



LANE COUNTY SURVEYOR'S OFFICE

POLICIES FOR

SUBDIVISION AND PARTITION PLATS

PROFESSIONAL LAND SURVEYORS:

This information is provided for use as a guide to the successful preparation of plat records to be filed in Lane County. The requirements outlined in the Oregon Revised Statutes enacted in 2005; subsequent revisions of statutes, policies of OACES, and policies of this office supersede any form of regulation formerly adopted by this office and will replace memorandums dated prior to February 01, 2006.

Advanced paper copies of final plats will be accepted for review as a courtesy to the surveyor. Paper copies submitted shall meet the following requirements and be accompanied by the following:

(A) Submittal Requirements:

- 1) Comply with the requirements listed below.
- 2) Subdivision Guarantee Report. (A current report dated within 30 days will be required at the time of recording.)
- 3) Drafts of all documents to be recorded with the final plat including affidavits of consent, easements, and covenants.
- 4) Completed Plat Name Reservation Form for all Subdivisions. For acceptable names, please see the Subdivision Naming Guidelines available from the Lane County website.
- 5) New road names must be pre-approved by the regional Road Naming Committee.
- 6) Completed Tax Workup Request Form.
- 7) If a road dedication is required for a Partition outside a City, provide a description of the portion of land being dedicated and the last deed of record showing vesting ownership.
- 8) Provide closure sheets for the boundary and all lots or parcels of plats outside Eugene and Springfield.
- 9) Completed Survey Submittal Checklist (ORS 209) and Plat Submittal Checklist (ORS 92). (Two Checklists.)
- 10) Lane County Surveyor's Office processing fee. (See fee schedule on the Plat Submittal Checklist or the Lane County website.)

Submittals not accompanied by the items listed above may not be accepted for review.

(B) General Plat Requirements:

- 1) Comply with ORS Chapter 92 and ORS 209.250.
- 2) Plats outside the Eugene and Springfield UGB shall comply with Lane Code Chapter 13.
- 3) Comply with the Lane County Surveyor's Office Policies for Land Surveys and Narratives.

(C) Plat Format:

- 1) All subdivision plat names shall be approved and reserved for use by the Lane County Surveyor. Name requests are to be submitted by utilizing the Lane County Surveyor's Plat Name Reservation form. For acceptable names, please see the Subdivision Naming Guidelines available from the Lane County website.
- 2) Land Partition Plats shall include "Land Partition Plat No." followed by a 4" space for the plat number. A DXF is available from the Lane County website.
- 3) Room for the County Clerk's Recording Sticker shall be reserved with a minimum area of 1-3/4" x 4-1/4" and a minimum area of 2" x 2" shall be reserved for the County Clerk's Recording Stamp. The County Clerk's Recording Sticker area shall be reserved below the required 1" x 3" or 2" x 2" Lane County Surveyors Office filing stamp located at the upper right-hand corner of each plat page. The County Clerk's Recording Stamp may be preprinted on the final plat using the DXF available from the Lane County website. Accommodations for an alternate location of the County Clerk's Recording Sticker will be considered if there are no other alternatives due to limited room at the upper right-hand corner.
- 4) Plats shall be prepared using ink and media pursuant to the Lane County Surveyor's Office Filing Policies for Land Surveys and Narratives. All signatures shall be in archival quality black ink.
- 5) Plats shall be orientated to read across the 24" length of the sheet, with a 1" margin on all sides.
- 6) On multiple page plats, the signature lines and written information, i.e. Narrative and Certificate, shall be on a single page and preferably on the last page.

(D) Plat Information:

- 1) All items required pursuant to ORS Chapter 92, ORS Chapter 209.250, Lane Code Chapter 13 and the Lane County Surveyor's Office Policies for Land Surveys and Narratives. (Chapter 13 applies to plats outside the UGB of Eugene and Springfield.)
- 2) A written legal description, metes and bounds or lot and block, of the exterior boundary of the overall tract of land, shall match the dimensions on the map and the description contained in the Subdivision Guarantee Report.
- 3) Location of existing easements, accurately plotted, and dimensioned with recording information. Easements that cannot be located shall be noted with recording information.
- 4) Approval signatures lines and dates of the County or City Surveyor, County Assessor, and, by County Code or City Ordinance, the approval signature of the Planning Director, or Planning Director's delegate, shall be placed on the map. Subdivisions shall also be approved by the Board of County Commissioners.

The Board approval line shall appear as follows:

Lane County Board of Commissioners

- 5) If the plat contains any dedications or donations of land to the public, Affidavits of Consent (Concurrences) from all interest holders shall be recorded and noted on the final plat.
- 6) Zoning classification and the location of any hazard areas as required by Lane County or other government agency.
- 7) The Initial Point (Point of Beginning) shall be located on the exterior boundary and outside of any right-of-way.

- 8) The names of all adjoining plats and any streets intersecting the boundary must be shown. The names of any newly created or newly named roads must be approved by the Regional Road Naming Committee. County Road naming guidelines are contained in Lane Manual 15.020 (3).
- 9) All additional documents must meet recordation requirements of the Lane County Clerk. Recording numbers and other information to be filled in by the Surveyor's Office, on the plat and separate documents, will be done a maximum of once per document or reference.
- 10) All taxes which have, or will become, a lien during the tax year must be paid prior to recording. A certification from the County Assessor's Office showing taxes have been paid must accompany the final application. A Tax Workup Request form, available from the Lane County website, must be submitted to Assessment and Taxation to receive the tax amount due and payment certification.
- 11) Subdivisions shall be field checked for proper monumentation and compliance with ORS Chapter 92. The plat shall be checked by Lane County Surveyor's Office personnel and a corrected copy of the plat provided prior to the submittal of the Field Check Request Form. (Applies to plats outside of Eugene and Springfield.)
- 12) Post-Monumented plats shall include a certification from the surveyor complying with ORS 92.060 (5) and a monumentation completion statement with appropriate space for the recording information of the post-monumentation affidavit.
- 13) County post-monumented plats shall be secured with a deposit equal to \$2800 + \$120 per monument to be post-monumented. The deposit shall be paid by cash, cashiers check, or certified check.
- 14) Additional County or public road dedications shall be shown on the final plat. Road dedications for Partitions shall be processed as a separate document. (Applies to plats outside of Eugene and Springfield.)
- 15) In Subdivisions, the centerlines of all newly created public or private streets or access easements shall be monumented. For Partitions, the right-of-way of all newly created public or private streets or access easements shall be monumented sufficiently to locate the right-of-way.
- 16) Government monument descriptions shall include size, type, date, and by whom set. Other monuments shall include size, type, and ID tag if present.
- 17) All boundary, lot, and parcel corners shall be monumented pursuant to ORS 92. Corners more than 0.3 feet from a found monument shall be monumented with an acceptable monument. The County Surveyor may authorize alternative monumentation when necessary.
- 18) An attempt must be made to resolve perceived conflicts found in the field, i.e.: fence lines, buildings and other evidence of occupation encroachments. Any known physical encroachments existing at the time of plat filing must be revealed.

(E) Amendment of plat map by Affidavit of Correction; preparation, certification and recording of Affidavit:

- 1) Any survey map or narrative filed and recorded under the provisions of Chapter 92 may be amended by an Affidavit of Correction pursuant to ORS 92.170. The Affidavit shall comply with the following:
 - I. Oregon Revised Statutes Chapter 92.170.
 - II. The seal and signature of the registered Professional Land Surveyor filing the Affidavit of Correction shall be affixed to the Affidavit.

- III. The County Clerk shall collect a fee for the first page, plus \$5.00 per each additional page. Said fee is to be provided to the County Surveyor, along with a separate payment for \$50.00, for services provided under this section.

This document does not replace ORS or Lane Code.