

## **BENTON COUNTY SURVEY MAP STANDARDS**

### **ORS 209.250(2)**

1. Map sizes: 8-1/2" x 14", 11" x 17", 14" x 17", 18" x 24", and 24" x 36". Other standard sizes may be used for individual maps only upon the prior approval of the County Surveyor.
2. Map and narrative must be made with archival quality black ink or silver halide permanent photocopy on archival quality drafting material. Sepia diazo mylar, pencil originals, plastic decal material, etc. are not considered permanent and **will not** be accepted for filing. Surveys and plats submitted for filing will be of a permanent nature and plotted on polyester film ("Mylar") or opaque white matte (polypropylene), with permanent ink that cannot smear or rub off. Mylar plats or surveys that appear to be produced by an electrostatic process using toner are unacceptable. No rubber ink stamps are allowed on Mylar plats or surveys. Notary crimp stamps are not allowed. All signatures shall be permanent black ink.

### **ORS 209.250(3a)**

3. Location of the survey by:
  - a. One-quarter Section, Township, Range and County. If the survey is within city limits, include the name of the city.

### **ORS 209.070(2)**

4. Name of person for whom the survey was conducted.

### **ORS 209.250(1) & ORS 209.250(3b)**

5. Date of the survey, reflecting the date the monuments were established. (NOTE: The survey map must be filed within 45 days after the initial establishment or reestablishment of the corner(s), not 45 days after the entire survey has been completed.) If the surveyor is unable to complete the survey and submit a permanent map within 45 days, the surveyor shall, within 45 days of establishing or reestablishing a boundary monument, provide written notice to the county surveyor containing the reasons for the delay, an estimate of the amount of time reasonably necessary to complete the survey but not exceeding 180 days, and a temporary map showing the position of any monuments established or reestablished.

### **ORS 209.250(3c)**

6. Scale of the survey drawing in multiples of ten or hundred, engineering scale. Scale of detail drawings on the survey can be single digits, engineering scale.

### **ORS 209.250(3c)**

7. North arrow.

### **ORS 209.250(3d)**

8. Identify the Basis of Bearing along the line represented on the map, noting the applicable County Survey number, document used, or method used such as GPS, magnetic bearings, assumed etc.

**ORS 209.250(3d)**

9. Measured distance and course to a physically existing monumented corner:
  - a. Section corner, One-quarter corner, One-sixteenth corner, or
  - b. Donation Land Claim corner in the same Township and Range as the survey, or
  - c. Lot corner or parcel corner or boundary corner of a recorded subdivision, partition or condominium,

shall be shown on the map face.

**ORS 209.250(3e) ORS 209.250(3d)**

10. All measured bearings, angles and distances must be shown on all lines traced or established. The map shall also show bearings and distances of the recorded survey and/or deed elements used as the basis for establishing or reestablishing lines or monuments shown on the map.
  - a. References to all monuments found, established or reestablished, noting the applicable County Survey number(s).
  - b. Separately indicate record information in parenthesis, noting the applicable recording reference.
  - c. Corner restoration number of the restoration document you are using shall be shown with the corner.

**ORS 209.250(3f)**

11. Identify all found and set monuments and their accessories on the map face or in a legend, describing:

**ORS 209.250(3f)**

- a. Type and dimensions of all found and set monuments.
- b. Type and/or color of tag or cap and information stamped on the tag or cap.
- c. Indicate whether pipe dimensions are inside or outside diameter.
- d. Show the relationship of the monuments found to the monuments set.

**ORS 209.250(8)**

- e. All monuments set must be durably and visibly marked or tagged with the registered business name or the letters "L.S." with the registration number of the surveyor in charge.
  - f. A monument set by a public officer must be marked with the official title of the office.
12. Define abbreviations on the map face or in a legend.

**ORS 209.250(2)**

13. Narrative shall explain:
  - a. The purpose of the survey.
  - b. How the boundary lines or other lines were established or reestablished.
  - c. Which deed records, deed elements, survey records, found survey monuments, plat records, road records or any other pertinent data were controlling when the lines were established or reestablished.

Basically the narrative should offer the information answering the questions What, Why, Where and When.

14. When the narrative is a separate document, the map and narrative shall be referenced to each other. The separate narrative may be 8-1/2" x 11" or 8-1/2" x 14" and shall also include:

**ORS 209.250(2a)**

- a. Location of the survey by:

One-quarter Section, Township, Range and County. If the survey is within city limits, include the name of the city.

**ORS 209.250(2b)**

- b. Date of the survey, reflecting the date the monuments were established.

**ORS 209.250(2c)**

- c. Surveyor's seal and original signature.

**ORS 209.250(2d)**

- d. Surveyor's business name and address.

**ORS 209.250(3g)**

15. Surveyor's seal and original signature.

**OAR 820-025-0005(2)**

- a. Show expiration or renewal date of certificate with seal.

**ORS 209.250(3h)**

16. Surveyor's business name and address.
17. All information shown on the survey map must be clearly legible and clearly reproducible by direct contact prints or from microfilm and computerized scanning. Dense black permanent ink or equivalent shall be used. Blue or black ballpoint will not be accepted. Font size and line weight must be compatible to the extent that it is clearly reproducible. Fine, narrow, line weights do not scan well. Light density line work is unacceptable; all elements of the drawing must be black, not grey. Without approval of the County Surveyor, shading is not allowed. Cross hatching is only permitted if it meets the provisions noted above.
18. Road name, number and width.

- a. County road numbers are 5-digit
- b. Public road numbers are 5-digit (preceded with a P)
- c. Private road numbers are 4-digit

A road name and number list is available.

- 19. Stream or waterway name and direction of flow.
- 20. For microfilm purposes:

**ORS 209.250(2)**

- a. The lettering on the map and narrative must be of sufficient size and clarity to be reproduced clearly. All lettering must have a minimum height of 2.0 millimeter (0.08 inch).
  - b. Reserve a minimum one-half inch (1/2") border space.
  - c. All lettering shall be made with archival quality black ink. Lift off ribbons and carbon backing is not acceptable.
- 21. Reserve a minimum two inch (2" x 2") square area in the upper right-hand corner of the survey map for a filing stamp that will be drawn as follows:

BENTON COUNTY  
 SURVEYOR'S OFFICE  
 C.S. FILE NO. \_\_\_\_\_  
 FILING DATE \_\_\_\_\_  
 FILE SIZE \_\_\_\_\_

**ORS 209.250(4b)**

- 22. If the survey is not in compliance with these standards, it will be returned for revisions, with 30 days to comply and return.

**ORS 209.250(9)**

- 23. Submit a record of restoration information for recently visited government corners when said corner(s) and/or accessories:
  - a. Are changed or found to be different from their descriptions in an existing corner record or survey map in the office of the County Surveyor.
  - b. The record must be submitted within 45 days of the corner visit, and must include a surveyor's seal and original signature, business name and address, and be a minimum of 8-1/2" x 11" on a stable base reproducible material in the form required by the county surveyor. The information shall be of such size and clarity as to be clearly reproduced.

**ORS 209.255**

24. Any survey map or narrative filed and recorded in compliance with ORS Chapter 209 and the Benton County Survey Map Standards may be amended by an affidavit of correction.

Benton County Survey Map Standards Approved by:

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David L. Malone, P.L.S.  
Benton County Surveyor