

**SECTION 21.310 Final Subdivision Plat Approval**

Approval of a final subdivision plat is reviewed by the Planning Commission and subject to the provision of [Chapter 2](#).

**A. Application for Final Subdivision Approval:**

1. Before expiration of the validity of the preliminary subdivision plan approval obtained pursuant to [21.300](#), the applicant shall cause an Oregon licensed land surveyor to survey the subdivision and to prepare a final plat, in conformance with the approved preliminary plan.
2. The applicant shall initiate a request for final plat approval by filing with the Director a final plat, an exact reproducible copy, other supporting documents as described in B, Final Subdivision Plat Requirements through D, Performance Bond, below, and the appropriate fees as established by the County Governing Body.

**B. Final Subdivision Plat Requirements:**

1. The final plat shall be prepared in conformance with all provisions of this Section.
2. Prior to submission for final approval, the final subdivision plat shall be signed by all persons who own land in the subdivision and the mortgagees, or by their authorized representatives or any title-holder. The plat shall bear the signature and seal of the licensed land surveyor responsible for its preparation and certification that the plat has been correctly surveyed and properly monumented. All signatures must be with black ink.
3. Conformance to preliminary plan. The plat map shall substantially conform to the preliminary plan as approved.
4. Preparation. All plat maps shall be prepared by a professional land surveyor registered with the State of Oregon.
5. Format. The plats shall be drawn with an archival quality black permanent ink, approved by the County Surveyor, on 4 mil (minimum) thick polyester based transparent drafting film, or an

equivalent, matted on both sides, eighteen inches by twenty-four inches (18"x24") in size. The quality of said drafting film and any other drafting particulars will be subject to the County Surveyor's approval. No diazo process may be used.

6. Scale. The plat shall be drawn to a standard engineering scale sufficient to depict the subdivision of land approved by the County Surveyor.
7. Survey Accuracy. The survey for the plat shall be done in such 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 plat, whichever is greater.
8. Measurements. The subdivision plat shall contain the following measurements:
  - a. The boundary lines with distance and bearing of the exact location and width of existing or recorded streets intersecting the boundary.
  - b. The arc, length, chord length, chord bearing, radii, and central angles of curves.
  - c. Block indications, lot numbers and lot lines with dimensions in feet and hundredths and bearings and angles to street and alley lines.
  - d. The area of each lot in either acres, to the nearest 1/100th of an acre, or square feet.
  - e. All measured bearings or angles and distances separately indicated from those of record.
  - f. All monuments set and their relation to older monuments found. A detailed description of monuments found and set shall be included and all monuments set shall be separately indicated from those found.

Any additional information shall be typed or printed in narrative form.

9. Monuments. The subdivision plat shall contain the location, material, and size of all monuments which have been set. A monument shall be set at each of the following locations.
  - a. The Initial Point, which must be on the exterior boundary of the plat and must be marked with a monument meeting the specifications of [ORS 92.060\(1\)](#). The location of the monument shall be with reference by survey to a known corner per [ORS 92.060](#).
  - b. The exterior boundary including every angle point or curve point along the boundary lines. Any exceptions shall be allowed only with approval of the County Surveyor. All monuments for the exterior boundaries of a subdivision shall be set and referenced on the plat before the plat is offered for approval.
  - c. All lot corners, except lot corners of a cemetery. All monuments for the interior boundaries of a subdivision shall be set and referenced on the plat before the plat is offered for approval, unless the surveyor certifies the remaining monuments will be set. If the interior monuments

are not set prior to the approval of the plat:

- (1) The person performing the survey work shall, by affidavit, certify that the interior monuments will be set by a date specified by him, such a date not exceeding one year from the date of submission of the plat for approval. The County Surveyor may extend the one year period and such extension shall be in writing. The County Surveyor shall submit a written copy of the extension to the Director.
  - (2) The subdivider shall furnish to the Wasco County Surveyor's Office a bond or cash deposit, at the option of the Wasco County Surveyor's Office in the amount equal to not more than 120 percent of the County Surveyor's estimate of the cost to perform the work for the interior monumentation.
  - (3) Space will be provided on the face of the plat for endorsement of the recording reference to the plat copy to be filed upon completion of such interior monumentation.
  - (4) Upon completion of the interior monumentation, the person performing the survey shall indicate upon a copy of the plat that monumentation has been completed.
  - (5) The County Surveyor shall check the interior monumentation, and, if the conditions required on the tentative plan have been complied with, he shall so certify on the plat copy and file it with the County Clerk.
  - (6) The County Clerk shall file the plat copy and reference the filing number on the original plat. The County Clerk shall advise the County Surveyor of such number for notation on the plat previously filed with him.
- d. Flood Plain Monumentation for Subdivisions and Partitions. For subdivisions and partitions involving land in a flood plain, the following specifications shall apply:
- (1) A standard Bench Mark shall be a minimum of thirty-six inches (36") in depth and eight inches (8") in diameter, constructed of concrete with a brass cap set in the center. The brass cap shall bear the name of the Bench Mark, the year set and the agency or Registered Land Surveyor's license number. The Bench Mark shall be set at least thirty inches (30") in the ground in a stable, protected area of the partition or subdivision. The elevation established shall be 3rd order or higher.
  - (2) The Bench Mark location shall be indicated on the face of the Plat or Final Survey Map along with its name and elevation and the name, year, and elevation of the Bench Mark upon which the elevation is based.
  - (3) The level notes or a copy thereof shall be filed with the final map. Any exceptions shall be allowed only with the approval of the County Surveyor.
  - (4) Field notes and closure copies to County Surveyor:

(a) Copies of all lot closures, block closures and plat closures of the subdivision shall be furnished to the County Surveyor upon his request.

(b) If the interior monuments are not set prior to the approval of the plat, the field notes or legible copies for the original survey of the subdivision shall be furnished to the County Surveyor upon his request.

**10. Surveyor's Certificate.** The plat must include a Surveyor's Certificate, together with the seal and signature of the surveyor of record, to the effect that the surveyor has correctly surveyed and marked with proper monument the lands represented, including the initial point of the plat and its location, and 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.

**11. Declaration**

a. The plat shall include a declaration, taken before a notary public, stating that the declarant has caused the plat to be prepared in accordance with the provisions of [ORS 92](#).

b. Any dedication of land to public purposes or any public or private easements created, or any other restrictions made, shall be included in the Declaration.

c. 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.

d. If the plat contains any dedication or donation of land to public purposes, the holder of any mortgage or trust deed shall also execute the Declaration.

e. Notwithstanding the provisions of subsections a. to d., the fee owner, vendor or the mortgage or trust deed holder may record an affidavit consenting to the declaration, pursuant to ORS 92.075 (4).

**12. General Information.** The map shall comply with [ORS 209.250](#) and contain the following information in addition to the preliminary plan information except that 21.3 00(B)(1) – (8) shall not be required to be on the face of the plat:

a. Table indicating the approximate acreages of all existing and newly created parcels and lots.

b. Assessor Account Number for each existing property.

c. Planning Department File Number.

d. Legal description of the subdivision boundaries, area of the subdivision in acres, and the location of the subdivision by one-fourth section and Donation Land Claim, Township and Range.

- e. Subdivision block and lot boundary lines and street right-of-way and center lines with dimensions to the nearest 1/100th of a foot, bearings or deflection angles, radii, arcs, points of curvature, chord bearings and distances, and tangent bearings. Subdivision boundaries, lot boundaries, and street bearings shall be shown to the nearest thirty (30) seconds with basis of bearings.
- f. Names and width of the portion of streets being dedicated, the width of any existing right-of-way, and the width on each side of the center line. For streets on curvature, curve data shall be based on the street center line. In addition to the center line dimensions, the radius and central angle shall be indicated.
- g. Easements denoted by fine dotted lines, clearly identified and, if already of record, their recorded reference. If an easement is not of record, a certified copy of the easement shall be provided. The width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the subdivision must be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's declaration.
- h. Locations and widths of drainage channels, railroad rights-of-way, reserve strips at the end of stubbed streets or along the edge of partial width streets on the boundary of the subdivision.
- i. Numbering of blocks and lots, as follows:
  - (1) Block numbers beginning with the number "1" and continuing consecutively without omission or duplication throughout the subdivision. The numbers shall be solid, of sufficient size and thickness to stand out and so placed as not to obliterate any figure or lot numbers. In an addition to a subdivision of the same name, numbers shall be a continuation of the numbering in the original subdivision.
  - (2) Lot numbers beginning with the number "1" and numbered consecutively in each block.
- j. Ties to any city, county, or adjacent subdivision boundary lines.
- k. The course of all lines traced or established, giving the basis of bearing and the distance and course to a section corner, one-sixteenth corner or Donation Land Claim corner in Township and Range.
- l. Space for date and signature of the County officials specified in I below.
- m. Any conditions specified by the Approving Authority upon granting preliminary approval.
- n. A copy of the covenants, if any, that will be placed on the subdivision, including the volume and page(s) of recording with Wasco County.
- o. A copy of all documents relating to establishment and maintenance of private facilities, common areas and easements, including the volume and page(s) of recording with Wasco

County.

- p. A copy of all documents relating to additional requirements or restrictions required by the County as a condition of approval.
  - q. A declaration signed and acknowledged by all parties having any record title interest in the land consenting to the preparation and recording of the plat.
  - r. A declaration signed and acknowledged by all parties having any record title interest in the land dedicating all land intended for public use and common improvements, including but not limited to streets, roads, parks, sewage disposal and water supply systems the donation of which was made a condition of the approval of the tentative plan.
  - s. A narrative per [ORS 209.250\(2\)](#).
  - t. All subdivisions outside the boundaries of an irrigation district, drainage district, water control district, or district improvement company must file a statement of water rights. If a water right is appurtenant to the lands of the subdivision, the statement of water right and a copy of the subdivision plan must be submitted to the Oregon Water Resources Department. A copy of the acknowledgment from the Water Resources Department must be submitted with the final subdivision plat.
  - u. Any additional information made a condition of approval of the tentative plan.
- 13. Supplemental Information with Final Plat.** The following data shall accompany the final plat if requested by the Director or County Surveyor:
- a. A preliminary title report issued by a title insurance company in the name of the owner of the land, showing all parties whose consent is necessary and their interest in the premises.
  - b. Sheets and drawings showing the following:
    - (1) Traverse data including the coordinates of the boundary of the subdivision and ties to section corners and donation land claim corners, and showing the error of closure, if any.
    - (2) The computation of all distances, angles, and courses shown on the final map.
    - (3) Ties to existing monuments, proposed monuments, adjacent subdivision, street corners, and state highway stationing.
  - c. A copy of any dedication requiring separate documents.
  - d. A Plan and Profile showing the following:
    - (1) Widths of the proposed dedication throughout the length of the proposal.

- (2) Centerline alignment showing P.C. and P.T. stationing on all curves, necessary curve data and bearings of tangents.
  - (3) Ground line and grade line profile on the centerline of the proposed street or road.
  - (4) Vertical curve data showing P.I. elevations and stations, length of vertical curve and tangent grades.
  - (5) Proposed drainage structures, showing both size and type of structure.
  - (6) Earthwork distribution, i.e., volume of cuts and fills shown in appropriate haul distribution brackets.
  - (7) Provisions for waste or borrow areas if widened cuts or fills do not provide the desired balance of material.
  - (8) Toe of slope and top of cut lines showing the limits of the construction area within the dedication.
  - (9) Typical section of roadbed to be constructed.
  - (10) Sections lines, fractional section lines and/or Donation Land Claim lines tied to corner from which dedication description is prepared.
  - (11) Vicinity map in the upper left hand corner of the first plan sheet showing roughly the relationships of the proposed road to cities, state highways, county roads, or other well-defined topographical features.
  - (12) The stamp and signature of the registered Professional Engineer or qualified land surveyor preparing the plans.
- e. Cross Sections
- (1) Shall be platted on standard 10-square inch or CAD cross-section print-outs.
  - (2) Shall show proposed widened cuts or fill if these are needed for material balance.
- f. If sewer and/or water facilities are required as the condition of approval of the Final Plat, the following may be required to be submitted with the Final Plat:
- (1) Plans and profiles of proposed sanitary, and storm-water sewers, with grades, pipe sizes and the location of manholes indicated.
  - (2) Plans and profiles of the proposed water distribution system showing pipe sizes and the location of valves and fire hydrants.

- (3) Specification for the construction of all proposed sewer and water lines and other utilities.
  - (4) Grading plans and specifications as required for areas other than streets and ways.
  - (5) Planting plans and specifications for street trees and other plantings in public areas.
- 14. County Surveyor Fees:** The subdivider shall pay a subdivision review fee to the County Surveyor as provided in [ORS 92.100\(2\)](#) which is included in the cost at the time of application. In the event a second field and/or office check becomes necessary because of substantial discrepancies found in the first check, the County Surveyor may, at his discretion, charge a second fee or partial fee.