

MANUAL OF GUIDELINES FOR PLATTING IN MINNESOTA



INTRODUCTION

The objective of this manual is to establish statewide guidelines to assist land surveyors in the preparation and review of Subdivision Plats and Registered Land Surveys. Statutory requirements are cited along with recommendations in an effort to achieve quality and consistency of Subdivision Plats and Registered Land Surveys recorded in the State of Minnesota.

The procedures and guidelines outlined in this Manual are intended to supplement Minnesota Statutes, Chapters 505, 508, 508A as well as other statutes and local ordinances pertaining to subdivision platting. Careful consideration should be given to any statute, ordinance, administrative rule or policy that may conflict with the recommendations and guidelines contained within this manual.

This Manual of Guidelines for Platting in Minnesota is a joint publication of the Minnesota Society of Professional Surveyors (MSPS) and the Minnesota Association of County Surveyors (MACS) and will be reviewed periodically and revised as necessary.

This manual should be used in conjunction with individual county's Plat Manual Addendums where appropriate.

The U.S. Supreme Court in the 1995 case of Gutierrez de Martinez v. Lamagno 515 U.S. 417, found that the word "shall" is a false imperative that actually means "may." This manual will continue to use the word "shall" when quoting MN Statutes. The Manual Committee reviewed each use of the words "must" and "shall" and used the one that it felt was most appropriate in each case, with "must" indicating an imperative.

Please direct questions regarding the use of this manual to the county surveyor or the plat recording authority in the county where the project is located.

This manual has been reviewed and adopted for use by:

Minnesota Society of Professional Surveyors

Minnesota Association of County Surveyors

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PART I

DOCUMENT SUBMITTAL

GENERAL REVIEW and MEDIA SUBMISSION REQUIREMENTS and GUIDELINES

PLAT/REGISTERED LAND SURVEY APPROVAL PROCEDURES

- I. Check with the appropriate County and Local Government (city/township) staff for:
 - i. Number of Prints
 - ii. Plat review fee
 - iii. Copies of acceptable ownership and interest documents **[Minn. Stat. § 505.03, Subd. 1]**
 - iv. Copies of recorded documents of all relevant public easements encumbering the property that are known to the surveyor or disclosed in a title commitment provided to the surveyor.
 - v. Mathematical solutions for closure of all lots, outlots, parks, easements, boundaries and ties to lot clusters
 - vi. Other documents required for the plat

MEDIA REQUIREMENTS FOR RECORDING A PLAT

- I. Submit the required 22-inch X 34-inch X 4 mil, (minimum thickness) film transparency(ies) of the approved final plat. **[Minn. Stat. § 505.021, Subd. 1]** All film transparencies presented for filing shall be made by a photographic reproduction process only. The transparency that is to be the official plat may be required to be labeled "OFFICIAL PLAT" and any copy may be required to be labeled "COPY", located in the center of the top margin (verify with County Addendum). Failure to use a photographic process may result in rejection of the plat.
- II. Check with the local County Recorder/Registrar of Titles for the requirement of any additional transparencies, paper prints, reductions, etc.

MEDIA REQUIREMENTS FOR RECORDING A REGISTERED LAND SURVEY

- I. Submit the required 22-inch X 34-inch X 4 mil, (minimum thickness) film transparency (ies) of the approved final registered land survey. **[Minn. Stat. § 508.47, Subd. 4]** All film transparencies presented for filing shall be made by a photographic reproduction process only. **[Minn. Stat. § 508.47, Subd. 4]** The transparency that is to be the official plat may be required to be labeled "OFFICIAL PLAT" and any copy may be required to be labeled "COPY", located in the center of the top margin (verify with County Addendum). Failure to use a photographic process may result in rejection of the registered land survey.
- II. Check with the local County Recorder/Registrar of Titles for the requirement of any additional transparencies, paper prints, reductions, etc.

PLAT MONUMENTS FIELD VERIFICATION

The existence of outside boundary plat monuments may be field verified prior to approval of the final plat or registered land survey. The local government agency may require a financial guarantee to ensure the placement of monuments that were not set prior to recording.

Plat monuments shall be set at all angle and curve points on the outside boundary lines of the plat prior to recording. Plat monuments shall be set at all other block, lot, outlot, park, survey line and witness corners within one year of the recording of the plat. The local government agency may require a financial guarantee to ensure the placement of monuments. If it is impracticable to set a plat monument, a witness plat monument shall be set. The license number of the land surveyor that certifies the plat shall be affixed to all set plat monuments. **[Minn. Stat. § 505.021, Subd. 10]**

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PART II

DOCUMENTATION

PLATS

1. PLAT NAME

- I. The plat name shall be in capital letters in all locations where the name appears on the plat. **[Minn. Stat. § 505.021, Subd. 2]** Place the name of the plat, identical to the name of the plat as recited in the dedication paragraph and recording certificate(s), across the top (34-inch side) of the plat in CAPITAL LETTERS without underlines.
- II. Do not show the name of the municipality adjacent to the plat name on the sheet (*unless it is part of the official plat name*). This will eliminate the possibility of someone assuming the municipal name is part of the official plat name.
- III. The plat name shall not duplicate or be similar to the name of any plat that is in the office of the county recorder or registrar of titles in the county in which the land is located. **[Minn. Stat. § 505.021, Subd. 2]** Examples of unacceptable similarities:

**English alphabet only

ANDERSENS ADDITION.....ANDERSONS ADDITION

FISCHER ADDITION.....FISHER ADDITION

HAYES ADDITION..... HAYS ADDITION

EXPAND ADDITION.....XPAND ADDITION

BLACKACRE FOURTH ADDITION 2ND ADDITION

AUDITOR'S SUBDIVISION NO. TWELVE SECOND ADDITION

- IV. Keep the plat names short and simple, using the English alphabet only. Do not use hyphens, apostrophes, commas, etc. in the plat name.
- V. Plat names with the words "REPLAT" and "REARRANGEMENT" (examples below) are discouraged.
 - i. REPLAT OF BLOCK 2, CIRCLE ADDITION
 - ii. REARRANGEMENT OF BLOCK 2, CIRCLE ADDITION
- VI. The use of leading numerals in the plat name (example below) is discouraged.
 - iii. Do not use: 1 CHATHAM PLACE
 - iv. Instead use: ONE CHATHAM PLACE
- VII. Avoid the utilization of "FIRST ADDITION" (example below)
 - v. Do not use: JOHNSONS FIRST ADDITION
 - vi. Instead use: JOHNSONS ADDITION and later JOHNSONS SECOND ADDITION

2. ALL PLATS MUST CONTAIN

- I. Notification of Interest (*Page 9-18*)
- II. Owner(s) Acknowledgment (s) (*Page 9-18*)
- III. Surveyor Certificate and Acknowledgment (*Page 20*)
- IV. Advisory Review and/or Approvals (*Page 21*)
- V. Governing Body Approval Certificate (*Page 22*)
- VI. Taxation Forms (*Page 24*)
- VII. County Surveyor Approval (*Page 25*)
- VIII. Recording Certificates (*Page 26*)

3. NOTES

- I. The plat shall contain a complete and accurate description of each tract of land being platted. **[Minn. Stat. § 505.021, Subd. 2]** Although, Minn. Stat. § 505.021 Subd. 5 states "Bearings, azimuths, and central angles shall be expressed in degrees, minutes, and seconds and labeled with the respective symbols", Minn. Stat. § 505.021 Subd. 2 provides no specific direction regarding the legal description. A common reference is the composition standard in *Fant, Freeman & Madson on Writing Land Descriptions* (formerly Report 4), which recommends that "Bearings should be capitalized and spelled out with no punctuation" [between bearing directions] (*Fant, Freeman & Madson, page 44*).
- II. Vacated right-of-way must be described and included in the title work. The phrase "...and that portion of the vacated road that accrues there to", without additional mathematical information to determine accrued portion, is not a sufficient legal description.
- III. The legal description shown on plats of land registered in the Torrens system must be identical to the Certificate of Title. If errors or typographical errors exist, it must be brought to the attention of the County Surveyor and/or Examiner of Titles for possible changes.
- IV. In the plat description, use English letters and Arabic numerals to designate distances, degrees, minutes, seconds, government lots, sections, townships, ranges, etc.
- V. The marital status of individual owners shall appear on the plat. **[Minn. Stat. § 505.021, Subd. 3]**
- VI. The marital status of the owner must be stated in the first paragraph of the dedication and in the acknowledgement. **[Atty. Gen. Opinion, Aug. 30, 1961] [Minn. Stat. § 505.021, Subd. 3]**
- VII. The names and signatures of all fee owners, contract for deed vendees and mortgage holders of record, of the land being platted shall appear on the plat, together with a statement as to

their interest. **[Minn. Stat. § 505.021, Subd. 3]** *See Example 4 below regarding mortgage consent to plat.*

- VIII. Partnerships shall identify the type of partnership (limited partnership, etc.) and the state in which the partnership is organized.
- IX. Entities shall be identified by the specific type of entity and the jurisdiction in which the entity is organized. **[Minn. Stat. § 505.021, Subd. 3]** Agents or officers for an entity shall state their position with the entity.

4. NOTIFICATION OF INTEREST, DEDICATION OR DONATION, AND OWNER(S)
ACKNOWLEDGEMENT(S) EXAMPLES

I. **Example 1: Individual Owner**

KNOW ALL PERSONS BY THESE PRESENTS: That John M. Doe, a single person, fee owner of the following described property:

The South Half of the South Half of the Northeast Quarter of Section 15, Township 30 North, Range 22 West,
_____ Principal Meridian, _____ County.

Has caused the same to be surveyed and platted as INDEPENDENT ESTATES PLAT TWO and does hereby dedicate to the public for public use the public way(s) and/or drainage and utility easement(s) as created by this plat.

In witness whereof said John M. Doe, a single person, has hereunto set his hand this _____ day of _____, 20____.

John M. Doe

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by John M. Doe.

(Notary Signature) Notary Public, _____ County, Minnesota

(Notary Printed Name) My Commission expires _____

NOTE: Widows and widowers should be listed as a single person

II. Example 2: Contract Purchaser

KNOW ALL PERSONS BY THESE PRESENTS: That John M. Doe, a single person, fee owner and Ryan D. Smith, a single person, contract purchaser of the following described property:

The South Half of the South Half of the Northeast Quarter of Section 15, Township 30 North, Range 22 West, _____ Principal Meridian, _____ County.

Have caused the same to be surveyed and platted as INDEPENDENT ESTATES PLAT TWO and do hereby dedicate to the public for public use the public way(s) and/or drainage and utility easement(s) as created by this plat.

In witness whereof said John M. Doe, a single person, has hereunto set his hand this ____ day of _____, 20____.

John M. Doe

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by John M. Doe.

(Notary Signature) Notary Public, _____ County, Minnesota

(Notary Printed Name) My Commission expires _____

In witness whereof said Ryan D. Smith, a single person, has hereunto set his hand this ____ day of _____, 20____.

Ryan D. Smith

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by Ryan D. Smith.

(Notary Signature) Notary Public, _____ County, Minnesota

(Notary Printed Name) My Commission expires _____

III. Example 3: Married Persons with mortgagee signing plat

KNOW ALL PERSONS BY THESE PRESENTS: That John W. Doe, and Mary K. Doe, husband and wife, owners and Premier Banks, a Minnesota Corporation, mortgagee of the following described property:

Lot 1, Block 1, ABC ADDITION, Wright County, Minnesota

Have caused the same to be surveyed and platted as XYZ ADDITION and do hereby dedicate to the public for public use the public way(s) and/or drainage and utility easement(s) as created herewith and do hereby donate to the Township of _____ the park(s) as shown on this plat.

In witness whereof said John W. Doe, and Mary K. Doe, husband and wife, have hereunto set their hand this ____ day of _____, 20____.

John W. Doe

Mary K. Doe

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by John W. Doe and Mary K. Doe, husband and wife.

(Notary Signature)

Notary Public, _____ County, Minnesota

(Notary Printed Name)

My Commission expires _____

In witness whereof said Premier Banks, Minnesota corporation, has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

Douglas A. Schultz, President

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by Douglas A. Schultz, President of Premier Banks, a Minnesota corporation, on behalf of the corporation.

(Notary Signature)

Notary Public, _____ County, Minnesota

(Notary Printed Name)

My Commission expires _____

IV. **Example 4: Mortgage Consent**

A mortgage holder may consent to the plat by a written acknowledged statement in lieu of the mortgage holder's name and signing appearing on the plat. **[Minn. Stat. § 505.021, Subd. 3]**

CONSENT TO FILE PLAT

DATE: (month day, year)

(lender's name), holder of that certain mortgage dated *(month day, year)* and filed for record *(month day, year)*, as document number *(for the record mortgage)*, in the office of the County Recorder/Registrar of Titles of *(county name)* County, Minnesota, hereby consents to the filing of that certain plat of *(name of plat to be recorded)*, described as follows:

(insert legal description per mortgage document)

And hereby joins in and agrees that its interest in the land platted is subject to easements and dedications set forth in the plat as recorded in the office of the County Recorder/Registrar of Titles.

(lender's name)

BY: _____
(officer's name and title)

STATE OF MINNESOTA

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by *(names of person(s))* as _____ *(type of authority, e.g., officer, trustee, etc.)* of _____ *(name of party on behalf of whom the instrument was executed)*.

(Signature of person taking acknowledgement)

(Notary Signature)

Notary Public, _____ County, Minnesota

(Notary Printed Name)

My Commission expires _____

This instrument was drafted by:
(name)
(address)

V. **Example 5: Corporate and Multiple Owners Signing**

KNOW ALL PERSONS BY THESE PRESENTS: That National Realty Company, a Minnesota corporation, owner of the following described property:

Tract A, Registered Land Survey No. 500, Ramsey County, Minnesota

And that Jane Doe, a single person, fee owner of the following described property:

OUTLOT B, MACS ADDITION, Ramsey County, Minnesota

The Torrens portion is described as that part of OUTLOT B, MACS ADDITION lying southerly of the north line of the Southwest Quarter of Section XX, Township XXX, Range XX.

Have caused the same to be surveyed and platted as DAISY LANE FIFTH ADDITION and do hereby dedicate to the public for public use the public way(s) and/or drainage and utility easement(s) as created herewith and do hereby donate to the City of New Brighton the park(s) as shown on this plat.

In witness whereof said National Realty Company, a Minnesota corporation, has caused these presents to be signed by its proper officers this ____ day of _____, 20____.

John Q. Smith, President

James L. Lake, Vice President

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by John Q. Smith, President and James L. Lake, Vice President, of National Realty Company, a Minnesota corporation, on behalf of the corporation.

(Notary Signature) Notary Public, _____ County, Minnesota

(Notary Printed Name) My Commission expires _____

In witness whereof said Jane Doe, a single person, has hereunto set her hand this ____ day of _____, 20____.

Jane Doe

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by Jane Doe.

(Notary Signature) Notary Public, _____ County, Minnesota

(Notary Printed Name) My Commission expires _____

VI. **Example 6: Limited Liability Company (LLC)**

KNOW ALL PERSONS BY THESE PRESENTS: That Apache Redevelopment, LLC, a Minnesota limited liability company, owner of the following described property:

Lot 7, Block 1, SILVER LAKE CENTER, McLeod County, Minnesota

And

That part of vacated Frank Street West, lying easterly of the southerly extension of the west line of said Lot 7, Block 1, SILVER LAKE CENTER, McLeod County, Minnesota.

Has caused the same to be surveyed and platted as SILVER LAKE VILLAGE and does hereby dedicate to the public for public use the public way(s) and/or drainage and utility easement(s) as created by this plat.

In witness whereof said Apache Redevelopment, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

Apache Redevelopment, LLC

_____, Chief Manager

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by _____, Chief Manager of Apache Redevelopment, LLC, a Minnesota limited liability company.

(Notary Signature) Notary Public, _____ County, Minnesota

(Notary Printed Name) My Commission expires _____

VII. Example 7: Partnership

KNOW ALL PERSONS BY THESE PRESENTS: That Heights Town Square Limited Partnership, a Minnesota limited partnership, owner of the following described property:

Lot 1, Adams Rearrangement of Lots Fifteen (15) Sixteen (16) Seventeen (17) And Eighteen (18) In Monarch Addition to Minneapolis and Lot One (1) Block (1) In Burgess Addition to Minneapolis, Hennepin County, Minnesota

And

Tract A, Registered Land Survey No. 73, Hennepin County, Minnesota.

Has caused the same to be surveyed and platted as HEIGHTS TOWN SQUARE SECOND and does hereby dedicate to the public for public use the public way(s) and/or drainage and utility easement(s) as created by this plat.

In witness whereof said Heights Town Square Limited Partnership, a Minnesota limited partnership, has caused these presents to be signed by its proper partner this ____ day of _____, 20____.

Signed: Heights Town Square Limited Partnership
By: Sherman Associates, Inc., a Minnesota corporation, General Partner

George E. Sherman, President

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by George E. Sherman, President of Sherman Associates, Inc., a Minnesota corporation, General Partner of Heights town Square Limited Partnership, a Minnesota limited partnership, on behalf of the partnership.

(Notary Signature) Notary Public, _____ County, Minnesota

(Notary Printed Name) My Commission expires _____

VIII. Example 8: Trust

KNOW ALL PERSONS BY THESE PRESENTS: That Richard M. Hansen and Jane A. Hansen as Trustees of the Richard M. Hansen and Jane A. Hansen Revocable Trust, dated _____, owners of the following described property situated in Mahnommen County, Minnesota:

The North 293 feet of Lots 4 and 5, CITY VIEW GARDEN LOTS, except the East 56 feet of said Lot 4, and except the West 3.34 feet of said Lot 5.

Have caused the same to be surveyed and platted as DICK AND JANES COMMERCIAL CENTER and do hereby dedicate to the public for public use the public way(s) and/or drainage and utility easement(s) as created by this plat.

In witness whereof said Richard M. Hansen and Jane A. Hansen, Trustee of Richard M. Hansen and Jane A. Hansen Revocable Trust, dated _____, have hereunto set their hands this ____ day of _____, 20____.

Richard M. Hansen, Trustee of the
Richard M. Hansen and Jane A. Hansen
Revocable Trust, dated _____

Jane A. Hansen, Trustee of the
Richard M. Hansen and Jane A. Hansen
Revocable Trust, dated _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by Richard M. Hansen and by Jane A. Hansen, Trustees of the Richard M. Hansen and Jane A. Hansen Revocable Trust, dated _____.

(Notary Signature)

Notary Public, _____ County, Minnesota

(Notary Printed Name)

My Commission expires _____

NOTE: 1) Whenever a plat is executed by trustees, the Trust Instrument or a Certificate of Trust must be filed; an Affidavit of Trustee must also be filed in the office of the County Recorder and/or Registrar of Titles.

2): Whenever any part of the land included in the plat is owned by a trustee and is registered property (Torrens) and on the plat language of conveyance (such as a dedication of easements) affecting the registered property an Examiner of Titles Directive may be required according to Minnesota Statutes, Section 508.62. Please consult the Examiner of Titles or Registrar of Titles (depending on county) for details.

IX. Example 9: Life Estate

KNOW ALL PERSONS BY THESE PRESENTS: That John W. Doe, and Mary K. Doe, husband and wife, owners of the following described property subject to life estate of Beverly J. Taber, a single person:

Lots 6 and 7, Auditor's Subdivision No. 20, Mille Lacs County, Minn.;
All that part of Lot 19, Auditor's Subdivision No. 20, Mille Lacs County, Minn. which lies Southerly of the North line extended Westerly of Lot 6 of said Auditor's Subdivision Number 20.

And

Lot 6, Block 1, "Bayside Addition", Mille Lacs County, Minn.

Have caused the same to be surveyed and platted as FISH HAVEN and do hereby dedicate to the public for public use the public way(s) and/or drainage and utility easement(s) as created by this plat.

In witness whereof said John W. Doe, and Mary K. Doe, husband and wife, have hereunto set their hands this ____ day of _____, 20____.

John W. Doe

Mary K. Doe

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by John W. Doe and Mary K. Doe.

(Notary Signature)

Notary Public, _____ County, Minnesota

(Notary Printed Name)

My Commission expires _____

In witness whereof said Beverly J. Taber, a single person, has hereunto set her hand this ____ day of _____, 20____.

Beverly J. Taber

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by Beverly J. Taber, a single person.

(Notary Signature)

Notary Public, _____ County, Minnesota

(Notary Printed Name)

My Commission expires _____

X. **Example 10: Attorney-In-Fact**

KNOW ALL PERSONS BY THESE PRESENTS: That Richard Cogan, a single person, owner of the following described property:

The east half of Government Lot 4, Section 25, Township 29 North, Range 24 West, Hennepin County, Minnesota

Has caused the same to be surveyed and platted as COGAN V COOK BLUFFS and does hereby dedicate to the public for public use the public way(s) and/or drainage and utility easement(s) as created by this plat and does hereby donate to the City of Minneapolis, Riverside Park as shown on this plat.

In witness whereof Christine Benton, Attorney-In-Fact for Richard Cogan, a single person, has hereunto set her hand this ____ day of _____, 20____.

Christine Benton
Attorney-In-Fact for
Richard Cogan, a single person

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by Christine Benton, Attorney-In-Fact for Richard Cogan, a single person.

(Notary Signature) Notary Public, _____ County, Minnesota

(Notary Printed Name) My Commission expires _____

NOTE: When executed by an Attorney-In-Fact, the original Power of Attorney Document must be filed in the office of the County Recorder/Registrar of Titles.

Additional Examples:

I. Example 11: Trusts

For plats containing Torrens property being signed by a Trust, see the Examiner of Titles signature block under Recording Certificates

KNOW ALL PERSONS BY THESE PRESENTS: That Mary R. Doe, Trustee of the John W. Doe revocable trust dated July 31st, 1998, fee owner of the following described property to wit:

II. Example 12: Personal Representative (Deceased Owner)

KNOW ALL PERSONS BY THESE PRESENTS: That Jane B. Doe, Personal Representative of the estate of John E. Doe, a single person, fee owner of the following described property to wit:

III. Example 13: Guardianship

KNOW ALL PERSONS BY THESE PRESENTS: That Mary R. Doe, Guardian of the John W. Doe revocable trust dated July 31st, 1998, fee owner of the following described property to wit:

IV. Example 14: Housing and Redevelopment Authority

KNOW ALL PERSONS BY THESE PRESENTS: That the Housing and Redevelopment Authority of the City of Anoka, Minnesota, a body corporate and politic under the laws of the State of Minnesota, owner of the following described property situated in the City of Anoka, County of Anoka, State of Minnesota:

V. Example 15: Incorporated Municipality

KNOW ALL PERSONS BY THESE PRESENT: That the City of Stillwater, a Minnesota municipal corporation, owner of the following described property situated in the City of Stillwater, County of Washington, State of Minnesota:

5. SURVEYOR CERTIFICATE AND ACKNOWLEDGEMENT

(Certification must comply with Minnesota Administrative Rules 1800.4200 Certification and Signature)

I (surveyor's name) do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20____.

(Print name of surveyor), Licensed Land Surveyor
Minnesota License No. _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by (name of surveyor), a Licensed Land Surveyor, Minnesota License No. XXXXX.

(Notary Signature)

Notary Public, _____ County, Minnesota

(Notary Printed Name)

My Commission expires _____

6. ADVISORY REVIEW AND/OR APPROVAL FORMS

NOTE: Some jurisdictions require plats to be signed by advisory bodies or individuals. Included below are examples of typical formats. Check with local platting authorities in the County, City and/or Township in which the plat is located for the exact form(s) and the appropriate number of signature blocks to use.

I. CITY PLANNING COMMISSION

<i>(City Name)</i> Planning Commission	
Be it known that at a meeting held on the ____ day of _____, 20____, the Planning Commission of the City of <i>(Name)</i> , Minnesota, did <i>(review and/or approve)</i> this plat of <i>(Plat Name)</i>	
Planning Commission, City of <i>(Name)</i> , Minnesota	
By _____, Chairperson	By _____, Secretary

II. TOWNSHIP OR CITY PLANNING COMMISSION

Approved by the Planning Commission of the <i>(Township or City)</i> of <i>(County)</i> , Minnesota, the ____ day of _____, 20____.	
By _____, <i>(title)</i>	By _____, <i>(title)</i>

III. COUNTY PLANNING COMMISSION APPROVAL

Nobles County Planning Commission	
Be it known that at a meeting held on the ____ day of _____, 20____, the Planning Commission of the City of <i>(Name)</i> , Minnesota, did <i>(review and/or approve)</i> this plat of <i>(Plat Name)</i>	
Planning Commission, County of Nobles, Minnesota	
By _____, Chairperson	By _____, Secretary

IV. CITY ATTORNEY APPROVAL

(City Name) Attorney

This plat of (Plat Name) was reviewed and approved by the City Attorney for the City of (Name), Minnesota, the _____ day of _____, 20____.

By _____, City Attorney

Approved as to form and execution this ____day of _____,20____.

I do hereby certify that proper evidence of title has been presented to and examined by me and I approve the plat as to form and execution this ____day of _____,20____.

By _____, City/County Attorney

V. TITLE OPINION

I, (name of attorney), Licensed Attorney, State of Minnesota, do hereby certify that the owners as indicated heron represent all ownership interest in the land encompassed by this plat.

(name of attorney), Licensed Attorney

7. GOVERNING BODY APPROVAL CERTIFICATES

Plats that subdivide land are subject to the approval of the elected body of the local governmental units exercising authority over the subdivision of the land. **[Minn. Stat. § 505.03, Subd. 1]**

Plats that only delineate existing parcels or comply with a minor subdivision procedure may be approved by a local government official designated by the governing body of the local governmental unit exercising authority over the subdivision of land. **[Minn. Stat. § 505.03, Subd. 1]**

NOTES:

- 1) Consult with the local governing body for appropriate language used in a certificate of approval by a local government official on a plat of a minor subdivision or a plat used only to delineate the boundaries of an existing parcel.
- 2) Provide a 2-inch by 2-inch space for the application of the governing body seal adjacent to the governing body approval certificate, when it is required.

The following examples are for city council or township board of supervisors' approval:

I. CITY COUNCIL

City Council, City of *(Name)*, Minnesota

This plat of *(Plat Name)* was approved and accepted by the City Council of the City of *(Name)*, Minnesota at a regular meeting thereof held the _____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd.2.

City Council, City of *(Name)*, Minnesota

By: _____
(Signature of person and title designated by approving authority)

By: _____
(Signature of person and title designated by approving authority)

II. TOWN BOARD OR CITY COUNCIL

This plat of *(Plat Name)* was approved by the *(Town Board or City Council)* of *(Town or City)*, Minnesota, the _____ day of _____, 20____, and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subd.2.

City Council, City of *(Name)*, Minnesota

By: _____
(Signature of person and title designated by approving authority)

By: _____
(Signature of person and title designated by approving authority)

III. TOWNSHIP BOARD OF SUPERVISORS

Township of *(Williams)*

I/We do hereby certify that on the _____ day of _____, 20____, the Board of Supervisors for the Township of *(Williams)*, *(Aitken)* County, Minnesota, approved this plat of *(Plat Name)* and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd.2.

(Signature of person and title designated by approving authority)

IV. COUNTY BOARD

(Name) County Board

I/We do hereby certify that on the _____ day of _____, 20____, the Board of Commissioners of (Name) County, Minnesota, approved this plat of (Plat Name) and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd.2.

(Signature of person and title designated by approving authority)

Attest: _____

8. TAXATION FORMS

NOTE: Each county determines how taxation issues are handled. These are some examples of typical forms. Check with the local governing body for appropriate language used in the county in which the plat is located.

I. COUNTY WITH SEPARATE AUDITOR AND TREASURER DUTIES

County Auditor, (Name) County, Minnesota

Pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes on the land hereinbefore described on this plat and transfer entered this _____ day of _____, 20_____.

(Name) County Auditor

_____, Auditor By: _____, Deputy

County Treasurer, (Name) County, Minnesota

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable for the year 20____ on the land hereinbefore described have been paid this _____ day of _____, 20_____.

(Name) County Treasurer

_____, Treasurer By: _____, Deputy

II. COUNTY WITH COMBINED AUDITOR AND TREASURER DUTIES:

<p>Department of Property Records and Revenue</p> <p>Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable for the year 20__ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20__.</p> <p>_____, Director Department of Property Records and Revenue</p> <p>By: _____, Deputy</p>
--

9. COUNTY SURVEYOR APPROVAL

- I. All plats prepared for recording are subject to approval by the county surveyor in accordance with Minnesota Statute section 389.09, subdivision 1, and/or as authorized by their respective county board of commissioners. **[Minn. Stat. § 505.021, Subd. 11]**
- II. In any county that requires review and approval of plats by the county surveyor or another land surveyor, the plat shall contain a certification of approval executed by the county surveyor or land surveyor that this plat is in compliance with Minnesota Chapter 505. **[Minn. Stat. § 505.021, Subd. 9(c)]**

NOTE: These sections provide for plat review and approval by the county surveyor or by another licensed land surveyor when authorized by the county board.

- III. Some counties may have specific enabling legislation or a county ordinance that provides for review and/or approval of plats and may require a reference to the legislation or ordinance within the approval statement. This may also include specific language for certification. Refer to county addendums if applicable.

I. COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20____.

(Name)
(County Name) Surveyor

II. LICENSED SURVEYOR OTHER THAN COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20____.

(Print Name), Licensed Land Surveyor
Minnesota License No. _____

10. RECORDING CERTIFICATES

NOTE: If a plat consists of both abstract and Torrens property, a recording certificate for both the County Recorder and Registrar of Titles must be provided.

I. COUNTY RECORDER

NOTE: Check with each individual county

County Recorder, County of (Name), State of Minnesota

I hereby certify that this plat of (name of plat in CAPITAL LETTERS exactly as appears in dedication) was filed in the office of the County Recorder for public record on this _____ day of _____, 20____, at _____ o'clock ____M. and was duly filed in Book _____ of Plats, Page _____, as Document Number _____.

_____, County Recorder By _____, Deputy

II. REGISTRAR OF TITLES

NOTE: Check with each individual county

Registrar of Titles, County of (Name), State of Minnesota

I hereby certify that this plat of (name of plat in CAPITAL LETTERS exactly as appears in dedication) was filed in the office of the Registrar of Titles for public record on this _____ day of _____, 20____, at _____ o'clock ____M. and was duly filed in Book _____ of Plats, Page _____, as Document Number _____.

_____, Registrar of Titles By _____, Deputy

REGISTERED LAND SURVEYS

NOTE: Check with each individual county for specific requirements

Registered Land Surveys identify registered (Torrens) lands in accordance with Minnesota Statutes, Section 508.47. Registered Land Surveys shall be approved in the manner required for the approval of subdivision plats, except registered land surveys are not signed by landowners and may not dedicate or donate any public rights.

1. REGISTERED LAND SURVEY REQUIREMENTS

NOTE: The following items are an overview of recommendations to be used together with the requirements of Minnesota Statutes, Section 508.47, Subd. 4, and Section 508A.47, Subd.4.

- I. 22 inches by 34 inches in size
- II. Recite the legal description exactly as it appears on the current Certificate of Title
- III. Show all boundary measurements
- IV. Show measurements of all tracts
- V. Show the direction of all lines
- VI. Show durable monuments at appropriate corners
- VII. Show all tracts lettered consecutively beginning with "A"
- VIII. Show multi-level tracts with an elevation view with the location and elevation of a benchmark.
- IX. Place a border line one-half inch inside the outer edge of the plat on the top and bottom 34-inch sides; and the right 22-inch side; and two inches inside the outer edge of the plat on the left 22-inch side.
- X. A vicinity or location map is recommended

2. CERTIFICATES

- I. Surveyor Certificate (*Page 28*)
- II. Governing Body Approval Certificate (*Page 28*)
- III. Taxation Forms (*Page 30*)
- IV. County Surveyor Certificate (*Page 31*)
- V. Registrar of Titles Certificate (*Page 31*)

II. CITY COUNCIL

City of _____

I/We do hereby certify that on the _____ day of _____, 20 _____, the City Council of the City of *(Name)*, Minnesota, has approved this Registered Land Survey.

*(Signature of person(s) and title(s) designated
by approval authority)*

III. COUNTY BOARD

(Name) County Board

I/We do hereby certify that on the _____ day of _____, 20 _____, the Board of Commissioners of *(Name)*, County, Minnesota, has approved this Registered Land Survey.

*(Signature of person(s) and title(s) designated
by approval authority)*

TAXATION FORMS

NOTE: Each county determines how taxation issues are handled. These are some examples of typical forms. Check with the local governing body for appropriate language used in the county in which the Registered Land Survey is located.

I. Example for a separate Auditor and Treasurer.

County Auditor, (Name) County, Minnesota

Pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes on the land hereinbefore described on this Registered Land Survey and transfer entered this _____ day of _____, 20____.

(Name) County Auditor
_____, Auditor By: _____, Deputy

County Treasurer, (Name) County, Minnesota

Pursuant to Minnesota Statutes, Section 508.47, Subd. 4 and/or 508A.47, Subd.4, (whichever is applicable), taxes payable for the year 20__ on the land hereinbefore described have been paid this _____ day of _____, 20____.

_____, Treasurer By: _____, Deputy

II. Example with combined Auditor and Treasurer duties:

Department of Property Records and Revenue

Pursuant to Minnesota Statutes, Section 508.47, Subd. 4 and/or Section 508A.47, Subd.4, (whichever is applicable) taxes payable in the year 20__ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes on the land hereinbefore described on this Registered Land Survey and transfer entered this _____ day of _____, 20____.

_____, Director
Department of Property Records and Revenue

By: _____, Deputy

COUNTY SURVEYOR CERTIFICATE

County Surveyor

Pursuant to Minnesota Statutes, Section 389.09, Subd. 1, this Registered Land Survey is approved this _____ day of _____, 20_____.

Name
_____ County Surveyor

REGISTRAR OF TITLES CERTIFICATE

Registrar of Titles, County of _____, State of Minnesota

I hereby certify that this Registered Land Survey No. _____ was filed in this office this office this _____ day of _____, 20_____, at _____ o'clock ____M., as Document No. _____.

Registrar of Titles
By _____, Deputy

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PART III
GRAPHICS

MEDIA TYPE

A plat shall be prepared on four mil transparent reproducible film or the equivalent and shall be prepared by a photographic process. **[Minn. Stat. § 505.021, Subd. 1]**

PLAT SIZE

Plat sheet size shall be 22 inches by 34 inches. **[Minn. Stat. § 505.021, Subd. 1]**

BORDER

A border line shall be placed one-half inch inside the outer edge of the plat on the top and bottom 34-inch sides; and the right 22-inch side; and two inches inside the outer edge of the plat on the left 22-inch side. **[Minn. Stat. § 505.021, Subd. 1]**

SHEET NUMBERING

- I. If a plat consists of more than one sheet, the sheets shall be numbered consecutively. **[Minn. Stat. § 505.021, Subd. 1]** Show the individual sheet number and the total number of sheets in the lower right corner of the plat outside of the border.

Example:

Sheet 1 of 3 Sheets

Sheet 2 of 3 Sheets

Sheet 3 of 3 Sheets

- II. Place the dedication portion of the plat on Sheet 1 whenever practicable.

PLAT SCALE

- I. Use a standard Engineer's scale to establish the scale of the plat.
- II. A graphic scale shall be shown along with the label "Scale In Feet." **[Minn. Stat. § 505.021, Subd. 5]**

Example:



The statement "1 inch = xx feet" is not recommended to be included on the plat. If it is included should have statement that it is true only when plotted at full scale.

ORIENTATION OF BEARINGS AND PLATS

1. BEARING ORIENTATION

- I. A north arrow and directional orientation note shall be shown. **[Minn. Stat. § 505.021, Subd. 5]**

Examples:

- a) The orientation of this bearing system is assumed
 - b) The orientation of this bearing system is based on the (*county name*) County Coordinate System NAD83 (specify adjustment).
- II. In the case of an assumed bearing system, place a statement on the plat that describes the bearing orientation of a monumented line on the plat.

Examples:

- a) The west line of the NW ¼ of Sec. 3, T.30N., R.22W. is assumed to bear North 02° 39' 24" East
- b) The north line of Block 1, LAKE ADDITION, is assumed to have a bearing of East.

NOTE: Do not use the statement: "*all bearings are assumed*", because it negates the directional relationship of plat lines.

2. PLAT ORIENTATION

- I. Orient North toward the top of the plat (*34-inch side*).
- II. If orienting North toward the top is not practicable, orient North toward the left 22-inch side.
- III. Orient all dimensions, designations, lot and block numbers, etc., so they can be read from either the bottom or the right-hand side of the plat.

3. BEARINGS OR DIRECTIONS

- I. All straight line segments of the plat shall be labeled with the length of the line and bearing or azimuth. All curved line segments of the plat shall be labeled with the central angle, arc length, and radius length. If any curve is nontangential the dimensions shall include a long chord bearing or azimuth and shall be labeled nontangential. **[Minn. Stat. § 505.021, Subd. 5]**
- II. Bearings, azimuths, and central angles shall be expressed in degrees, minutes, and seconds and labeled with the respective symbols. **[Minn. Stat. § 505.021, Subd. 5]**

LEGAL DESCRIPTION DEPICTION

- I. Plat boundaries shall be designated on the plat in accordance with the underlying legal description and survey. **[Minn. Stat. § 505.021, Subd. 4]**
- II. Dimension and descriptive recitals in the legal description shown on the plat shall be depicted and labeled on the graphic portion of the plat. **[Minn. Stat. § 505.021, Subd. 5]** Designation of plat boundaries on the drawing may be shown in an acceptable abbreviated form.

Examples:

- a) West line of NW¹/₄ of NW¹/₄
 - b) N.W. corner of Sec. 3, T.29N, R.23W
 - c) South line of the North 100 ft. of Govt. Lot 3
- III. If the legal description identifies any part of a lot, outlot, registered land survey tract, section, government lot, etc., label accordingly with dotted or dashed text.
 - IV. Show and label all section lines, quarter section lines, quarter-quarter section lines and government lot lines that are related to the property being platted; called for in the description; or used as a reference for the plat
 - V. Identify all quarter-quarter sections and government lots with dotted lettering on the plat.

Example:

NW 1/4 - SE 1/4, SE 1/4
GOVT LOT 3

- VI. When a specific parcel is recited in the description as being an exception or exclusion to the basic plat parcel, and is not part of the plat, use the word "EXCEPTION" to identify the excluded parcel.
- VII. On the graphic portion of the plat, place the label "EXCEPTION" in solid, fine lined capital letters in the area being excluded.

ADJOINING AND/OR UNDERLYING PLAT DIMENSIONS

- I. When a measured distance between found monuments is inconsistent with the distance as shown on a previously recorded plat, show the recorded distance, as well as the measured distance. Show the recorded distance followed by the term "PLAT," or by the name of the previously recorded plat.

Example:

237.50	OR	237.50
(237.65 PLAT)		(237.65 MOYER ADDITION)

When the recorded distance is followed by the term "PLAT," include a note in the legend identifying the recorded plat referred to.

Example:

PLAT- refers to dimensions as shown on the plat of MOYER ADDITION, recorded in the office of the County Recorder, _____ County, Minnesota.

- II. When platting property from a description of record and the dimensional calls in the description are inconsistent with the measured dimensions, show the record dimension, as well as the measured dimension. The suggested format is to show the record dimension followed by either the term "Deed" or "Record".

Example:

(300.00 Deed)	OR	(300.00 Record)
298.85		298.85

NOTE: Include a statement in the legend identifying the deed or record being referred to. If a large difference between deed and measured is determined, action may be needed to remedy the title to the property.

Examples:

- a) Deed – Refers to dimensions as stated in Warranty Deed, recorded as Document No. 2902460, filed in Book 362 of Deeds, Page 436, in the office of the County Recorder, _____ County, Minnesota.
- b) Record -Refers to dimensions in Document Number 9241960, recorded in the office of the County Recorder, _____ County, Minnesota.

MONUMENTATION

- I. Plat monuments shall be set at all angle and curve points on the boundary of the plat prior to recording. Plat monuments shall be set at all other block, lot, outlot, park, survey line, and witness corners within one year after recording the plat. **[Minn. Stat. § 505.021, Subd. 10]**
- II. The license number of the land surveyor that certifies the plat shall be affixed to all set plat monuments. **[Minn. Stat. § 505.021, Subd. 10]**
- III. No previously existing survey or reference monuments or landmarks evidencing property lines or corner posts shall be removed or destroyed by the land surveyor making the new survey. **[Minn. Stat. § 505.32]**
- IV. Include a statement or note on the plat identifying the type and size of monument set or that will be set and the license number of the land surveyor certifying the plat affixed thereto. Plat monuments shall be durable magnetic markers. **[Minn. Stat. § 505.01, Subd. 3(g)]**
 - a) Identify the size and type of set monuments. Use differing symbols to identify different types of set monuments. It is common practice to use an open circle symbol to denote set monuments.

Example:

○ - denotes ½ inch by 14-inch iron pipe set and marked by License No. _____

⊗ - denotes ½ inch by 18-inch iron pipe to be set within 1 year and marked by License No. _____

- b) Identify the size and type of found monuments. Use differing symbols to identify different types of found monuments. It is common practice to use a solid circle symbol to denote found iron pipe monuments.

Example:

● - denotes ½ inch iron pipe found and marked by License No. _____, unless shown otherwise

■ - denotes 1-inch square solid iron rod, found

- c) If it is impracticable to set a plat monument, a witness plat monument shall be set. **[Minn. Stat. § 505.021, Subd. 10]**
- V. Include a statement on the graphic portion of the plat or in the legend when the certifying land surveyor has chosen to comply with the requirements of Section 505.021, Subd. 10 in which plat monuments shall be set at all other block, lot, or outlot, park, survey line and witness corners within one year after recording of the plat.
- VI. Label any judicial landmark found and used as a plat monument as J.L.M. If a judicial landmark is called for in the description or indicated on a prior survey and was not found, label as J.L.M. Not Found. Many counties may require additional information such as Torrens case where the JLM was set, verify with county you are working in.

VII. Show all United States Public Land Survey corners or any witness monuments, which either control the location of the boundary of the plat or are a part of the plat. Label these corners with reference to section, township and range. Indicate the type of monument and the license number marked thereon, if known. Reference these corners or monuments to the plat by distance and direction.

Examples:

- – NW Cor. Sec. 8, T.29N, R.22W, found 3/4-inch Iron Pipe
- – W 1/4 Cor. Sec. 17, T.30N, R.22W, _____ County Cast Iron Monument
- – NW Cor. Sec. 6, T.30N, R.23W, 8-inch x 8-inch _____ County Granite Monument
- ⊗ – Witness Monument to NE Cor. Sec. 25, T.30N, R.23W, _____ County Cast Iron Monument (with reference to Certificate of Government Location #)

NOTE: The Licensed Land Surveyor is required to comply with **Minn. Stat. § 385.12, Subd. 3** regarding Public Land Survey monument records.

- VIII. For all plats of land described under or referenced to the Public Land Survey, show plat boundary references with distance and direction to at least two existing Public Land Survey corners or other reference monuments. This may apply to other plats as conditions dictate.
- IX. Wherever plat boundary lines extend into any existing public way, show and monument the angle points, points of curvature, and points of tangency of the right-of-way line.
- X. Include a legend on the plat to define specific symbols or lines.

LINE WIDTHS

Draft plat lines with distinct line widths according to the following:

Widest	Boundary of Plat
>	Blocks, Outlots and Parks
>	Lots and Tracks
Narrowest	Easements, Center lines, Survey lines, Water Boundaries not establishing parcel boundaries, Section lines, Description lines, etc.

LETTERING SIZE

Draft text in the graphic portion of a plat with distinct lettering sizes according to the following:

<i>Largest</i>	Plat Name
>	Block Numbers, Outlot Letters and Park Names
>	Public Way Names
>	Lot Numbers and Tract Letters
>	Boundary Dimensions
>	Block, Outlot and Park Dimensions
>	Lot, Tract and Survey Line Dimensions
<i>Smallest</i>	Easements, Description and similar data

BLOCK AND LOT NUMBERS

- I. All blocks shall be numbered consecutively with Arabic numerals beginning with numeral 1. **[Minn. Stat. § 505.021, Subd. 4]**
- II. When the plat consists of only one block, spell out the word BLOCK preceding the Arabic numeral 1.
- III. All lots in each block shall be numbered consecutively with Arabic numerals beginning with the numeral 1. **[Minn. Stat. § 505.021, Subd. 4]**
- IV. When a plat consists of only one lot in a one block plat, spell out the word LOT preceding the Arabic numeral 1.
- V. Blocks are bounded by plat boundaries, public ways, outlots, parks, or bodies of water. **[Minn. Stat. § 505.01, Subd. 3(a)]**

PARKS

- I. Parks may be named or numbered with an Arabic numeral. Include the word PARK as part of the park name.

Example: RICE PARK

- II. If a plat contains two or more parks, name each park with a unique name, or number parks consecutively beginning with the Arabic numeral 1.

Examples:

RICE PARK, MEARS PARK, etc.
PARK 1, PARK 2, etc.

- III. Treat parks the same as blocks relative to boundary line width, dimensions, bearings, identifier and monumentation.
- IV. Every donation of a park to the public shall operate to convey the fee of all land so donated, as though such land were conveyed by warranty deed. Land donated for any public use in any municipality shall be held in the corporate name in trust for the purposes set forth or intended. **[Minn. Stat. § 505.01, Subd. 1]**

OUTLOTS

- I. All outlots shall be labeled OUTLOT in capital letters and lettered consecutively in capital letters beginning with the letter "A" **[Minn. Stat. § 505.021, Subd. 4]**
- II. Treat outlots the same as blocks relative to boundary line width, dimensions, bearings, identifier and monumentation.

DETAILS

- I. Details of small, congested areas may be needed. If more than one detail is necessary, label each detail consecutively beginning with the letter "A".

Example: Detail A, Detail B, etc.

- II. Show the north orientation and draw the detail to scale if practicable. Indicate the scale of the detail. If exaggeration is desirable, note that the detail is not drawn to scale.
- III. Orient each detail consistent with the north orientation of the plat if practicable. If not practicable, include a north arrow within the detail.

MATCH LINES, OVERVIEWS AND INSETS

- I. In order to adhere to the 22-inch by 34-inch plat size, it may be necessary to separate the graphic portion of the plat with match lines or overviews and insets.
- II. Place match lines along obvious divisions within the plat. Show technical data along or to the match line in a manner that prevents confusion. Duplicate the technical data on every sheet where the match line is used. If a plat includes more than one match line, label each match line consecutively beginning with the letter "A".

Example: Match Line A, Match Line B, etc.

- III. If more than two match lines are necessary, it may be preferable to provide an additional sheet that shows an overview of the plat to illustrate which portions of the plat are on which sheets.
- IV. Utilizing an overview sheet and insets may be preferable to using match lines. If an overview and insets are used, follow the criteria described above in regard to labeling and showing technical data.

PUBLIC WAYS

Definitions:

“Public Way” means a thoroughfare or cul-de-sac which provides ingress and egress to the public. **[Minn. Stat. § 505.01, Subd. 3(h)]**

“Block” means a tract of land consisting of one or more lots, as identified on the plat, and bounded by plat boundaries, public ways, outlots, parks or bodies of water. **[Minn. Stat. § 505.01, Subd. 3(a)]**

- I. All public ways within the plat, whether existing at the time of platting or being dedicated by the plat, shall be depicted on the plat together with the name and sufficient mathematical data to locate the position and width of the public way. **[Minn. Stat. § 505.021, Subd. 6]**
- II. Include the road authority name and/or number for any public way that has a dual designation.

Example:

Plumb Drive (CO. Hwy. NO. 6)
Transit Blvd. (State Hwy. NO. 25)

- III. Show any vacated underlying public way that is part of the plat description with dotted (stippled) text and dashed lines. Include the vacation document number in solid lettering.
- IV. The location of all existing public ways adjacent to the plat boundary shall be depicted on the plat as dashed lines. The name and width of the adjacent public ways shall be shown, if known. **[Minn. Stat. § 505.021, Subd. 6]** Show the name of the public way in dotted or dashed text.
- V. Where an adjacent right-of-way has been surveyed according to the description of record and is shown upon the plat or registered land survey, show the Document Number or Book and Page numbers of the recorded description.
- VI. Show the location of existing railroad rights-of-way adjacent to the plat boundary with dashed lines, along with the names and widths, if known.
- VII. It is recommended to include public way center line mathematical data for public ways dedicated within the plat.
- VIII. Label the center line when the boundary of a plat is the center line of a public way.
- IX. Label the right-of-way and show and identify the controlling monumentation when a right-of-way line has been monumented by the road authority.

DIMENSION

- I. A plat shall show all survey and mathematical information and data necessary to locate and retrace all boundary lines and monuments. **[Minn. Stat. § 505.021, Subd. 5]**
- II. Bearings, azimuths, and central angles shall be expressed in degrees, minutes and seconds and labeled with the respective symbols. **[Minn. Stat. § 505.021, Subd. 5]**
- III. Distances shall be expressed in feet and hundredths of a foot. **[Minn. Stat. § 505.021, Subd. 5]**
- IV. All straight line segments of the plat shall be labeled with the length of the line and the bearing or azimuth. **[Minn. Stat. § 505.021, Subd. 5]**
- V. Public way widths or easement widths need not be expressed to the hundredth of a foot if they are exact values, i.e. 66 or 33, etc. These widths may be defined in the legend.
- VI. Show the equivalent distance in feet and hundredths of a foot for distances recited in the description as chains, rods, etc.
- VII. Ditto marks and foot and inch symbols shall not be used on a plat. **[Minn. Stat. § 505.021, Subd. 5]**
- VIII. For townhouse style or cluster lot style plats, reference all blocks or groups of lots to a parcel boundary with a minimum of two references (ties). Include both direction and distance from block, outlot or plat boundary corners in the references.
- IX. Showing lot dimensions adjacent and parallel to the lot line(s) is preferable. The use of leader lines, line and curve tables or details may be used when space is limited, or it will add clarity.
- X. Dimension all boundary and easement lines in a manner that permits interpretation without ambiguities. Use dimension leaders where necessary to clearly indicate the applicable line.
- XI. Draft arrowed/leader lines, used with dimensions or descriptors, as dashed or dotted lines
- XII. The mathematical closure tolerance of the plat boundary, blocks, lots and outlots shall not exceed 2/100 of a foot. **[Minn. Stat. § 505.021, Subd. 5]**

CURVE DATA

- I. All curved line segments of the plat shall be labeled with the central angle expressed in degrees, minutes and seconds, and radius and arc lengths expressed in feet and hundredths of a foot. **[Minn. Stat. § 505.021, Subd. 5]**
- II. Segments of center line curves may show arc length and central angle only.
- III. If any curve is nontangential the dimensions shall include a long chord bearing or azimuth and shall be labeled nontangential. **[Minn. Stat. § 505.021, Subd. 5]** Show the long chord direction and long chord length with the following abbreviations:

C. Brg	Denotes chord bearing
C. Az	Denotes chord azimuth
C.	Denotes chord length

- IV. Show the central angle, arc length and radius length on all curved lines that are not concentric with dimensioned center line curve data.

- V. The use of $L=$ for the length of curve is optional, however, if the length of any curve is labeled $L=$, label all other lengths of curve on the plat consistently.
- VI. Extend dashed radial lines at the ends of all curves far enough toward the radius point to clearly indicate the direction of curvature.
- VII. If a curved line constitutes a line of more than one lot or outlot, show the central angle, arc length and radius for each segment.
- VIII. Tabulation of curve data is not preferred and should only be used when necessary.
- IX. Show the central angle, arc length and radius of the curve along the right-of-way when center line data is not shown.

WATER BOUNDARIES

1. WATER BOUNDARY LINES

- I. Any water boundary abutting or lying within the plat boundaries shall be shown and identified on the plat as a solid line delineating the then existing shore line. The shore or margin of wet lands which do not form a boundary of or within the plat shall be shown as a dashed line. **[Minn. Stat. § 505.021, Subd. 8]** See table above for line width suggestions.

2. SURVEY LINE

- I. When any parcel depicted on the plat includes water as a boundary, a dashed survey line shall be shown and labeled with sufficient mathematical data to compute a closure of said parcel. **[Minn. Stat. § 505.021, Subd. 8]**
- II. Show survey lines as dashed lines with the label "SURVEY LINE".
- III. Show bearings or azimuths on each straight-line segment of the survey line.
 - a. Show the overall distance between angle points of the survey line.
 - b. Show the distance between lot lines, as measured along the survey line.
- IV. Distances shall be shown between the survey line and the water boundary at all angle points, lot and boundary lines. **[Minn. Stat. § 505.021, Subd. 8]**
- V. Plat monuments shall be set at all locations where the survey line intersects a plat boundary line, or block, lot or outlot line. **[Minn. Stat. § 505.021, Subd. 8]**
 - a. Prior to recording, a monument shall be placed at the intersection of a survey line with an exterior plat boundary line (as a witness corner to the boundary line angle point at the shore) to be consistent with the intent of Minn. Stat. § 505.021, Subd. 10.
 - b. Survey line plat monuments that are not on the outside boundary line of the plat shall be set within one year after recording the plat. **[Minn. Stat. § 505.021, Subd. 10]**

3. BENCHMARK AND ELEVATIONS

- I. The water elevation of any lake, stream, or river depicted on the plat shall be shown to the tenth of a foot along with the date the elevation was measured. **[Minn. Stat. § 505.021, Subd. 8]**
- II. The highest known water elevation shall be indicated on the plat if the data is available from the Department of Natural Resources, the United States Army Corps of Engineers, or another appropriate governmental unit. **[Minn. Stat. § 505.021, Subd. 8]**
- III. If the highest known water elevation data is unavailable from the agencies listed above, include a note stating such.
- IV. All elevations shall be referenced to a durable benchmark described on the plat together with its general location shown and benchmark elevation to the hundredth of a foot. If a mean sea level adjusted datum benchmark is available within two miles of the land being platted, all elevations shall be referenced to the datum. **[Minn. Stat. § 505.021, Subd. 8]** Use a local datum whenever a mean sea level elevation benchmark is unavailable within two miles.

Examples:

- a) Benchmark
Elevation = 865.32 feet (NGVD 29)
Top of cast-iron monument at NW Corner Sec. 3, T. 30N, R.22W
- b) Example for Lake Data

BENCHMARK:	_____County Benchmark Number 8270 Elevation = 931.71 feet (NAVD 88)
WATER ELEVATION:	As of June 10, 2008 = 929.4 feet (NAVD 88)
HIGHEST KNOWN WATER ELEVATION:	930.5 feet (NAVD 88) According to State of Minnesota, Dept. of Natural Resources

NOTE: NGVD 29 OR NAVD 88 are the abbreviations for National Geodetic Vertical Datum-1929 and North American Vertical Datum-1988. Either datum may be used but should not be mixed.

4. WET LAND

- I. All wet lands (two words) as defined in section 505.01, subdivision 3, paragraph (l), shall be shown on the plat. The shore or margin of wet lands which do not form a boundary of or within the plat shall be shown as a dashed line. **[Minn. Stat. § 505.021, Subd. 8]**
- II. "Wet Land" means all rivers, streams, creeks, drainage ditches, lakes, ponds, and swamps. **[Minn. Stat. § 505.01, Subd. 3(l)]**
- III. Label all wet lands shown on the plat: WET LAND, RIVER, STREAM, CREEK, DRAINAGE DITCH, LAKE, POND or SWAMP as appropriate, in solid, fine line CAPITAL LETTERS.

- IV. The determination of whether an area is wet land is the professional judgment and responsibility of the land surveyor in the field.
- V. Set a witness plat monument when any plat boundary corner, block, lot, outlot, park or tract corner falls within a wet land area. If it is impracticable to set a plat monument, a witness plat monument shall be set. **[Minn. Stat. § 505.021, Subd. 10]** A survey line and all other pertinent data, as set forth in Subsection 20B may be appropriate.

NOTE:

"Wetland" means land that has a predominance of hydric soils and that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, or that periodically does support, a predominance of hydrophytic vegetation typically adapted for life in saturated soil conditions. **[Minn. Stat. § 103F.511, Subd. 10]** A wetland area that has been professionally field delineated, may be shown on the plat if allowed or required, with a note stating the date and source of the delineation. Example: Wetlands shown are based on a field delineation by (name of company) on (date).

The determination of wetland boundaries is typically performed by a wetland scientist or certified wetland specialist. Surveyors are not typically qualified to determine wetland areas and are not expected to do so. Surveyors should only identify wet lands (two words) as defined above. Be aware, the Department of Natural Resources, U.S. Army Corps of Engineers and other water management agencies have categorized various wetlands and water bodies. Development of these lands may be subject to special conditions or limitations.

EASEMENTS

Show the boundary lines of drainage easements and utility easements as a thin dashed line.

1. EXISTING DRAINAGE AND UTILITY EASEMENTS

- i. It is recommended that the surveyor show and label any recorded drainage easement and/or public utility easement existing at the time of platting, together with the county recorder's/registrar of titles' document number of the instrument describing said easement.

2. CREATED DRAINAGE AND UTILITY EASEMENTS

- i. All easements to be dedicated on the plat shall be depicted on the plat with purpose, identification, and sufficient mathematical data to locate the boundaries of the easements. Easements created on the plat shall be limited to public utility and/or drainage easements as defined in section Minnesota Statute 505.01, Subdivision 3, paragraphs (b), (h), and (j). Easement boundaries shall be shown as dashed lines. Temporary easements, building setback

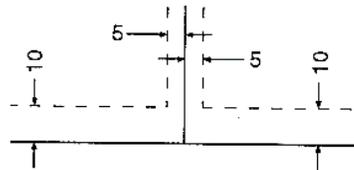
information, and building floor elevations shall not be shown on a plat. **[Minn. Stat. § 505.021, Subd. 7]**

Examples:

- a) Typical statement and illustration where widths of the easements vary and the boundary lines of the easements are parallel with lot lines.

Drainage and utility easements are shown thus:

Not to scale



Being five feet in width and adjoining side lot lines and being 10 feet in width and adjoining public ways and rear lot lines, unless otherwise indicated on this plat

- b) Typical statement and illustration where boundary lines of easements are uniform in width throughout the plat

Utility easements are shown thus:

Not to scale



Being five feet in width and adjoining lot lines, as shown on this plat

NOTE: If perpendicular dimensions do not adequately define the extents of the easement, it will be necessary to include the direction and distance along the easement lines.

ADJOINING PROPERTY

- i. The name and adjacent boundary line of any adjoining platted lands shall be dashed or dotted on the plat. **[Minn. Stat. § 505.021, Subd. 4].**
- ii. Show and identify any adjoining lakes, streams or rivers.

REPLATS

Show relevant underlying platted property including plat names, blocks, lots, public ways, together with names, numbers, widths, etc.

LEGEND

The plat should include a legend defining lines and/or symbols. Features not labeled on the plat must be included in the legend.

Examples of items that could be included in a legend:

North Arrow

Scale

- -Denotes monument set (define: i.e. 1/2 inch iron pipe set with cap #00001)
- -Denotes monument found (define: i.e. 5/8 inch rebar)
- ⊗ -Denotes monument to be set within one year of recording of this plat (define: i.e. 1/2 inch iron pipe with cap #0001) **[Minn. Stat. § 505.021, Subd. 9 (a)(3)]** and **Subd. 10]**

Water boundary line style not establishing a parcel boundary

Wet land line style

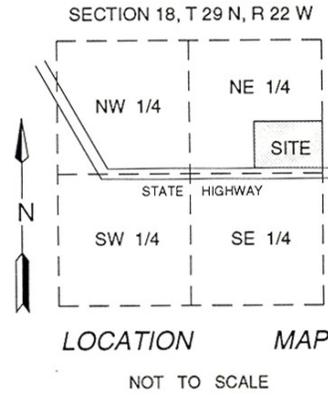
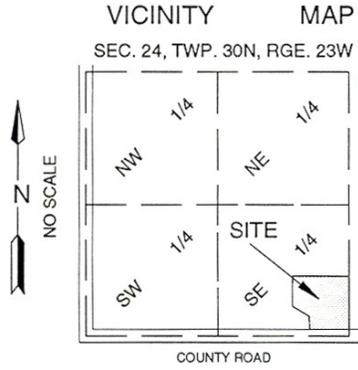
Benchmark

Utility Easement detail

VICINITY OR LOCATION MAP

Include a map showing the location of the property being platted with sufficient information to locate the property within a section.

Examples: Showing the 1/4 section where the property is located



NOTARIAL ACT

The notary's name and commission expiration date shall be printed next to their acknowledgement.

The seal of every notary public may be affixed by a stamp that will print a seal which legibly reproduces under photographic methods the seal of the state, the name of the notary, the words "Notary Public," and the words "My commission expires..." with the expiration date shown thereon. See **[Minn. Stat. § 359.03, Subd. 3]**

If a certificate of notarial act on a plat includes the jurisdiction of the notarial act, the name of the notarial officer, the title of the notarial officer, and the date the notary commission expires, printed in pen and ink or typewritten on the plat, a plat shall be recorded regardless of whether a notary stamp was used or was illegible if used. All signatures on the plat shall be written with black ink (not ball point). **[Minn. Stat. § 505.021, Subd. 3]**

NOTE: A notary stamp is discouraged due to the risk of ink smearing (unless the quick drying permanent ink is used) when plats are rolled or stacked before the ink is dry.

A notary stamp is not required if the notarial officer prints their name and the date the notary commission expires **[Minn. Stat. 505.021, Subd. 3]**.

Example:

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by	

_____	Notary Public, _____ County, Minnesota
(Notary Signature)	
_____	My Commission expires _____
(Notary Printed Name)	

LEGIBILITY

- i. All letters, numbers and symbols that have spherical parts i.e., 5, e, g, 8, 0, etc., which also include degree symbols must be open to ensure legibility. This is a critical item with plats that are drawn at one scale and then photographically reduced.
- ii. Do not use dashes between degrees, minutes, seconds
- iii. A document presented for recording must be sufficiently legible to reproduce a readable copy using the county recorder's or registrar of title's current method of reproduction.
[Minn. Stat. § 507.093, Subd. 7]

ABBREVIATIONS

Can be used in the graphic portion of the plat.

Examples:

R = Radius of a curve	L = Length of curve
T = Tangent of a curve	C. = Chord of curve
C. Brg = Chord bearing	Δ = Central angle

Addition	ADD	Parkway	PKWY
Auditor	AUD	Place	PL
Avenue	AVE	Point of curvature	PC
Benchmark	BM	Point of compound curvature	PCC
Block	BLK	Point of reverse curvature	PRC
Book	BK	Point of tangency	PT
Boulevard	BLVD	Range	R
Circle	CIR	Registered Land Survey	RLS
County	CO	Right-of-way	ROW
Court	CT	Road	RD
Curve	CUR	Railroad	RR
Document	DOC	Railway	RY
Drive	DR	Section	SEC
Government	GOVT	Street	ST
Highway	HWY	Subdivision	SUBD
Judicial Landmark	JLM	Terrace	TERR
Lane	LN	Township	T
Number	NO	Trail	TR
Page	PG	Vacated	VAC

SIGNATURES

All signatures on the plat shall be written with black ink (not ball point). **[Minn. Stat. § 505.021, Subd.3]**

PLATTING REGISTERED LAND (TORRENS)

When a plat includes registered land:

- i. The owner(s) who execute(s) the plat must use the identical name(s) as appears on the Certificate of Title.
- ii. The description in the text of the plat should be the same as the description on the Certificate of Title. Use Arabic numerals to designate distances, degrees, minutes, seconds, government lots, sections, townships and ranges, etc.

- iii. If any typos are found the original should be left verbatim. Check with the County Surveyor and Examiner of Titles if typos can be corrected parenthetically or if a Proceedings Subsequent must be held.
- iv. Vacated public way descriptions that are memorialized on a Certificate of Title, must become part of the plat parcel's main description as recited on the Certificate of Title, which is accomplished by an Examiner of Titles directive.
- v. The land surveyor who prepared the proposed final plat must provide to the Registrar of Titles or Examiner of Titles a legal description of the remnant Torrens parcel for approval. Consider including within the plat the residual Torrens parcel as an individual lot or outlot.

NOTE: Whenever possible, consult with the Registrar of Titles and/or the Examiner of Titles to resolve any conflicts or questions and concerns that may be raised by these rules.

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PART IV

**SURVEYOR'S CERTIFICATES OF PLAT
CORRECTION**

MINNESOTA STATUTES, SECTION 505.174: SURVEYOR'S CERTIFICATE OF OWN PLAT ERRORS; CORRECTION

- i. In any case where a land plat or subdivision, or what purports to be a land plat or subdivision, has been executed and filed in the office of the county recorder of the county where the land is situated, which fails to identify or correctly describe the land to be so platted or subdivided, or to show correctly upon its face the tract of land intended or purported to be platted or subdivided thereby or is defective by reason of the plat or subdivision and the description of the land purported to be so platted or subdivided thereby being inconsistent or incorrect, the licensed surveyor who prepared such plat or subdivision may execute a certificate stating the nature of the error, omission or defect and stating the correct information to correct such error, supply such omission or cure such defect, referring, by correct book and page, to such plat or subdivision and designating its name, if there is a name. Such certificate shall be dated and signed by such licensed surveyor. **[Minn. Stat. § 505.174]**
- ii. When the surveyor's certificate has been approved by the governing body and executed by the governing body, the county recorder of the county in which the land so platted is located shall accept each such certificate for filing. **[Minn. Stat. § 505.176].**
- iii. A surveyor's certificate of plat correction should be prepared on white paper measuring 8.5 inches by 11 inches or 8.5 inches by 14 inches. The top 3 inches must be left blank for county recording data and the County Recorder certificate. Graphic exhibits may be allowed to supplement the surveyor's certificate of plat correction. If graphic exhibits are used they must be referred to on page one of the surveyor's certificate of plat correction and must also be labeled "Exhibit A"; Exhibit B"; etc.

NOTE: The governing body that approved the original plat is the same governing body that needs to approve a Certificate of Plat Correction. The following example is based upon a municipality being the governing body. If a County Board or a Township Board of Supervisors was the governing body, then appropriate language would be necessary for the County Board or Township Board of Supervisors to approve the Certificate of Plat Correction. (*see next page for example*)

1. LAND SURVEYOR’S CERTIFICATE OF PLAT CORRECTION

Pursuant to the provisions of Minnesota Statutes, Section 505.174, I, (land surveyor’s name), a duly Licensed Land Surveyor in and for the State of Minnesota declares as follows:

1. That I prepared the plat of (Plat Name) dated (date of surveyor’s signature on the plat) and filed on (date of recording) in the Office of the County Recorder/Registrar of Titles, _____ County, Minnesota, as Document No. (Document Number indicated in the County Recorder’s/Registrar of Titles’ records).

2. That said plat contains errors, omissions or defects described in particular as follows:

(Itemize Errors, Omissions or Defects)

3. That said plat is hereby corrected in particular as follows:

(Itemize Corrections)

I hereby certify that this Surveyor’s Certificate of Plat Correction was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this _____ day of _____, 20_____.

(print name of land surveyor), Licensed Land Surveyor
Minnesota License No. _____

This Surveyor’s Certificate of Plat Correction to the plat of _____ (Plat Name) was approved by the City/County/Township of (City/County/Township Name), Minnesota, at a regular meeting held this ___ day of _____, 20_____.

City/County/Township of (City/County/Township Name), Minnesota

_____, Mayor/Supervisor

_____, Administrator/Clerk

(name) County, Minnesota

County Surveyor

This Surveyor’s Certificate of Plat Correction has been reviewed and is approved this _____ day of _____, 20_____.

_____, (name) County Surveyor

(print name of county surveyor)

MINNESOTA STATUTES, SECTION 505.175: CERTIFICATES BY OTHER SURVEYORS

Whenever the licensed surveyor who prepared such plat or subdivision shall not be available, or whenever such plat or subdivision shall not have been prepared by a licensed surveyor, such certificate may be executed by any licensed surveyor, but shall state the reason why the licensed surveyor who prepared the plat or subdivision is not available, or, if the plat or subdivision was not prepared by a licensed surveyor, shall state that fact.

NOTE: The governing body that approved the original plat is the same governing body that needs to approve a Certificate of Plat Correction. The following example is based upon a municipality being the governing body. If a County Board or a Township Board of Supervisors was the governing body, then appropriate language would be necessary for the County Board or Township Board of Supervisors to approve the Certificate of Plat Correction. (*see next page for example*).

1. SURVEYOR'S CERTIFICATE OF PLAT CORRECTION

Pursuant to the provisions of Minnesota Statutes, Chapter 505.175, I, (land surveyor's name), a duly Licensed Land Surveyor in and for the State of Minnesota declares as follows:

1. That the plat of _____ (Plat Name) dated (date of surveyor's signature on the plat) and filed on (date of recording) in the Office of the County Recorder/Registrar of Titles, _____ County, Minnesota, as Document No. (Document Number indicated in the County Recorder's/Registrar of Titles' record), was prepared by (name of surveyor) who is not now available for the following reason:

2. That said plat contains errors, omissions, or defects described in particular as follows:

(Itemize Errors, Omissions or Defects)

3. That said plat is hereby corrected in particular as follows:

(Itemize Corrections)

I hereby certify that this Surveyor's Certificate of Plat Correction was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this _____ day of _____, 20____.

(print name of land surveyor), Licensed Land Surveyor
Minnesota License No. _____

This Surveyor's Certificate of Plat Correction to the plat of _____ (Plat Name) was approved by the City/County/Township of (City/County/Township Name), Minnesota, at a regular meeting held this _____ day of _____, 20____.

City/County/Township of (City/County/Township name), Minnesota

_____, Mayor/Supervisor

Administrator/Clerk County Surveyor
(name) County, Minnesota

This Surveyor's Certificate of Plat Correction has been reviewed and is approved this _____ day of _____, 20____.

_____, (name) County Surveyor

(print name of county surveyor)