

For Office Use Only

ID # _____

Receipt# _____

SURVEY SUBMITTAL CHECKLIST
(ORS 209.250 & Lane County Surveyor's Office Policy)



SURVEYOR: _____ **TRS & ¼ :** _____

CLIENT: _____ **SUBMITTAL DATE:** _____

MAP:

- 1) Location of survey by ¼ Section, Township & Range
- 2) Date of survey
- 3) Scale of the drawing and North arrow
- 4) Surveyor's seal, original signature and expiration date.....
- 5) Surveyor's business name and address
- 6) Client's name
- 7) Map & Tax Lot information in the *Lower Left-Hand* corner.....
- 8) Provide space in the *Upper Right-Hand* corner (landscape page orientation) for CSF stamp or use DXF template available on-line. (See filing policy for space size.)
- 9) Basis-of-Bearing
- 10) Show the name and right-of-way width of all streets.....
- 11) All measured bearings, angles and distances that were used as a basis for establishing or re-establishing lines or monuments, separately indicated from those of record, together with the recording reference
- 12) All monuments set and their relation to older monuments found, including a detailed description of monuments found and set
- 13) A tie to a monumented section corner, one-quarter corner, one-sixteenth corner or a Donation Land Claim corner in Township & Range, or to a monumented lot or parcel corner or boundary corner of a recorded subdivision, partition, or condominium.....
- 14) The map & narrative shall be made on policy approved drafting material in sizes 8 ½x14, 11x17, 14x17, 18x24 (larger sizes require prior approval)

PROPERTY LINE ADJUSTMENTS:

- 1) 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.....

NARRATIVE of SURVEY:

- 1) Explain the purpose of the survey and how the boundary lines or other lines were established or re-established and state which deed records, deed elements, survey records, found survey monuments, plat records, road records or any other other pertinent data were controlling when establishing or re-establishing the lines ...

“SEPARATE” NARRATIVES: (Separate document):

- 1) Location of the survey by ¼ Section, Township & Range
- 2) The client's name, survey date, surveyor's business name & address
- 3) The Surveyor's seal & original signature

▪ ***By signing below, you are verifying that your accompanying survey for filing complies with this Survey Submittal Checklist and meets the requirements of ORS 209.250, and the Lane County Surveyor's Office Filing Policies for Land Survey Maps & Narratives.***

Surveyor's Signature: _____ **Date:** _____