



FINAL PLAT CHECKLIST FOR SUBDIVISIONS AND PARTITIONS

SUBDIVISION NAME: _____ FILE NO. _____ DATE OF SUBMITTAL: _____
SURVEYOR: _____ PHONE: _____
DEVELOPER: _____ PHONE: _____

Note: Item Nos. 1 through 9 inclusive comprise the list of mandatory items required to initiate Final Plat review. If any of the first nine items is missing, submittal shall be considered incomplete. In accordance with MMC 10.162, submittal of Item No. 20 causes the 15-working-day maximum review schedule to commence. If construction of public improvements is not a condition of final plat approval, then Item Nos. 4, 7, and 8 are not required to initiate review.

- 1. Final Plat uploaded to Project Dox with pages combined as one PDF document
- 2. Written narrative on the face of map, or separate document (ORS 209.250)
- 3. Traverse data sheets
- 4. Improvement Plans (Can be submitted simultaneously with final plat)
- 5. Title Report dated within 15 days for checking; (one updated report when mylar is submitted for signature). Show easements with recording reference. Mortgagees and Trust Deed beneficiaries may need to join in the dedication statement.
- 6. Covenants, Conditions, and Restrictions (1 copy), or letter stating N/A
- 7. Land Division Agreement
- 8. Bonding amount summary, including post monumentation costs (ORS 92.065), if applicable
- 9. All Monuments must be set. If deferred, exterior & controlling monuments must be set (including back lot lines monuments).
- 10. *.dwg or *.dxf file of subdivision linework. (Optional)
(Developer provides all items above line to initiate final plat check.)
(Items 11 thru 23 are checked by City after commencement of final plat check.)
- 11. Title block to include "in the City of Medford." (MMC 10.162)
- 12. Show City Limits if adjacent to subdivision exterior boundary
- 13. Show control used to establish existing streets
- 14. Centerline monument RP notes
- 15. Required dedications (incl. PUE's and street plugs)
- 16. City Surveyor ORS & field check
- 17. Utility Engineer approval of easements and bonding quantities I.A.W. approved plans
- 18. City Attorney approval of Item Nos. 6 through 9
- 19. Parallel Review of plat content (Address, Fire, Water)
- 20. Bond for approved amount in item No. 9: \$ _____
- 21. City Attorney approval of Item No. 20
- 22. Final Plat fee amount approved by City Engineer in amount of \$ _____
- 23. Final Plat fees paid
- 24. Applicable staff report requirements, conformance to tentative plat lot configuration

NOTES