

# 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/business/land-use-zoning/development-application-help/finalize-your-land-survey-plat](http://www.cityofsalem.net/business/land-use-zoning/development-application-help/finalize-your-land-survey-plat)

## 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	
Land Use Case Number	
Approval Date	
Expiration Date	

### 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*. The 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. Map with required narrative.	ORS 209.250(2)	Yes	No
2. Date of survey listed.	ORS 209.250(3)(b)	Yes	No

3.	Map shows location of survey by ¼ section, township, and range, or by subdivision block and lot.	ORS 209.250(2)(a)	Yes	No
4.	Surveyor's seal, license expiration date, and original signature on each sheet.	ORS 209.250(3)(g)	Yes	No
5.	Surveyor's business name and address on each sheet.	ORS 209.250(3)(h)	Yes	No
6.	All lettering shall be no smaller than CL-100 (0.10") for both uppercase and lowercase letters. All letters must be clear and reproducible.	Marion/Polk ORS 92.050(4)	Yes	No
7.	Final plat maps shall be capable of being reproduced legibly on microfilm or by scanning.	ORS 209.250(2) Marion/Polk	Yes	No
8.	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).	ORS 209-250(2) Marion/Polk	Yes	No
9.	A minimum of one-half inch (½") border space.	ORS 209.250(2) Marion/Polk	Yes	No
10.	Scale of drawing using standard engineering scale format and north arrow.	ORS 209.250(3)(c)	Yes	No
11.	Course and distance for all lines traced or established.	ORS 209.250(3)(d)	Yes	No
12.	Checked basis of bearings (identify the line and monuments and the astronomic observation or reference document used).	ORS 209.250(3)(d)	Yes	No
13.	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.	ORS 209.250(3)(d)	Yes	No
14.	Checked all measured bearings or angles and distances used in establishing or reestablishing lines or monuments.	ORS 209.250(3)(e)	Yes	No
15.	Checked all monuments set and their relation to older monuments found.	ORS 209.250(3)(f)	Yes	No
16.	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)	Yes	No
17.	Checked detailed description of monuments set (type, length, diameter, and cap description and markings, etc.).	ORS 209.250(3)(f) Marion/Polk	Yes	No
18.	Checked right-of-way width of streets or roads.	Marion/Polk	Yes	No
19.	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,	Yes	No
20.	Compliance with ORS 92.012.	ORS 92.012	Yes	No

21. Compliance with <i>ORS 209.250</i> .	<i>ORS 209.250</i>	Yes	No
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### ORS ITEMS REGARDING NARRATIVES

22. Narratives describe the purpose of the survey.	<i>ORS 209.250(2)</i>	Yes	No
23. Narratives describe how the boundary of other lines were established.	<i>ORS 209.250(2)</i>	Yes	No
24. 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.	<i>ORS 209.250(2)</i>	Yes	No
25. Narratives provide answers to the questions of what, why, where, and when.	<i>ORS 209.250(2)</i>	Yes	No

### SECTION 3: OWNER AND APPLICANT STATEMENTS

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By signing, the undersigned certifies they read and understand the submittal requirements outlined, and that they understand that omission of any listed item may cause delay in processing this application. The undersigned acknowledge that the information supplied in this application is complete and accurate.

#### 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