

Plat Review Pre-Submittal Checklist

Use this form as a initial guideline in order to prepare for your plat review. Plats must be reviewed for completeness by City staff before you submit the final plat Mylar and application for processing.

PRE-SUBMITTAL PACKAGE SHALL INCLUDE:

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| <input type="checkbox"/> Yes | | One paper copy and one electronic copy (PDF) of the final plat |
| <input type="checkbox"/> Yes | | A title report no older than 15 days |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | A signed Affidavit of Consent from any trust deed holder |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Electronic copies of all recorded easements listed in the title report. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Operating Agreement for properties owned by an organization, such as a trust or limited liability corporation. |

ADDRESS OR COMPLETE THE FOLLOWING PRIOR TO REQUESTING A REVIEW OF THE PAPER PLAT (INCLUDE ELECTRONIC COPIES OF PERTINENT DOCUMENTS AS PART OF THE PRE-SUBMITTAL PACKAGE):

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| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Conditions, Covenants, and Restrictions or Joint Access Easement and Maintenance Agreement are recorded. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Construction plans for required private and/or public improvements are approved, and permits have been issued. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | All required improvements have been accepted by the City, or an improvement agreement/deferral agreement is recorded. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | A Performance Security has been provided for required public improvements, if applicable. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Condensed Conditions of Approval document signed by the City of Salem Planning Division has been recorded and returned to Development Services at the Permit Application Center. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Copies of off-site easements and right-of-way dedication have been provided to the City. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Verification of storm drainage maintenance agreement has been provided, if applicable |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Floodway boundaries are delineated on the plat, if applicable. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Post-monumentation certificate and identification of corners to be post-monumented are prepared and submitted to Development Services, if applicable. A post-monumentation deposit estimate will be prepared by the City Surveyor as part of the pre-submittal review. A check for the deposit estimate must be provided at the time of Mylar submittal. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | A signed Affidavit of Consent from any fee owner, vendor, mortgage or trust deed holder, as required by ORS 92.075. Provide an Affidavit of Consent recording statement on the plat. |

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| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Subdivision name has been approved by the appropriate county jurisdiction. Provide documentation of approval with application. For phased subdivisions under different ownership, an Affidavit of Consent from the previous owner is required. |
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| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | New street names have been reviewed and approved by City of Salem. Provide evidence of approval, if applicable. |
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| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Provide additional documentation or evidence, if not clearly obvious, to demonstrate compliance with conditions of approval. |
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| <input type="checkbox"/> Yes | | Plat conforms to ORS 209.250 and ORS 92.012 map standards. |
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Notes or Comments: _____
