

T. \_\_\_\_\_ S., R. \_\_\_\_\_ W., Sec. \_\_\_\_\_  
1/4 Sec. \_\_\_\_\_ 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 tentative plan.

**ORS 92.050(3)**

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

**ORS 92.044 & ORS 92.050(1)**

3. Conforms to Benton County Survey Map Standards and plat requirements. (Attach checklist).

**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 92.050(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.
4. Complies with ORS 92.010-92.190, ORS 209.250 and the Benton County Development Code.

**ORS 92.050(9)**

5. 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 92.060 (1)**

6. Initial Point

When monumentation is required, all monuments shall be set before recording and:

- a. The initial point also know as the point of beginning of a plat must be marked with a monument on the exterior boundary of the plat. 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.

If galvanized iron pipe is used, it may not be less than 3/4" inside diameter and 30" long. If iron or steel rods are used, they may not be less than 5/8" least dimension and 30" long.

**ORS 92.060(6)**

7. A survey and monumentation are required when a partition would create a parcel or parcels of ten acres or less, or as required by the Benton County Development Code.

**ORS 92.055**

When a partition would create parcels that are greater than ten acres or when not required by the Benton County Development Code 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) and (7) and (8).

**ORS 92.060(2)**

8. When applicable, monumentation is required:

- a. At the intersections, the beginning and ending points of curvature and points of tangents of the centerline of all newly created streets and roads within the partition plat, or
- b. At the point of intersection of the curve if the point is within the pavement area of the centerline of all newly created streets and roads within the partition plat, and
- c. At all points on the exterior boundary where the boundary line changes direction.

Must be marked with galvanized iron pipe or iron or steel rods.

If galvanized iron pipe is used, it shall not be less than 3/4" inside diameter and 30" long.

If iron or steel rods are used, they shall not be less than 5/8" least dimension and 30" long.

**ORS 92.060(3)**

Parcel corners must be marked with galvanized iron pipe or iron or steel rods.

If galvanized iron pipe is used, it must not be less than 1/2" inside diameter and 24" long.

If iron or steel rods are used, they must not be less than 5/8" least dimension and 24" long.

**ORS 92.060(6)**

- d. Monumentation shall be in place before the partition is offered for recording.
- e. 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.**

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

- 9. Surveyor's Certificate
  - a. All partition plats must include a Surveyor's Certificate, accurately describing the tract of land upon which the parcels are laid out.
  - b. Requires that the courses and distances of the boundary of the plat conforms to the Surveyor's Certificate.
  - c. Required to be on face of plat together with seal and signature.
- 10. The map for a reconfiguration of a platted partition shall State that it is a replat, showing the partition plat number or subdivision name and affected parcels or lots to be replatted.

**ORS 90.010(6)**

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

**ORS 92.050(4)**

- 11. 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.)

**ORS 92.050(2)**

- a. The survey for the plat of the partition shall be done in a manner to achieve sufficient accuracy of one-tenth of a foot or one ten-thousandth of the distance shown on the partition plat, whichever is greater. **Boundary and parcel closures are required.**

**ORS 92.050(7)**

- b. Area must be shown on each parcel.
- c. Area of each surveyed parcel shall be shown on the face of the plat, with acreage calculated to 1/100 acre (or square

footage to nearest square foot, when area is less than one acre).

**ORS 92.050 (8)**

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, the curve data will include:

- a. Arc length;
- b. Chord length;
- c. Chord bearing;
- d. Radius; and
- e. Central angle.

**ORS 92.060 (4)**

13. 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 92.050 (4)**

14. 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 shall require a signature line for the Chairperson, Benton County Board of Commissioners, when applicable.

**ORS 92.014**

- d. 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)**

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

**ORS 92.050 (6)**

15. 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 92.120 (3)**

16. Exact copy statement.

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



- 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 the public.

**ORS 92.075 (4)**

- e. The fee owner, vendor or the mortgage or trust deed holder may record and affidavit consenting to the declaration of the property being partitioned and to any dedication or donation of property to public purposes.

19. **ORS 92.080**

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

20. **OAR 164-100-100 (3)**

The imprint of the official seal of the notary shall be made with archival quality BLACK INK when applied to polyester film.

**ORS 194.031**

The imprint of the official seal of a notary public shall not be required if the following appear on the plat:

\_\_\_\_\_  
 NOTARY SIGNATURE

\_\_\_\_\_  
 NOTARY PUBLIC - OREGON (PRINTED NAME OF NOTARY ABOVE LINE)  
 COMMISSION NO. \_\_\_\_\_  
 MY COMMISSION EXPIRES \_\_\_\_\_ (expressed in terms of the month, by name not abbreviated, two-digit date and complete year.)

21. **ORS 92.170**

Plat may be amended by an affidavit of correction.

22. **ORS 92.070 (5)**

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 re-established corners of the partition have been correctly surveyed and marked with proper monuments as required under ORS 92.060 [Forms are available at the county surveyors office.]

23. **ORS 92.095**

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 chargers 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, 200- to June 30 the following year.

24. **ORS 92.100 (5)**

Fees as adopted by Order of the Board of Commissioners.

25. Staples and "Stick-on" labels of any type, including the notary seal/crimp or business name and address, are not acceptable.

26. **ORS 92.100**

Signature Blanks for (OWNERS SIGN FIRST THEN IN THE ORDER AS SHOWN)

Adair

- a. Director, Benton County Department of Assessment
- b. Director, Benton County Department of Finance, Auditing Tax Collection
- c. Administrator, City of Adair Village
- d. Benton County Surveyor
- e. Chair Benton County Board of Commissioner  
[only if there is a dedication to the county.]
- f. Benton County Clerk

Albany

- a. Director, Benton County Department of Assessment
- b. Director, Benton County Department of Finance, Auditing and Tax Collection
- c. Albany Community Development Director
- d. Albany Public Works Director
- e. Benton County Surveyor
- f. Chair Benton County Board of Commissioner  
[only if there is a dedication to the county.]

- g. Benton County Clerk

Benton County (including Alsea)

- a. Director, Benton County Department of Assessment
- b. Director, Benton County Department of Finance, Auditing and Tax Collection
- c. Benton County Planning Official
- d. Benton County Surveyor
- e. Chair Benton County Board of Commissioners (when applicable For additional dedications for right of way etc.)
- f. Benton County Clerk

Corvallis

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

Monroe

- a. Director, Benton County Department of Assessment
- b. Director, Benton County Department of Finance, Auditing and Tax Collection
- c. City of Monroe Planning Official
- d. Benton County Surveyor
- e. Chair Benton County Board of Commissioner [only if there is a dedication to the county.]
- f. Benton County Clerk

Philomath

- a. Director, Benton County Department of Assessment
- b. Director, Benton County Department of Finance, Auditing and Tax Collection
- c. City of Philomath Planning Official
- d. Benton County Surveyor
- e. Chair Benton County Board of Commissioner [only if there is a dedication to the county.]
- f. Benton County Clerk

Signature blocks for Director, Benton County Department of Assessment and Director, Benton County Department of Finance, Auditing and Tax Collection:

ALL TAXES, FEES, ASSESSMENTS AND OTHER CHARGES AS PROVIDED BY ORS 92.095 HAVE BEEN PAID THROUGH JUNE 30, 200\_\_.

BY: \_\_\_\_\_  
Director, Benton County Department of Assessment      DATE

BY: \_\_\_\_\_  
Director, Benton County Department of      DATE  
Finance, Auditing and Tax Collection

27. When the filed exact copy plat is received from the Benton County Clerk of Records, notify or send copies of the plat to:
- a. County Assessor  
For the purpose of indexing planning, building, septic and survey records, all new parcels created by a partition plat shall be assigned a separate tax lot number, by notifying the Cartographer.
  - b. City of Corvallis Planning needs copy from owner.
  - c. City of Albany Planning, copy from owner. (Polyester film copy)
  - d. Emergency Services for new roads for addressing by notification.
  - e. Adair, Monroe, or Philomath Planning send copy if needed.

28. If the title companies ask for a copy call them to pick up plat.

2 copies	Lawyers Title	757-1466
2 copies	AmeriTitle	752-3415
1 copy	Fidelity National	754-7131
1 copy	Ticor Title	757-0071
1 copy	1st American Title	757-1344

29. Give the new legal file to the Secretary to file as dedicated. Secretary will start road files for each new road by name and number. Put new roads in road list and notify county addressing.

30. Make copy file and record plat in index and data base, scan plat and make GIS shape file.

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Joe Mardis, PLS  
Benton County Surveyor

Approved: \_\_\_\_\_ Date