

1/4 \_\_\_\_ Sec. \_\_\_\_ , T. \_\_\_\_ S., R. \_\_\_\_ W., W.M.  
Date Received \_\_\_\_\_  
Fee Received \_\_\_\_\_  
Final Check Date \_\_\_\_\_  
Subdivision Name \_\_\_\_\_

**BENTON COUNTY SUBDIVISION PLAT STANDARDS**

**ORS 92.040 & ORS 92.090**

1. Conforms to approved tentative plat.

**ORS 92.050(3)**

2. The subdivision survey and plat shall be prepared by an Oregon licensed land surveyor.

**ORS 92.044 & ORS 92.050(1)**

3. Conforms to Benton County Survey Map Standards and plat requirements. (Attach Checklist.)

**ORS 92.080**

- a. 18" X 27", 4 mil double matted polyester film, original for the County Clerk. Minimum 1" margin with 3" left side binding.

**ORS 92.120(3) & ORS 92.080**

- b. 18" X 24", 4 mil double matted polyester film exact copy for County Surveyor.

**ORS 92.050(4)**

- c. The plat of the subdivision shall be of sufficient scale and lettering size, approved by the County surveyor, so that all survey and mathematical information, and all other details may be clearly and legibly shown.

**ORS 92.090**

4. Name of subdivision approved by County Surveyor.
5. Complies with ORS 92.010-92.190, 209.250 and the Benton County or City Development Code.
6. Name of Owner/Developer.

**ORS 92.050(9)**

7. A city or county may not require that a final subdivision or condominium plat show graphically or by notation on the final plat any information or requirement that is or may be subject to administrative change or variance by a city or county or any other information unless authorized by the county surveyor.

**ORS 92.050(4) & ORS 92.090(1)**

8. Each lot shall be numbered consecutively. On or after January 1, 1992, any subdivision submitted for final approval shall not use

block numbers or letters unless such subdivision is a continued phase of a previously recorded subdivision bearing the same name that has previously used block numbers or letters.

**ORS 92.010 (4)**

Lot: Single Unit of land that is created by a subdivision of land.

**ORS 92.050 (2)**

a. The survey for the plat of the subdivision shall be done in a manner to achieve sufficient accuracy that measurements may be taken between monuments within one-tenth of a foot or one ten-thousandth of the distance shown on the subdivision plat, whichever is greater. **Boundary and lot closures required.**

**ORS 92.050 (7)**

b. Area of each lot must be shown on the face of the plat, with acreage calculated to 1/100 acre or square footage to nearest square foot.

**ORS 92.050 (4) ORS 92.050 (8) & 209.250 (3e)**

9. Bearings and distances must be shown on all lines established or re-established together with recording references. Bearings must be shown in degrees, minutes and seconds. Distances shall be shown in feet and hundredths of a foot. In addition the curve data will include:

- a. Arc length;
- b. Chord length;
- c. Chord bearing;
- d. Radius; and
- e. Central angle.

**ORS 92.100 (2)**

10. Field check. (Note date completed)

**ORS 92.060 (4)**

a. Field measurement discrepancies between set or found monuments shown on the plat shall not exceed 1/10 of a foot or 1/10,000 of the distance shown on the plat, whichever is greater.

**ORS 92.050 (4)**

11. Street dimensions, name and number.

a. New street names shall be approved by the County Surveyor.

**ORS 92.060 (2)**

12. Monumentation for:

- a. Road intersections, the beginning and ending points, points of curves and points of tangents, or
- b. The point of intersection of the curve if the point is within the pavement area of the road, of the centerline of all streets and roads, and
- c. All points on the exterior boundary where the boundary line changes direction shall be marked with monuments either of galvanized iron pipe, or iron or steel rods.

All centerline monuments shall be placed in a County approved monument box, supplied by owner or developer, except as otherwise authorized by the County Surveyor or **approved monument with aluminum cap stamped with measuring mark and registration LS number or business name with top of cap set at final grade.**

- a. If galvanized iron pipe is used, it shall not be less than 3/4" inside diameter and 30" long.
- b. If iron or steel rods are used, they shall not be less than 5/8" in least dimension and 30" long.

**ORS 92.060 (3)**

13. Monumentation for all interior lot corners, except cemetery lots, must be with monuments either of galvanized iron pipe, iron or steel rods. The surveyor may set another type of monument in circumstances where setting the required monuments is impracticable or the County Surveyor may waive the setting of the monument.

- a. If galvanized iron pipe is used, it must not be less than 1/2" inside diameter and 24" long.
- b. If iron or steel rods are used, they must not be less than 5/8" in least dimension and 24" long.

**ORS 92.060 (1)**

14. The initial point also known as the point of beginning of must be on the exterior boundary of the plat and shall be marked with a monument either of galvanized iron pipe or an iron or steel rod.

- a. If galvanized iron pipe is used it may not be less than 3/4" inside diameter and 30" long, and if an iron or steel rod is used, it may not be less than 5/8" of an inch in least dimension and 30" long.

The location of the monument shall be with reference by survey to a section corner, one-quarter corner, one-sixteenth corner, Donation Land Claim corner or to a monumented lot corner or boundary corner of a recorded subdivision, partition or condominium plat.

**ORS 92.060 (5) ORS 92.065**

15. Post Monumentation means:

- a. All monuments on the exterior boundaries of a subdivision shall be placed where changes in the direction of the boundary occur. The remaining corners of a subdivision are to be monumented on or before a specified date after the recording of the plat of subdivision, the person subdividing the land shall furnish to the County Surveyor, a bond, cash deposit, irrevocable letter of credit or other security in an amount equal to 120 percent of the estimated cost of performing the work for the remaining monumentation.

**ORS 92.065 (3)**

- b. The person subdividing the land shall notify the County Surveyor of the payment to the surveyor for performing the remaining monumentation work.
  - (1) After confirming that the payment has been made, the security shall be released within 3 months. (Note date).

**ORS 92.070 (2)**

- c. Certification on the plat that the surveyor will establish monuments on or before a certain date, noting those monuments to be set on the plat.

**ORS 92.070 (3a)**

- d. Within five (5) days after completion of the work, the surveyor is to notify subdivider and County Surveyor of the monumentation.

**ORS 92.070 (3b)**

- e. The County Surveyor shall receive and approve a separate affidavit for recording that the surveyor has correctly performed the post monumentation. The surveyor who prepared the affidavit shall cause the affidavit to be recorded with the County Clerk.

**ORS 92.070 (3b)**

- (1) Any monument that cannot be set shall be noted and reference monuments shall be set.

**ORS 92.065 (4)**

- (2) If another surveyor completes the remaining monumentation, the surveyor shall submit an affidavit to the County Surveyor and the County Surveyor shall note on any exact copies the surveyors name and business address.

**ORS 92.070 (3b)**

- (3) The County Surveyor shall note the monuments set and the County Recorder's information from the Affidavit on all true and exact copies filed with the county.

**ORS 92.070 (4)**

- f. County Surveyor shall reference the approval upon all true and exact copies, filed with the county.

**ORS 92.070 (5)**

16. The surveyor who prepared the subdivision plat may reestablish plat monuments within two years of plat recordation without filing a map of the survey as required under ORS 209.250. The surveyor shall prepare an affidavit stating that the re-established corners of the subdivision have been correctly surveyed and marked with proper monuments as required under ORS 92.060 [Forms are available at the County Surveyors Office and County Web Site.] The affidavit shall be recorded with the County Clerk after approval by the County Surveyor.

**ORS 92.050 (6)**

17. Show the location, dimensions and purpose of all recorded and proposed public and private easements along with the County Clerks recording reference if the easement has been recorded with the County Clerk. Private easements shall become effective upon the recording of the plat.

**ORS 92.120 (3)**

18. Exact copy statement.

a. EXAMPLE:

I, (surveyor's name), certify that this is an exact copy of the original plat.

**ORS 92.070 & 92.050**

19. Surveyor's Certificate.

- a. Requires that the courses and distances of the boundary of the plat conforms to the Surveyor's Certificate.
- b. Required to be on face of plat together with seal and signature.
- c. All subdivision plats shall include a surveyors certificate, accurately describing by metes or bounds, or other description as approved by the County Surveyor the tract of land upon which the lots are laid out.

20. Surveyor's name, address and stamp.

**ORS 92.010 (2) & 92.075**

21. Declaration

- a. In order to subdivide any property, the declarant shall include on the face of the subdivision a declaration, taken before a Notary Public or other person authorized by law to administer oaths, stating that the declarant has caused the subdivision plat to be prepared and the property subdivided in accordance with the provisions of this chapter. Any dedication of land to public purposes or any public or private easements created, or

- any other restriction made, shall be stated in the declaration.
- b. Acknowledgment with notary and seal.
  - c. A Title Report, Subdivision Guarantee or a Report Showing Ownership, Easements and Encumbrances, and Mortgage or Trust Deed Holders is required up to date within 30 days before recording the plat.
  - d. If the declarant is not the fee owner of the property, the fee owner and the vendor under any instrument of sale shall also execute the declaration for the purpose of consenting to the property being subdivided or partitioned. Vendor is the (agent, buyer) all being the same. The mortgage or trust deed holder must sign when there is a dedication or donation of land to the public.

**ORS 92.075 (4)**

- e. The fee owner, vendor or the mortgage or trust deed holder may record an affidavit consenting to the declaration of the property being subdivided.

**ORS 92.120**

22. County Recorder's statement of filing.

STATE OF OREGON            )  
  )SS  
COUNTY OF BENTON        )

I hereby certify that this subdivision plat was received and duly recorded by me in the Benton County deed records as document number \_\_\_\_\_ on this day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ o'clock \_\_\_\_M

\_\_\_\_\_  
Benton County Clerk

23. Submit all necessary documents and payments to the County Surveyors office 1 week prior to recording.

**ORS 92.095**

24. No subdivision shall be recorded unless all taxes are paid during the tax year Tax Year i.e. July 1 20\_\_ - to June 30 the following year.

**ORS 92.100 (5)**

25. Fees as adopted by Order of the Board of Commissioners.

**ORS 92.080**

26. All signatures on the plat shall be in archival quality "BLACK INK".

**OAR 160-100-0100**

27. The imprint of the official seal of the notary public shall be made with archival quality BLACK INK when applied to polyester film.

**ORS 194.280 (8)**

28. The imprint of the official seal of the notary public will not be required if the following appear on the plat:

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
PRINTED NAME OF NOTARY

NOTARY PUBLIC - OREGON

COMMISSION NO. \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_ (expressed in terms of the month, by name not abbreviated, two-digit date and complete year.)

**ORS 92.170**

29. True and exact copies may be amended by an affidavit of correction.

**ORS 92.100**

30. Check with the appropriate jurisdiction for Signature and date blanks: (See Director, Benton County Department of Assessment, Benton County Tax Collector for example for Signature and Date Blanks for all other approvals)  
(See #22.County Recorder's statement of filing)  
(OWNERS SIGN FIRST THEN IN ORDER AS SHOWN)

**Adair Village**

- a. City of Adair Village Administrator
- b. Director, Benton County Department of Assessment
- c. Benton County Tax Collector
- d. Benton County Surveyor
- e. Chair, Benton County Board of Commissioner
- f. Benton County Clerk

**Albany**

- a. City of Albany Community Development Director
- b. City of Albany Public Works Director
- c. Director, Benton County Department of Assessment
- d. Benton County Tax Collector

- e. Benton County Surveyor
- f. Chair, Benton County Board of Commissioners
- g. Benton County Clerk

**Benton County (including Alsea)**

- a. Chair, Benton County Planning Commission
- b. Benton County Engineer
- c. Director, Benton County Department of Assessment
- d. Benton County Tax Collector
- e. Benton County Surveyor
- f. Chair, Benton County Board of Commissioners
- g. Benton County Clerk

**Corvallis**

- a. City of Corvallis Finance Director
- b. City of Corvallis City Engineer
- c. City of Corvallis Planning Division Manager
- d. Director, Benton County Department of Assessment
- e. Benton County Tax Collector
- f. Benton County Surveyor
- g. Chair Benton County Board of Commissioners
- h. Benton County Clerk

**Monroe**

- a. City of Monroe Planning Official
- b. Director, Benton County Department of Assessment
- c. Benton County Tax Collector
- d. Benton County Surveyor
- e. Chair, Benton County Board of Commissioners
- f. Benton County Clerk

**Philomath**

- a. City of Philomath Planning Official
- b. City of Philomath Public Works Director
- c. Chair City of Philomath Planning Commission
- d. Director, Benton County Department of Assessment
- e. Benton County Tax Collector
- f. Benton County Surveyor
- g. Chair, Benton County Board of Commissioners
- h. Benton County Clerk

Signature blocks for Director, Benton County Department of Assessment and Director, Benton County Tax Collector:

ALL TAXES, FEES ASSESSMENTS AND OTHER CHARGES AS PROVIDED BY ORS 92.095 HAVE BEEN PAID THROUGH JUNE 30, 20\_\_.

BY: \_\_\_\_\_  
Director, Benton County Department of Assessment      DATE

BY: \_\_\_\_\_  
Benton County Tax Collector      DATE

31. When the recorded exact copy plat is received from Benton County Clerk of Records:
- a. County Assessor  
Will assign all new lots created by a subdivision plat a separate tax lot number.
  - b. Adair, Albany, Corvallis, Monroe, or Philomath Planning send copy if needed.
  - c. Give working file to the County Administrative Assistant to file as dedicated, and to start County or Public road files by name and number.  
County Surveyor puts new roads in road list and notifies County Addressing and Emergency Services of new roads.
  - d. Record plat in indexes and data base, scan plat and make GIS shape file.

Benton County Subdivision Plat Standards Approved by:

\_\_\_\_\_  
Joseph L. Mardis, P.L.S.  
Benton County Surveyor