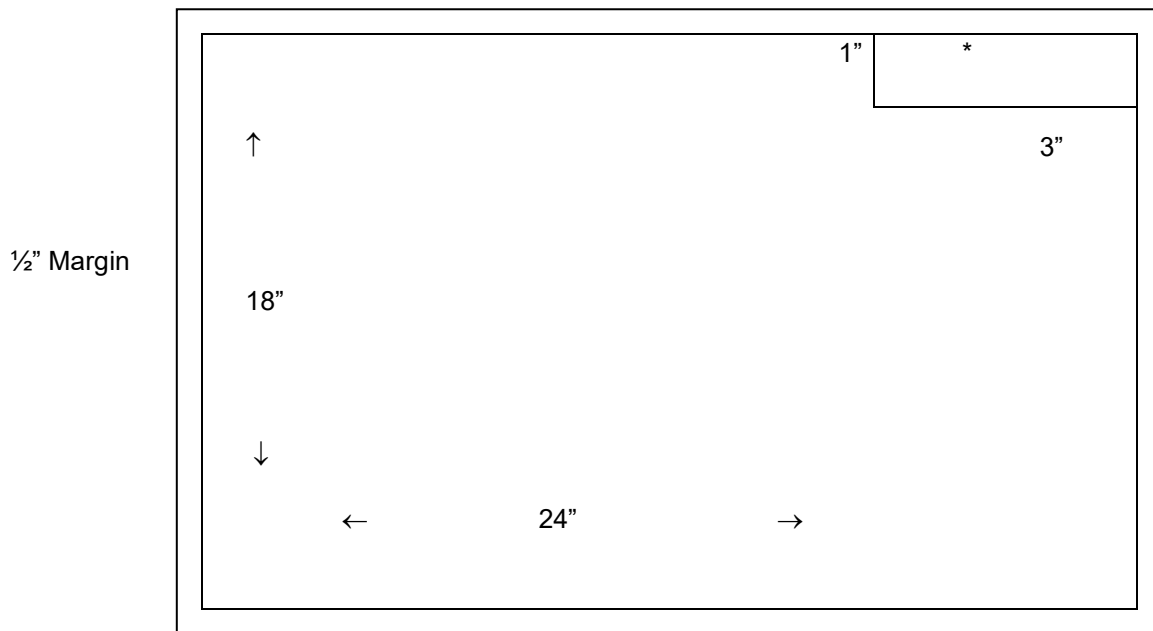
* As an option, this space may be 2" x 2".

- (2) 14" x 17" (11" x 17" optional): title and space for the stamp at upper right-hand corner of the 17" side. A 2" x 2" stamp is optional in the same position. A minimum of a 1/2" margin is necessary on all sides. Minimum lettering size 0.08", uppercase.



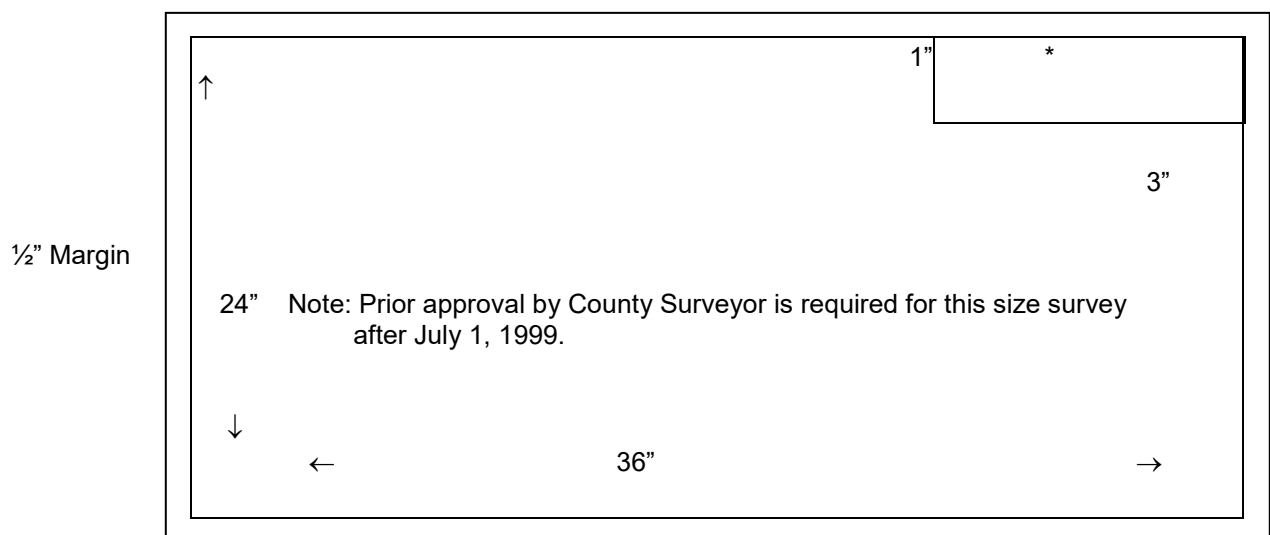
* As an option, this space may be 2" x 2".

- (3) 18" x 24" with a space 1" x 3" open at the upper right-hand corner of the 24" side, title preferred at the lower right-hand corner of the 24" side. A minimum of a 1/2" margin is necessary on all sides. Minimum lettering size shall be 0.08", uppercase.



* As an option, this space may be 2" x 2".

- (4) Note: After July 1, 1999, 24"x36" surveys will need prior approval by the County Surveyor; leave a 1" x 3" space open for the stamp at upper right-hand corner of the 36" side. A 2" x 2" stamp is optional in the same position. A minimum of a 1/2" margin is necessary on all sides. Title preferred at the lower right hand corner of the 36" side. To ensure legibility of reproductions of the 24" x 36" surveys, the minimum lettering size shall be 0.12", uppercase.



* As an option, this space may be 2" x 2".

- (5) 30" x 39": Although this size will continue to exist in established records, **no new surveys will be accepted of this size** because of the difficulties in microfilming and obtaining copies without loss of detail or legibility.
- (6) Any survey map size adopted as a universal statewide map size by responsible County or State organizations (such as OACES) will be accepted for filing by the Lane County Surveyor's Office.
- (7) The permanent survey map shall be made with archival quality black ink and the medium shall be RIJB 36# coated bond paper.
- (8) Damage to public survey records caused by maps that are not permanent, or of archival quality, may result in a complaint being filed against the surveyor with the State Board of Engineering Examiners.
- (E) Surveys for property line adjustments administered under the jurisdiction of Lane County per Lane Code 13.130 shall be accompanied by documentation showing approval of Lane County Planning at the time of map submittal.
- (F) Narratives: Narratives shall comply with ORS 209.250 (2). Additionally, if the narrative is a separate document, the survey map shall denote in the vicinity of the Surveyor's Office filing number space, the narrative is by a separate document. If the narrative is more than one page it shall be successively numbered with each page appropriately labeled to identify it with the survey that it is attached to.
- (G) Fees: A \$100.00 filing fee will be collected with each survey or billed on an established account.
- (H) Deficiencies: Minor deficiencies will be brought to the submitting surveyor's attention for correction. Repeated or major deficiencies will be forwarded to the State Board of Examiners. Such forwarding will require an additional fee of \$5.00 and will be the responsibility of the surveyor involved.

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Updated: April 2022