

**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