

CONDOMINIUM PLAT CHECKLIST

NAME _____

SECTION, TWP, RANGE _____
PARENT PARCEL(S) _____

DECLARANT _____

CITY OR COUNTY _____

CASEFILE NO. _____

PROJECT NO. _____

NO. BLDGS/UNITS _____

BOUNDARY SVY SUBMITTED _____ SN _____

PLAT NAME APPROVED _____

SURVEYOR _____

TITLE COMPANY _____

TITLE REPORT _____

OFFICE CHECK

REVIEW _____ REVIEWER _____ MATH _____

NOTIFIED SURVEYOR _____

FIELD CHECK

TO CREWS _____

COMPLETED _____

NOTIFIED SURVEYOR _____

FIELD CHECK ISSUES _____

PLAT REC'D _____

COPIES SIGNED _____

FEE DEPOSIT \$ _____

DATE REC'D _____

ADDRESS FEE \$ _____

APPROVAL DATES

CITY LETTER _____

CITY FINAL _____

ASSURANCES _____

CWS _____

TO CARTOG _____

COPY TO OTHERS (DATES)

CWS _____

CART _____

ASSURANCES _____

PLANNING (HBO ONLY) _____

PLANNER _____

DENETTE _____

MYLAR to CWS _____

MYLAR to DK (COUNTY ONLY) _____

MYLAR to ASSURANCES _____

REQUIRED DOCUMENTS

DECLARATION _____

DATE DEC APPROVED BY REA _____

CONDOMINIUM PLAT CHECKLIST

1. Boundary resolution
 - a. survey filed and noted
 - b. found mons shown on plat boundary
 - c. basis of bearings
2. North arrow
3. Scale - verified
4. Date
5. Surveyor's name/address
6. Legend
 - a. conforms to plat
 - b. mon boxes
7. 1" margins
8. Pages numbered
9. All pages stamped & signed
 - a. expiration date
10. Plat name conforms to ORS 100.105(5)&(6)
and 100.115(3) and 100.116(2)
11. Unit numbers OK
12. Tract letters OK
13. Plat heading - 1/4 section
14. Corner tie: government, sub, part or condo
 - a. type of monument found
 - b. access easement required?
15. Area of
 - a. units
 - b. tracts
 - c. boundary
 - d. LCE (if shown)
16. Vertical dimensions
17. Benchmark information
18. Buildings
 - a. ties to boundary
 - b. bearings
19. Adjacent plats
 - a. plat name/number
 - b. lot/parcel numbers
 - c. tract letters
 - d. adjoiner document numbers
20. Streets
 - a. name(s)
 - b. width(s)
 - c. County Road numbers correct
 - d. street plug(s) on adjoining plat(s)
21. Easements (new)
 - a. purpose
 - b. dimensions
22. Easements (existing) shown?
 - a. purpose
 - b. dimensions
 - c. recording reference
23. Lettering and drafting OK
24. Approvals
25. Surveyor's Certificate
 - a. conforms to plat
 - b. corner tie
26. Surveyor's Certificate of Completion
 - a. complies with ORS 100.115(1)(d)
27. Plat declaration
 - a. declarant correct
 - b. ORS 115(1)(f) statement
 - c. easements granted
28. Acknowledgement
 - a. declarant correct
 - b. acknowledgement form correct
29. Ownership & maintenance of Tracts
30. Spite strip tracts?
31. Casefile statement
32. Vesting deed
33. Title report legal same as plat certificate
34. Mark-ups
 - a. Cartography
 - b. Planning (HBO)
 - c. Assurances
 - d. CWS
 - e. Denette
35. Tax map
36. DXF file (boundary only)
37. Condominium Declaration Document
 - a. Unit designations same as shown on plat
 - b. Unit areas same as shown on plat
 - c. LCE same as shown on plat
 - d. Legal same as plat certificate
 - e. Noted on plat
 - f. Unit description consistent with plat