

**Wasco County Surveyor's Office
Internal Process for Filing Surveys
Updated September 24, 2009**

1. Original Survey is submitted by Surveyor of Record
 - Survey, with payment of filing fee, is filed directly with County Surveyor (receipt can be mailed or given if requested).
 - PLA surveys (all cities, The Dalles, Mosier, etc.) must be sent to Assessor's Office for remapping, with DOR mapping fee.
 - Subdivisions, Partition Plats, Replats, and Property Line Adjustment "Plats" (for non-city PLA's, per Wasco County LUDO) are filed as surveys following recording at the Wasco County Clerk's Office.
 - Plat Review fees are included in application fees for WC plats, or collected at recording for all city plats.

2. Survey is filed in County Surveyor ' s Office
 - Reviewed by County Surveyor (paper copy is acceptable)
 - Use checklist
 - Publish minimum standards
 - 2 " x 2 " stamp created for upper right - hand corner:
Filed in Wasco County Surveyor's Office
Book ____ Page _____
Date: _____
By: _____
 - Survey Number is also noted in lower right margin.

3. Survey is Scanned
 - Original surveys are scanned and then filed in Survey Books.
 - Scanned images are e-filed in similar fashion, in Clerk's Plat directories and Surveyor's Survey Directories.
 - Images to DOR via e-mail.

4. Scanned image is electronically indexed
 - All surveys and plats are indexed into the Wasco County Survey Index System.
 - Paper card file is discontinued as of 9/5/2006, Bk14 Pg 105
 - Survey Number is added to the GIS maps to ultimately replacing the hand-entered paper maps. As of 9/24/2009 new survey numbers continue to be written into the old map books until digital layers are complete and checked.

5. Survey filed in Survey Books
 - Continue filing originals even though we rely mostly on scanned images.

6. Periodically upload to Off-site server
 - .ftp site provides redundancy and additional security
 - .ftp site is used to provide survey data to Wasco County's website
 - Upload frequency will be at least once per month for all LC sheets, surveys, and plats – to both the Clerk's and the Surveyor's directories.

The end result is to have all Wasco County Surveys and Plats scanned, indexed, and available to anybody on the County's website.