

T. \_\_\_\_\_ S., R. \_\_\_\_\_ W., 1/4 Sec. \_\_\_\_\_  
TM \_\_\_\_\_ TL \_\_\_\_\_  
Date Received \_\_\_\_\_  
Fee Received \_\_\_\_\_  
Final Check Date \_\_\_\_\_  
Subdivider Name \_\_\_\_\_  
LD # \_\_\_\_\_  
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 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, 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 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 92.080**

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

**ORS 92.090**

4. Name of subdivision approved by County Surveyor.
5. Name of Owner/Developer.

**ORS 92.050(9)**

6. 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(4)**

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

**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.
9. 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)**

10. 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 to be submitted.**

**ORS 92.050(7)**

11. 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(3)(e)**

12. 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, curve data will include:
  - a. Arc length;
  - b. Chord length;
  - c. Chord bearing;
  - d. Radius; and

- e. Central angle.

**ORS 92.050(4)**

13. 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 subdividing an area or tract of land without the approval of the Governing Body.

**ORS 92.060(1)**

14. 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.

- a. 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.
- b. 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.
- c. 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. 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 interior lot corners, except cemetery lots, 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 92.100(2)**

- 17. The County Surveyor shall check the subdivision site and the subdivision plat and shall take measurements and make computations and other determinations necessary to determine that the subdivision plat complies with the survey-related provisions of ORS 92.010 to 92.192 and 209.250 and with survey-related requirements established pursuant to an ordinance or resolution passed by the governing body of the controlling city or county. (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 92.060(5) ORS 92.065**

- 18. 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, as required at the option of the county, in an

amount equal to 120 percent of the estimated cost of performing the work for the remaining monumentation.

**ORS 92.065(2)**

- b. The County Surveyor may require that the setting of the remaining corners of the subdivision be delayed if the installation of street and utility improvements has not been completed, or if other conditions or circumstances justify the delay.

**ORS 92.070(2)**

- c. The subdivision plat shall include a certification of the surveyor that the remaining corners for the subdivision will be monumented on or before a specified date in accordance with ORS 92.060, noting those monuments to be set on the plat.

**ORS 92.070(3)(a)**

- d. After the remaining corners for a subdivision have been monumented, within five (5) days after completion of the work, the surveyor is to notify subdivider and County Surveyor of the monumentation.

**ORS 92.070(3)(b)**

- e. Upon approval of the work by the County Surveyor, the surveyor will submit an affidavit for recording stating the subdivision plat has been correctly surveyed and marked with proper monuments at the remaining corners of the subdivision as noted on the original subdivision plat. [Forms are available at the County Surveyors 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 monuments set and the affidavit recording information on any true and exact copies of the plat.

**ORS 92.070(3)(b)**

- (1). Any monument that cannot be set shall be separately 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 surveyor's name and business address.

**ORS 92.065(3)**

- f. 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(4)**

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

**ORS 92.070(1) & ORS 92.050(5)**

19. All subdivision 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.
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 plat 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. 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 subdivided. 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 subdivided 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 92.050(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 shall 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 subdivision 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
- 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 Alesia)**

- 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 Planning Division Manager
- c. City of Corvallis City Engineer
- 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



- a. County Assessor will assign all new lots created by a subdivision 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 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 reestablished 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 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 subdivision 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 Subdivision Plat Standards Approved by:

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