



Condominium Plat Checklist

SUBMITTAL DATE: _____ CHECKED IN BY: _____ SURVEY TRACKING #: _____

SURVEYOR: _____ LS#: _____ COMPANY: _____

CLIENT: _____

GENERAL LOCATION: COUNTY BEND LA PINE REDMOND SISTERS

LOCATION: T _____ R _____ SEC _____ QRT. _____ Subdivision _____

RECEIVED COPY OF:

- _____ Required Review submittal items:
 - 3 paper copies of plat
 - Title Report (Subdivision Guarantee, Development Report, or other approved report issued by a title company, or authorized agent to perform such services in Oregon).
 - Copy of Declaration
 - Closure Report of boundary, units, etc

PLAT FORM: (ORS 92.050, 92.080, DCSO SURVEY POLICY)

- _____ Black ink only, no gray or screened lines.
- _____ 18"x24"
- _____ Final map drafting material, 4 mil mylar, poly, acid free paper
- _____ Lettering, size (.08" Min) or type to be legible and scaled as required
- _____ 1"=10', 20', 30' 40', 50', 60', 80', and scales of even 100'
- _____ No plat information shall come nearer to edge of sheet than 1 inch
- _____ 3 sheets or more, need index, and number sheets

Plat Reviewed By _____

Field Check By _____

SURVEY INFO FOR CONDOMINIUM PLAT (ORS 100.115)

ORS 100.115 refers to Chapter 92 which refers to Chapter 209

- _____ **Surveyor's narrative on map (ORS 209.250 (2))**
 - _____ Purpose of Survey
 - _____ How boundary lines or other lines were established
 - _____ Controlling elements used for establishing lines
 - _____ Deed elements
 - _____ Survey records
 - _____ Found survey monuments
 - _____ Plat records
 - _____ Road Records
 - _____ Other data _____

Review Fee Actual Cost

Base Deposit Fee = **\$1,500.00**

Deposit Per Unit = \$ _____
\$100.00 Per Unit

Non-Refundable Filing Fee = **\$ 170.00**

Total Fee Paid \$ _____

Paid By: _____

Check No. _____

Receipt No. _____

Date Filed _____

CS NO. _____

_____ **Map Must show the following (ORS 209.250 (3))**

- _____ (a) Location of survey by 1/4 Section, Township and Range
- _____ (b) The date of the survey
- _____ (c) Scale of drawing and north arrow
- _____ (d) Distance and Course
 - _____ Distance and course of all lines traced or established
 - _____ Basis of Bearings
 - _____ Measured distance and course to a:
 - _____ monumented section, 1/4, 1/16, DLC corner in township and range
 - _____ monumented lot or boundary corner of record subdivision
 - _____ monumented parcel or boundary corner of record partition plat
 - _____ monumented boundary corner of record condominium plat
- _____ (e) Measured values separately indicated from record values with recording reference.
Metric measurements may be used if a conversion to feet is provided.
- _____ (f) Monuments (*set monuments must be separately indicated from found monuments*)
 - _____ Relationship between monuments set and monuments found (ties between them)
 - _____ Detailed description of monuments set and monuments found (markings, type, etc)
- _____ (g) The surveyor's Seal and original Signature.
- _____ (h) The surveyor's business name and address.

_____ **Monument requirement (ORS 209.250(8))**

Monument marked or tagged with the registered business name or the surveyor's PLS number

_____ **Requirement for Plat (ORS 92.050)**

- _____ (4) Plat shall be of sufficient scale and letter size approved by county surveyor, so that:
 - _____ (a) survey and mathematical information, other details, are shown legibly
- _____ (5) Must Be Shown
 - _____ Locations and descriptions of all monuments found or set
 - _____ Proper courses and distances of all boundary line conforming to surveyor's certificate
- _____ (6) Location, dimensions and purpose of all recorded and proposed public and private easements must be shown on the plat along with the county clerk's recording reference

- _____ (8) Bearings must be shown be in Degrees, minutes, and seconds, and distances in feet and hundredths of a foot. The following curve information must be shown on either the face of the map or in a separate table:
 - _____ (a) Arc length
 - _____ (b) Chord length
 - _____ (c) Chord bearing
 - _____ (e) Central angle
- _____ (9) City or County may not require that the plat show graphically or by notation any information or requirement that is or may be subject to administrative change or variance by a city or county or any other information unless authorized by the county surveyor.

_____ **Plat Monumentation (ORS 92.060)**

- _____ (1) Initial Point
 - _____ Must be on the exterior boundary
 - _____ Must be marked by galvanized iron pipe or iron or steel rod, or other as approved
 - _____ Pipe at least 3/4" inside diameter 30" long or rod at least 5/8" diameter rod 30" long
 - _____ Other type as approved by County Surveyor
 - _____ Initial Point referenced to
 - _____ monumented section, 1/4, 1/16, DLC corner in township and range
 - _____ monumented lot or boundary corner of record subdivision
 - _____ monumented parcel or boundary corner of record partition plat
 - _____ monumented boundary corner of record condominium plat
- _____ (2) All Points on the exterior boundary where the boundary line changes direction, must be marked with monuments either of galvanized iron pipe or iron or steel rods.
 - _____ Pipe at least 3/4" inside diameter 30" long or rod at least 5/8" diameter 30" long
 - _____ Other type as approved by County Surveyor
 - _____ Setting of monument waived by County Surveyor

_____ **Declaration and Plat (ORS 100.115 (1))**

- _____ (a)(A) Locations of all buildings and public roads shown and tied to a point on the boundary
- _____ (b) Show the designation, location, dimensions and area in SF of each unit including:
 - _____ (A) For units in buildings (a building or part of a building) including common elements to which each unit has access
 - _____ horizontal boundaries
 - _____ vertical boundaries
 - _____ vertical boundaries referenced to known benchmark elevation or other reference point as approved by the county surveyor
 - _____ (B) For a space (used for the parking or storage of automobiles, trucks, boats. Campers or other vehicles or equipment) including common elements to which each unit has access
 - _____ horizontal boundaries
 - _____ vertical boundaries (if space in located within a structure)
 - _____ vertical boundaries referenced to known benchmark elevation or other reference point as approved by the county surveyor
- _____ (c) Identify and show, to the extent feasible, the location and dimensions of all limited common elements described in the declaration. (*The plat may not include any statement indicating to which unit the use of any noncontiguous limited common element is reserved*)
- _____ (d) Include a statement **certifying that the plat fully and accurately depicts the boundaries of the units of the building and that construction of the units and buildings as depicted on the plat has been completed** (include a signature of official seal of a registered architect, a registered professional land surveyor, or registered professional engineer)
- _____ (e) Surveyors Certificate Complying with ORS 90.070
 - _____ Surveyed the land represented on the plat
 - _____ Correctly surveyed and marked with proper monuments
 - _____ Described the initial point
 - _____ Description of tract of land by Metes and Bounds (exterior boundary) or other description approved by the county surveyor (*Lot, parcel, and aliquot part descriptions are acceptable. A metes and bounds of the boundary excepting out an existing right-of-way that runs through the plat is acceptable. Complicated descriptions with "excepting from" and "together with" that describe a single contiguous property are not acceptable.*)
- _____ (f) Statement by Declarant **that the property and improvements described and depicted on the plat are subject to the provisions of ORS 100.005 to 100.627**
 - _____ Declarant Signature
 - _____ Acknowledged by notary
- _____ (g) Include any other information or data not inconsistent with the declaration that the declarant desires to include
- _____ (h) If the condominium is a flexible condominium, show the location and dimensions of all variable property identified in the declaration and label the variable property as "WITHDRAWABLE VARIABLE PROPERTY" or "NONWITHDRAWABLE VARIABLE PROPERTY," with a letter different from those designating a unit, building or other tract of variable property. If there is more than one tract, each tract shall be labeled in the same manner.

_____ **Supplemental Plat (ORS 100.115(2))**

- _____ (b) If any property is withdrawn:
 - _____ (A) Show the resulting perimeter boundaries of the condominium after the withdrawal; and
 - _____ (B) Show the information required under subsection (1)(h) of this section as it relates to any remaining variable property.
- _____ (c) If any property is reclassified, show the information required under subsection (1)(a) to (d) of this section.
- _____ (d) Include a "Declarant's Statement" that the property described on the supplemental plat is reclassified or withdrawn from the condominium and that the condominium exists as described and depicted on the plat.
- _____ (e) Include a surveyor's certificate complying with ORS 92.070.

_____ **Plat Name Supplemental Plat (ORS 100.115 (3))**

The title of each supplemental plat described in ORS 100.120 shall include the complete name of the condominium, followed by the additional language specified in this subsection and the appropriate reference to the stage being annexed or tract of variable property being reclassified. Each supplemental plat for a condominium recorded on or after January 1, 2002, shall be numbered sequentially and shall:

- _____ (a) If property is annexed under ORS 100.125, include the words “Supplemental Plat No. _____ :
Annexation of Stage _____”; or
- _____ (b) If property is reclassified under ORS 100.150, include the words “Supplemental Plat No. _____ :
Reclassification of Variable Property, Tract _____.”

_____ **County Surveyor (ORS 100.115 (5))**

- _____ (a) Check the boundaries of the plat and units and take measurements and make computations necessary to determine that the plat complies with this section.
- _____ (b) Determine that the name complies with ORS 100.105 (5) and (6).
 - _____ ORS 100.105 (5) The name of the property shall include the word “condominium” or “condominiums” or the words “a condominium.”
 - _____ ORS 100.105 (6) A condominium may not bear a name which is the same as or deceptively similar to the name of any other, different condominium located in the same county.
- _____ (c) Determine that the following are consistent:
 - _____ (A) The designation and area in square feet of each unit shown on the plat and the unit designations and areas contained in the declaration match
 - _____ (B) Limited common elements identified on the plat and the information contained in the declaration match
 - _____ (C) The description of the property in the surveyor’s certificate included on the plat and the description contained in the declaration match
 - _____ (D) For a flexible condominium, the variable property depicted on the plat and the identification of the property contained in the declaration match