

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 be in compliance 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.

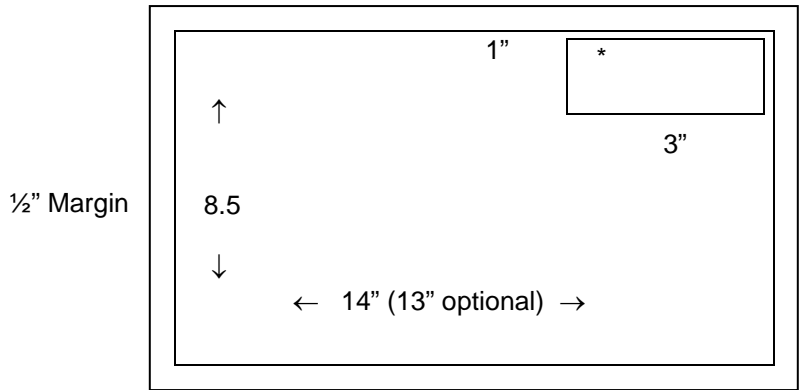
(1) Any survey map or narrative filed and recorded under the provisions of this chapter may be amended by an affidavit of correction:

- (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 the county deed records, the county clerk shall collect a fee set by the county governing body. The county clerk shall collect a fee of \$47.00 (LM 60.854) 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.

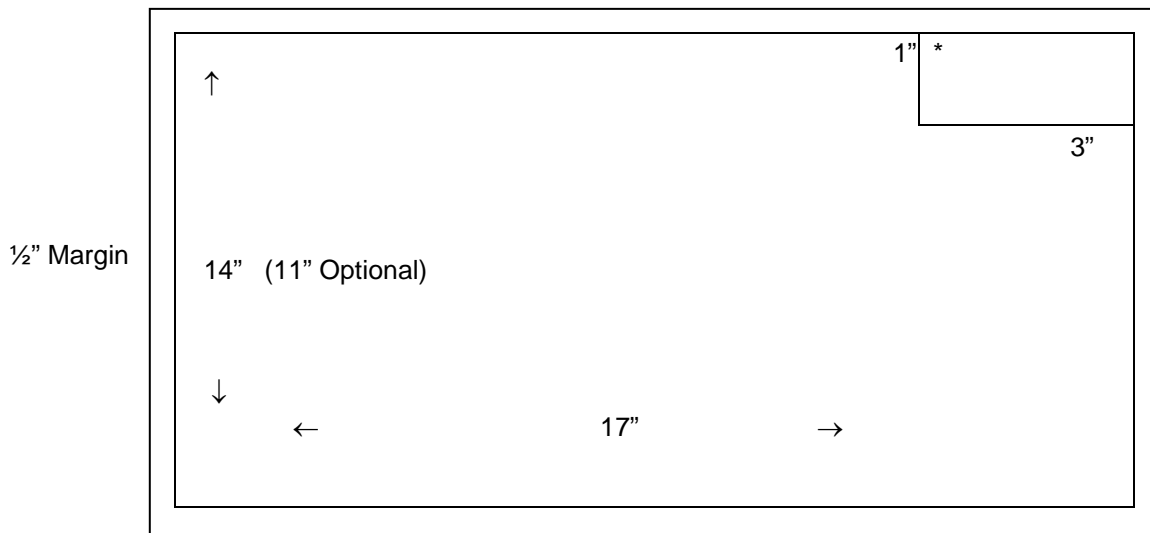
(D) No map and narrative will be refused for filing by this office if it is in conformance with ORS Chapter 209 and if the map sizes and material conform to the requirements of the Lane County Surveyor. If typed, the narrative shall not be of a size less than 12 CPI upper case letters. Map and narrative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



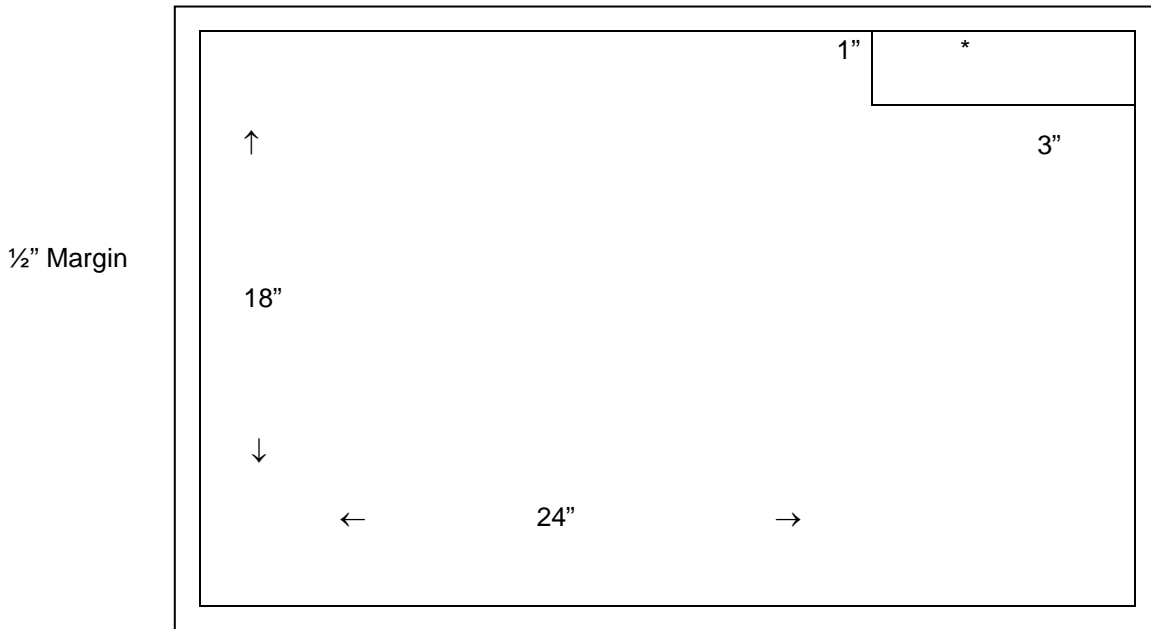
* As an option this space may be 2" x 2"

- (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.



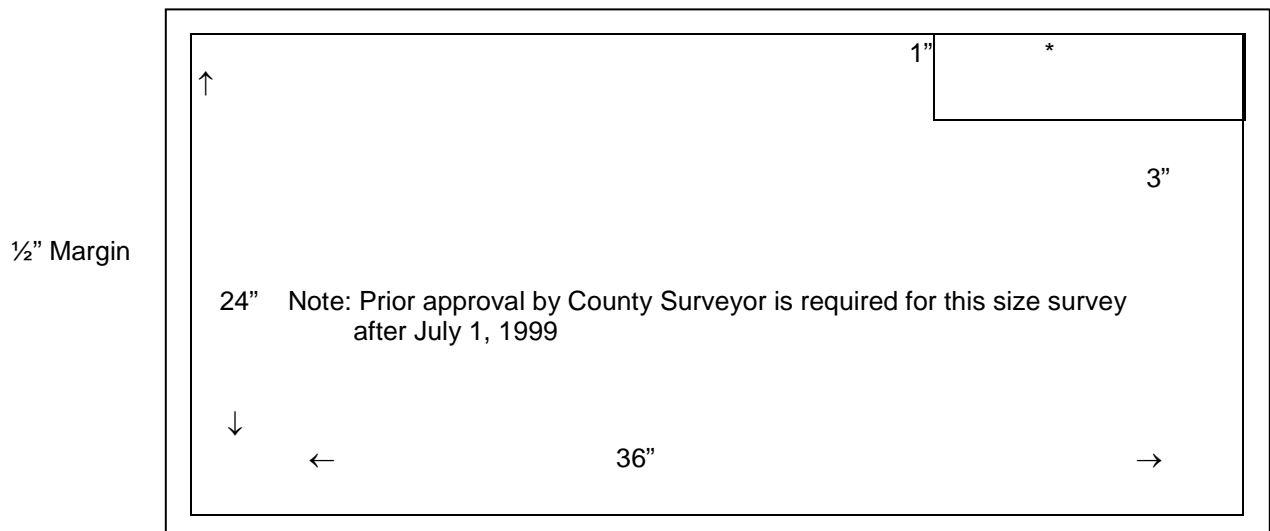
* As an option this space may be 2" x 2"

- (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 state-wide 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 Board of Engineering Examiners.
- (E) Surveys for property line adjustments administered under the jurisdiction of Lane County per Lane Code 13.450 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 that 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 attaches to.
- (G) Fees: A \$100.00 filing fee will be collected with each survey or billed on an established account (LM 60.854).
- (H) Deficiencies: Minor deficiencies will be brought to the submitting surveyor's attention for correction. Repeated or major deficiencies will be forwarded to the Board of Examiners. Such forwarding will require an additional fee of \$5.00 (LM 60.854) and will be the responsibility of the surveyor involved.

[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.]

Updated: February 2016

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 plat name guidelines available from the 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 & Springfield.
- 9) Completed Survey Submittal Checklist (ORS 209) and Plat Submittal Checklist. (ORS 92) (2 Checklists)
- 10) Lane County Surveyor's Office processing fee. (See fee schedule on the plat checklist or the 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 & 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 plat name guidelines available from the 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 county website.
- 3) Room for County Clerk's Recording sticker shall be reserved 1 ½" X 4" in size and a minimum area of 2" x 2" shall be reserved for the County Clerk's filing stamp. The filing stamp maybe preprinted on the final plat using the DXF available from the county website.
- 4) Plats shall be prepared using ink and media pursuant to the Lane County Surveyor's Office Polices 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 Polices for Land Surveys and Narratives. (Chapter 13 applies to plats outside the UGB of Eugene & Springfield)
- 2) A written legal description, metes & bounds or lot & block, of the exterior boundary of the overall tract of land which 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 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 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 & 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 & 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 of \$47.00 for the first page plus \$5.00 per each additional page (LM 60.854). 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.

This document does not replace ORS or Lane Code.