

T. _____ S., R. _____ W., 1/4 Sec. _____
TM _____ TL _____
Date Received _____
Fee Received _____
Final Check Date _____
Partitioner Name _____
LD # _____
Partition Plat File No. _____

BENTON COUNTY PARTITION PLAT STANDARDS

ORS 92.040 & ORS 92.046 & ORS 92.090

1. Conforms to approved tentative plat.

ORS 92.050(3)

2. The partition survey and plat shall be prepared by an Oregon registered professional land surveyor.

ORS 92.044 & ORS 92.050(1)

3. Conforms to Benton County Survey Map Standards and plat requirements (attach checklist) and complies with ORS 92.010-92.190, ORS 209.250 and the Benton County Development Code or City code. **Surveyor shall submit the Notice of Decision and Conditions of Approval from the appropriate planning agency.**

ORS 92.080

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

ORS 92.120(3) & ORS 92.080

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

ORS 92.120(3)

- (1). Statement to be placed on 18" x 24" exact copy:

- (a). Example: I, (Surveyor's name), certify that this is an exact copy of the original plat.

ORS 92.050(4)

- c. The plat of the partition 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 92.080

- d. A face sheet and index page must be included for partition plats placed upon three or more sheets.

ORS 92.050(9)

4. A city or county may not require that a final subdivision, condominium or partition 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 92.010(6)

5. Parcel: A single Unit of land that is created by a partitioning of land.

ORS 92.050(4)

6. Each parcel shall be numbered consecutively. Parcels shall be numbered successively. If a parcel is to be replatted, the numbers shall begin with the next successive number. There shall be no duplication of parcel numbers within a parent parcel.

(Example: Original partition parcels are numbered Parcels 1, 2 & 3. The replat of Parcel 1 shall be numbered Parcels 4, 5 & 6.)

7. The map for a reconfiguration of a platted partition or subdivision shall state that it is a replat, showing the partition plat number or subdivision name and affected parcels or lots to be replatted.

ORS 92.050(2) & 92.060(4)

8. The survey for the partition plat 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 partition plat, whichever is greater. **Boundary and parcel closures required to be submitted.**

ORS 92.050(7)

9. Area of each parcel shall 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(3)(e)

10. Bearings and distances must be shown on all lines established or reestablished 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 92.050(4)

11. Right of way dimensions name and number.

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

ORS 92.014

- b. No street or road shall be created for the purpose of partitioning an area or tract of land without the approval of the Governing Body.
- c. Additional right of way dedication shall require a signature line for the Chair, Benton County Board of Commissioners, when applicable.

ORS 92.055

12. When a partition would create parcels that are outside an urban growth boundary that are greater than ten acres, or from Benton County Development Code Chapter 95 section 95.125, when a parcel in a resource zone exceeds ten (10) acres or a parcel in a non-resource zone exceeds ten (10) acres or two and one-half times the minimum parcel size, whichever is greater, the partition need not be surveyed or monumented, but must be platted using the best available information and conform to Benton County Survey Map Standards and plat requirements that are applicable.

- a. The approximate acreage of each unsurveyed parcel shall be shown.
- b. Any unsurveyed parcel shall have the words “**UNSURVEYED**” placed in bold letters adjacent to the parcel number.
- c. Unsurveyed parcels need not comply with ORS 92.050 (5), (7) and (8).

ORS 92.060(6)

13. A surveyor shall set all monuments on the exterior boundary and all parcel corner monuments of partitions, unless the County Surveyor waives the setting of a particular monument, before the partition plat is offered for recording. A survey and monumentation are required when a partition would create a parcel or parcels of ten acres or less, or as required by City or Benton County Development Code.

ORS 92.060(1)

14. When monumentation is required:
- a. The initial point, also known as the point of beginning, of a plat must be on the exterior boundary of the plat and must be marked with a monument that is either galvanized iron pipe or an iron or steel rod.
 - b. If galvanized iron pipe is used, the pipe may not be less than 3/4" inside diameter and 30" long. If an iron or steel rod is used, the rod may not be less than 5/8" least dimension and 30" long.
 - c. 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.
 - d. When setting a required monument is impracticable under the circumstances, the County Surveyor may authorize the setting of another type of monument.

ORS 92.060(2)

15. When applicable, monumentation is required:
- a. At the intersections, the beginning and ending points, points of curvature and points of tangents of the centerlines of all streets and roads within the plat, or
 - b. At the point of intersection of the curve if the point is within the pavement area of the centerlines of all streets and roads within the plat, and
 - c. At all points on the exterior boundary where the boundary line changes direction.
 - d. Must be marked with monuments of either galvanized iron pipe or iron or steel rods.
 - e. If galvanized iron pipe is used, the pipe may not be less than 3/4" inside diameter and 30" long. If iron or steel rods are used, the rod may not be less than 5/8" least dimension and 30" long.
 - f. When setting a required monument is impracticable under the circumstances, the County Surveyor may authorize the setting of another type of monument, or the County Surveyor may waive the setting of the monument.
 - g. All centerline monuments in paved areas 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 pavement grade. **The measuring mark on the cap shall be over the monument.**

ORS 92.060(3)

16. All parcel corners must be marked with monuments of either galvanized iron pipe or iron or steel rods.
 - a. If galvanized iron pipe is used, the pipe must not be less than 1/2" inside diameter and not less than 24" long. If iron or steel rods are used, the rod must not be less than 5/8" least dimension and not less than 24" long.
 - b. When setting a required monument is impracticable under the circumstances, the surveyor may set another type of monument, or the County Surveyor may waive the setting of the monument.

(Advisory note: inquire with the County Surveyor regarding setting another type of monument or to waive the setting of a monument before submitting the survey for review.)

ORS 92.070(1) & ORS 92.050(5)

17. All partition plats must include a Surveyor's Certificate:
 - a. To the effect that the surveyor has correctly surveyed and marked with proper monuments the lands as represented and has placed a proper monument indicating the initial point of the plat and its location.
 - b. Accurately describing by metes or bounds, or other description as approved by the County Surveyor, the tract of land upon which the parcels are laid out.
 - c. Requires that the proper courses and distances of all boundary lines of the plat conform to the Surveyor's Certificate.
 - d. Required to be on face of plat together with seal and signature.
18. Surveyor's name, address and stamp.

ORS 92.010(2) & 92.075

19. Declaration.
 - a. In order to partition any property, the declarant shall include on the face of the partition plat a Declaration, taken before a notary public or other person authorized by law to administer oaths, stating that the declarant has caused the partition plat to be prepared and the property partitioned 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. Acknowledgement with notary and seal.

- c. **A Title Report, Subdivision Guarantee or a Report Showing Ownership, Easements, Encumbrances, Mortgage and Trust Deed Holders is required, up to date, within 30 days before recording of 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 partitioned. Vendor is the agent or buyer, all being the same. The mortgage or trust deed holder must sign when there is a dedication or donation of land to public purposes.

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 partitioned and to any dedication or donation of property to public purposes. The affidavit shall be recorded with the County Clerk after approval by the County Surveyor. The affidavit recording information shall be noted on the plat.

ORS 92.014 & 92.175(1)

- 20. No instrument dedicating land to public use may be accepted for recording unless the instrument bears the approval of the Governing Body.

ORS 92.175(2)

- 21. Dedication of utility easements shown on the partition plat may be granted for public, private and other regulated utility purposes without an acceptance from the Governing Body.

ORS 92.050(6)

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

ORS 92.080

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

OAR 160-100-0100

24. The imprint of the official seal of the notary shall be made with archival quality BLACK INK when applied to polyester film. An Oregon Notary acknowledgement shall not use a rubber ink stamp on the plat. See below.

ORS 194.280(8)

The imprint of the official seal of a notary public shall 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 92.095

25. No partition shall be recorded unless all ad valorem taxes, including additional taxes, interest and penalties imposed on land disqualified for any special assessment and all special assessments, fees, or other charges required by law to be placed upon the tax roll have been paid which have become a lien upon the land or which will become a lien during the tax year. Tax Year is July 1 to June 30 the following year.

ORS 92.100(5)

26. Fees as adopted by Order of the Board of Commissioners.
27. Staples and "Stick-on" labels of any type, including the notary seal/crimp or business name and address, are not acceptable.

ORS 92.100

28. Required signature blanks with date on plat:
(See signature block below for Director, Benton County Department of Assessment and Benton County Tax Collector. Leave a signature blank with date for the remaining persons on the list. See #29 for County Clerk's statement of filing)

OWNERS SIGN FIRST THEN IN THE 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 Commissioners
[only if there is a dedication to the County]
- 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
[only if there is a dedication to the County]
- g. Benton County Clerk

Benton County (including Alesia)

- a. Benton County 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
[only if there is a dedication to the County]
- f. Benton County Clerk

Corvallis

- a. City of Corvallis Planning Division Manager
- b. City of Corvallis City Engineer
- c. Director, Benton County Department of Assessment
- d. Benton County Tax Collector
- e. Benton County Surveyor
- f. Chair, Benton County Board of Commissioners
[only if there is a dedication to the County]
- g. 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
[only if there is a dedication to the County]
- f. Benton County Clerk

31. When the recorded exact copy plat is received from the Benton County Clerk of Records:
- a. County Assessor will assign all new parcels created by a partition plat a separate tax lot number.
 - b. Send copy if needed to Adair, Albany, Corvallis, Monroe, or Philomath Planning.
 - 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.
 - d. County Surveyor puts new roads in road list and notifies County addressing and Emergency Services of new roads.
 - e. Record plat in indexes and data base, scan plat and make GIS shape file.

ORS 92.070(5)

32. The surveyor who prepared the partition plat may reestablish plat monuments within two years of plat recordation without filing a record of survey map. The surveyor shall prepare an affidavit stating that the reestablished corners of the partition plat have been correctly surveyed and marked with proper monuments as required under ORS 92.060 [Forms are available at the County Surveyor's office or on the County Web Site.] The affidavit shall be recorded with the County Clerk after approval by the County Surveyor. The County Surveyor shall indicate the reestablished monuments and the affidavit recording information on any true and exact copies of the plat.

ORS 92.170

33. Any plat of a partition filed and recorded under the provisions of ORS 92.010 to 92.192 may be amended by an affidavit of correction. The affidavit shall be recorded with the County Clerk after approval by the County Surveyor. The County Surveyor shall note the correction and the affidavit recording information upon any true and exact copies of the plat.

Benton County Partition Plat Standards Approved by:

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