

Plat Review Pre-Submittal Checklist



Use this form as a initial guideline in order to prepare for your plat review. Plats must be reviewed for completeness by City staff before you submit the final plat Mylar and application for processing.

PRE-SUBMITTAL PACKAGE SHALL INCLUDE:		
Yes		An electronic copy (PDF) of the Proposed Final Plat
Yes		A Title Report for all affected properties, no older than 15-days. The Title Report shall include Hyperlink access to all easements/exceptions listed in the Report, or .PDFs of all documents shall be provided.
Yes	N/A	Operating Agreement for properties owned by an organization, such as a trust or limited liability corporation.
Yes	N/A	Conditions, Covenants, and Restrictions or Joint Access Easement and Maintenance Agreement are recorded.
Yes	N/A	Construction plans for required private and/or public improvements are approved, and permits have been issued.
Yes	N/A	All required improvements have been accepted by the City, or an improvement agreement/deferral agreement is recorded.
Yes	N/A	A Performance Security has been provided for required public improvements, if applicable.
Yes	N/A	"Notice of Decision" (Condensed Conditions of Approval) document recorded in the appropriate County jurisdiction. (This document is prepared by City Planning Staff)
Yes	N/A	Copies of off-site easements and right-of-way dedication have been provided to the City.
Yes	N/A	Verification of storm drainage maintenance agreement has been provided, if applicable
Yes	N/A	Post-monumentation certificate and identification of corners to be post-monumented are prepared and submitted to Development Services, if applicable. A post-monumentation deposit estimate will be prepared by the City Surveyor as part of the pre-submittal review. A check for the deposit estimate must be provided at the time of Mylar submittal.
Yes	N/A	A signed Affidavit of Consent from any fee owner, vendor, mortgage or trust deed holder, as required by ORS 92.075. Provide an Affidavit of Consent recording statement on the plat. See example Affidavit of Consent forms from Marion County- www.co.marion.or.us/PW/Survey/Documents/consentaffind1.pdf Polk County- www.co.polk.or.us/pw/affidavit-consent-form-plats
Yes	N/A	Subdivision name has been approved by the appropriate county jurisdiction. Provide documentation of approval with application. For phased subdivisions under different ownership, an Affidavit of Consent from the previous owner is required. (See example Affidavit of Consent for Marion County) www.co.marion.or.us/PW/Survey/Documents/SubNameAff.pdf

Yes	N/A	New street names have been reviewed and approved by City of Salem. Provide evidence of approval, if applicable.
Yes	N/A	Provide additional documentation or evidence, if not clearly obvious, to demonstrate compliance with conditions of approval.

Notes or Comments: _____
