

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) _____
- 15) Surveys made by inkjet must specify in the lower left corner, the type of ink cartridge, film, and plotter used _____

PROPERTY LINE ADJUSTMENTS:

- 1) 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..... _____

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:* _____