

Final Plat Application

STEP 1: BEFORE YOU SUBMIT YOUR APPLICATION

Plats must be reviewed for completeness before you submit this application and the final plat Mylar for processing. Please consult the instructions on our website for pre-submittal requirements:

www.cityofsalem.net/departments/publicworks/engineering/pages/survey.aspx

STEP 2: SUBMIT YOUR FINAL APPLICATION AND MYLAR

Once the initial review process has been deemed complete, please fill out this application and submit it with the final plat Mylar.

If you have any questions about filling out this application or about the pre-submittal review, please contact Development Services staff at the Permit Applications Center, 555 Liberty Street SE, Room 320, Salem, Oregon 97301-3513 or at 503-588-6211.

SECTION 1: SUBDIVISION OR PARTITION INFORMATION

LAND USE DECISION INFORMATION	
File Number	
Approval Date	
Expiration Date	

List the Assessor's Map and Tax Lot numbers of the property included in the request. Please indicate if only a portion of a lot is included in the request and attach any additional map and lot numbers for the property.

LOT NUMBERS	
Assessor's Map	Tax Lot

Area of Request _____ Number of Parcels or Lots Created _____

FOR SUBDIVISION PLATS ONLY:

Name of County-Approved Subdivision Plat _____

- Attach county approval letter.
- If phased subdivision, provide consent affidavit from previous owner, if required.

SECTION 2: OREGON REVISED STATUTES CHECKLIST

Please complete the following checklist to acknowledge that applicable *Oregon Revised Statutes (ORS)* requirements have been met. Plats that do not comply with *ORS 209.250* and *ORS 92.012* will be returned for corrections within 30 days per *ORS 209.250(4)(b)*. A corrected map must be returned to the City Surveyor within 30 days of receipt of redline review comments per *ORS 209.250(4)(b)*.

This document does not replace *Oregon Revised Statutes, Marion County Code, Polk County Code of Ordinances, or Salem Revised Code*. Its intent is to aid the surveyor and the City of Salem by providing a checklist of items to be shown on the final plat.

1. Cover page is in compliance with applicable requirements of <i>ORS 205.234</i> .	<i>ORS 205.234</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Map with required narrative.	<i>ORS 209.250(2)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Date of survey listed.	<i>ORS 209.250(3)(b)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Map shows location of survey by ¼ section, township, and range, or by subdivision block and lot.	<i>ORS 209.250(2)(a)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Surveyor's seal, license expiration date, and original signature on each sheet.	<i>ORS 209.250(3)(g)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Surveyor's business name and address on each sheet (no sticky notes will be accepted).	<i>ORS 209.250(3)(h)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. All lettering shall be no smaller than CL-100 (0.10") for both uppercase and lowercase letters. All letters must be clear and reproducible.	<i>Marion/Polk ORS 92.050(4)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Final plat maps shall be capable of being reproduced legibly on microfilm or by scanning.	<i>ORS 209.250(2) Marion/Polk</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Final plat map is of permanent nature, stable base reproducible material (mylar, vellum), and on 18" x 24" material (minimum thickness of 3 mil in Polk County).	<i>ORS 209-250(2) Marion/Polk</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. A minimum of one-half inch (½") border space.	<i>ORS 209.250(2) Marion/Polk</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Scale of drawing using standard engineering scale format and north arrow.	<i>ORS 209.250(3)(c)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Course and distance for all lines traced or established.	<i>ORS 209.250(3)(d)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Checked basis of bearings (identify the line and monuments and the astronomic observation or reference document used).	<i>ORS 209.250(3)(d)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Checked measured course and distance to a monumented section corner, 1/4 corner, 1/16 corner, and DLC corner or to a monumented lot or parcel corner or boundary corner of a recorded subdivision, partition, or condominium.	<i>ORS 209.250(3)(d)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Checked all measured bearings or angles and distances used in establishing or reestablishing lines or monuments.	<i>ORS 209.250(3)(e)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

16. Checked all monuments set and their relation to older monuments found.	ORS 209.250(3)(f)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17. Checked detailed description of found monuments (type, diameter, cap description and markings, depth or height from the ground surface, etc.).	ORS 209.250(3)(f)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18. Checked detailed description of monuments set (type, length, diameter, and cap description and markings, etc.).	ORS 209.250(3)(f) Marion/Polk	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19. Checked right-of-way width of streets or roads.	Marion/Polk	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20. Title report issued by a title insurance company licensed by the State of Oregon, verifying ownership of the real property by the applicant and compliance with the ORS requirements listed at right. Report shall be no older than 15 days prior to final recording.	Marion County ORS 92.050(6), 92.075, 92.150, 92.425, 92.460,	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21. Compliance with ORS 92.012.	ORS 92.012	<input type="checkbox"/> Yes	<input type="checkbox"/> No
22. Compliance with ORS 209.250.	ORS 209.250	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ORS ITEMS REGARDING NARRATIVES

23. Narratives describe the purpose of the survey.	ORS 209.250(2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24. Narratives describe how the boundary of other lines were established.	ORS 209.250(2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
25. Narratives say which deed records, deed elements, survey record, found survey monuments, plat, or any other pertinent data were controlling when lines were established or reestablished.	ORS 209.250(2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
26. Narratives provide answers to the questions of what, why, where, and when.	ORS 209.250(2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION 3: OWNER AND APPLICANT STATEMENTS

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing this application. I/We the undersigned acknowledge that the information supplied in this application is complete and accurate to the best of my/our knowledge.

OWNER INFORMATION:

Name of Owner _____ Phone _____

Email _____ Fax _____

Address _____

Street or PO Box

City

State

Zip

Owner Signature

Date

APPLICANT INFORMATION:

Please check all that apply:

Applicant's Representative Surveyor Designated Contact

Name of Applicant _____

Company/Organization _____

Title _____ Phone _____

Email _____ Fax _____

Address _____

Street or PO Box

City

State

Zip

Applicant Signature

Date