

Douglas County Public Works County Surveyor CIC Manual

October 2007

INTRODUCTION

The objective of this manual is to produce an area wide standard, by outlining policies and procedures to assist private surveyors in the preparation of, and a guide to county surveyors in the checking of, Common Interest Community Plats (CIC Plat). This manual should only be used as an aid for checking (CIC) Plats in Douglas County, Minnesota and is a supplemental guide to Minnesota Common Interest Ownership Act, Minnesota Statutes, Chapter 515B.

The information contained in this manual is based on the CIC Manual of Minimum Guidelines prepared by the Minnesota Society of Professional Surveyors and the Minnesota Association of County Surveyors and the *Hennepin County CIC Manual*, which should also be referred to for examples.

The CIC Plat is a part of the declaration in condominiums, in cooperatives in which the unit owners interests are characterized as real estate and in planned communities complying with section 515B.2-110(c), and therefore the information shown on the CIC Plat must depict information recited in the declaration.

Planned Communities satisfying the requirements of chapter 505, 508 or 508A should be prepared in accordance with the Douglas County Public Works, County Surveyor Plat Manual. After recording, the Common Interest Community is created by the recording of the necessary declaration complying with section 515B.2-105.

This manual is considered a living document and will be revised whenever necessary. Questions regarding this manual should be referred to the Douglas County Surveyor's Office.

TABLE OF CONTENTS

INTRODUCTION.....2

 515B.1-102 [APPLICABILITY]5

 515B.1-103 [DEFINITIONS]6

 515B.2-101 [ENGINEER OR ARCHITECT CERTIFICATE REQUIRED]6

 515B.2-108 [ALLOCATION OF INTERESTS].....6

 515B.2-109 [COMMON ELEMENTS AND LIMITED COMMON ELEMENTS]7

 515B.2-110 [CIC PLAT REQUIREMENTS]7

 515B.2-110(d) [PLANNED
COMMUNITY].....10

 515B.2-110(e) [SUPPLEMENTAL CIC PLAT].....10

 515B.2-110(f) [AMENDED CIC PLAT]10

 515B.3-112(a) [CONVEYANCE OF COMMON ELEMENT].....10

 515B.3-112(e) [CONVEYANCE OF REAL ESTATE].....10

PART ONE - PRELIMINARY APPROVAL AND REVIEW REQUIREMENTS 11

 I. APPROVAL BY MUNICIPALITIES AND COUNTIES.....12

 II. GENERAL REQUIREMENTS13

PART TWO - DOCUMENTATION.....14

 I. TITLE15

 II. PROPERTY LEGAL DESCRIPTION15

 III. CERTIFICATES AND SIGNATURES16

 IV. DELINQUENT TAX STATEMENT19

 V. DOCUMENT BLOCK19

PART THREE - SITE PLAN GRAPHICS22

 I. REAL ESTATE BOUNDARIES.....23

 II. ADDITIONAL REAL ESTATE24

 III. FLEXIBLE CIC - SUPPLEMENTAL CIC PLATS.....25

 IV. MATCH LINES.....25

 V. MATHEMATICAL DATA25

 VI. EASEMENTS26

 VII. WATER BOUNDARIES AND WETLANDS27

 VIII. BENCHMARK28

 IX. UNDERLYING PLAT28

 X. ADJOINING PROPERTY.....28

 XI. SHEET SIZE AND NUMBERING.....29

 XII. SCALE.....29

 XIII. NORTH ARROW30

 XIV. BEARING ORIENTATION.....30

 XV. LINE WEIGHTS AND FONT SIZES30

 XVI. VICINITY MAP31

 XVII. MONUMENTS.....31

XVIII.	SECTION SUBDIVISION LINES	32
XIX.	EXISTING RIGHT OF WAY	32
XX.	THOROUGHFARE CENTER LINES	32
XXI.	DETAILS	32
XXII.	EXCEPTIONS	33
XXIII.	PLAT AND MEASURED, DEED AND MEASURED.....	33
XXIV.	MAP LEGEND.....	34
PART FOUR - UNIT GRAPHICS		35
I.	UNIT BOUNDARIES	36
II.	COMMON ELEMENTS AND LIMITED COMMON ELEMENTS	37
III.	FLEXIBLE CIC - SUPPLEMENTAL CIC PLATS.....	37
IV.	AMENDED CIC PLATS.....	38
V.	BUILDING, UNIT AND GARAGE IDENTIFIERS	39
VI.	LINE WEIGHTS AND FONT SIZES.....	39
VII.	DETAILS.....	40
PROCEDURE FOR RECORDING CIC PLATS IN DOUGLAS COUNTY		41
I.	MATERIAL and SPECIFICATIONS	42
II.	QUANTITY	42
III.	PROCEDURE FOR RECORDING.....	42

Minnesota Common Interest Community

515B.1-102 [APPLICABILITY]

- (d) Any condominium created under chapter 515, any planned community or cooperative which would be exempt from this chapter under subsection (e) or any planned community or cooperative created prior to June 1, 1994, may elect to be subject to this chapter as follows:
 - (2) In a condominium, the preexisting condominium plat shall be the CIC plat and an amended CIC plat shall be required only if the amended declaration or bylaws contain provisions inconsistent with the preexisting condominium plat. The condominium's CIC number shall be the apartment ownership number or condominium number originally assigned to it by the recording officer. In a cooperative in which the unit owners' interests are characterized as real estate, a CIC plat shall be required. In a planned community, the preexisting plat recorded pursuant to chapter 505, 508, or 508A, or the part of the plat upon which the common interest community is located, shall be the CIC plat.
- (e) Except as otherwise provided in this subsection, this chapter shall not apply, except by election pursuant to subsection (d), to the following:
 - (1) a planned community or cooperative which consists of 12 or fewer units subject to the same declaration, which is not subject to any rights to add additional real estate and which will not be subject to a master association;
 - (2) a common interest community where the units consist solely of separate parcels of real estate designed or utilized for detached single family dwellings or agricultural purposes, and where the association has no obligation to maintain any building containing a dwelling or any agricultural building;
 - (3) a planned community or cooperative where, at the time of creation of the planned community or cooperative, the unit owners' interests in the dwellings consist solely of leasehold interests having an un-expired term of fewer than 20 years, including renewal options;
 - (4) a common interest community containing only a combination of dwellings described in paragraphs (2) and (3);
 - (5) planned communities and cooperatives limited by the declaration to nonresidential use; or
 - (6) real estate subject only to an instrument or instruments filed primarily for the purpose of creating or modifying rights with respect to access, ditches drainage or irrigation.

515B.1-103 [DEFINITIONS]

- (10) **“Common Interest Community” or “CIC”** means contiguous or noncontiguous real estate within Minnesota that is subject to an instrument which obligates persons owning a separately described parcel of the real estate, or occupying a part of the real estate pursuant to a proprietary lease, by reason of their ownership or occupancy, to pay for
- (i) real estate taxes levied against;
 - (ii) insurance premiums payable with respect to;
 - (iii) maintenance of; or
 - (iv) construction, maintenance, repair or replacement of improvements located on one or more parcels or parts of the real estate other than the parcel or part that the person owns or occupies.
- (11) **“Condominium”** means a CIC in which
- (i) portions of the real estate are designated as units,
 - (ii) the remainder of the real estate is designated for common ownership solely by the owners of the units, and
 - (iii) undivided interests in the common elements are vested in the unit owners.
- (13) **"Cooperative"** means a CIC in which the real estate is owned by an association, each of whose members is entitled by virtue of the member's ownership interest in the association to a proprietary lease.
- (18) **"Flexible CIC"** means a CIC to which additional real estate may be added.
- (25) **"Planned Community"** means a CIC that is not a condominium or a cooperative. A condominium or cooperative may be a part of a planned community.

515B.2-101 [ENGINEER OR ARCHITECT CERTIFICATE]

- (c) In a condominium, a planned community utilizing a CIC plat complying with section 515B.2-110(c), or a cooperative where the unit boundaries are delineated by a structure, a declaration, or an amendment to a declaration adding units, shall not be recorded unless the structural components of the structures containing the units and the mechanical systems serving more than one unit, but not the units, are substantially completed, as evidenced by a recorded certificate executed by a licensed engineer or architect.

515B.2-108 [ALLOCATION OF INTERESTS]

- (a) The declaration shall allocate to each unit:
- (1) In a **condominium**, a fraction or percentage of undivided interests in the common elements and in the common expenses of the association and a portion of the votes in the association;

- (2) In a **cooperative**, an ownership interest in the association, a fraction or percentage of the common expenses of the association and a portion of the votes in the association; and
- (3) In a **planned community**, a fraction or percentage of the common expenses of the association and a portion of the votes in the association.

(b) The declaration shall state the formulas used to establish allocations of interests.

515B.2-109 [COMMON ELEMENTS AND LIMITED COMMON ELEMENTS]

- (a) Except as limited by the declaration or this chapter, common elements other than limited common elements may be used in common by all unit owners. Limited common elements are designated for the exclusive use of the unit owners of the unit or units to which the limited common elements are allocated, subject to subsection (b) and the rights of the association as set forth in the declaration, the bylaws or this chapter.
- (b) Except for the limited common elements described in section 515B.2-102(d) and (f), the declaration shall specify to which unit or units each limited common element is allocated.
- (c) An allocation of limited common elements may be changed by an amendment to the declaration executed by ...

515B.2-110 [CIC PLAT]

- (a) A CIC Plat is required for condominiums and planned communities, and cooperatives in which the unit owners' interests are characterized as real estate. The CIC Plat is a part of the declaration in condominiums and in cooperatives in which the unit owner's interest is characterized as real estate ...
 - (1) In a condominium, or a cooperative in which the unit owners' interests are characterized as real estate, the CIC plat shall comply with subsection (c).
 - (2) In a planned community, a CIC plat which does not comply with subsection (c) shall consist of all or part of the subdivision plat or plats complying with subsections (d)(1) and (d)(2)[a 505 plat or a 508 RLS]. In this case, the CIC plat need **not** contain the number of the common interest community and may be recorded at any time at or before the time of recording of the declaration. If the CIC plat for the planned community complies with subsection (c), the number of the common interest community shall be included and the CIC plat shall be recorded at the time of recording of the declaration.
- (b) The CIC plat ... shall contain certifications by a licensed professional land surveyor and licensed professional architect, as to the parts of the CIC plat prepared by each, that (i) the CIC plat accurately depicts all information required by this section, and (ii) the work was undertaken by, or reviewed and approved by, the certifying land surveyor or architect. The portions of the CIC plat

depicting the dimensions of the portions of the common interest community described in subsections (c) (8), (9), (10), and (12), may be prepared by either a land surveyor or an architect. The other portions of the CIC plat shall be prepared only by a land surveyor.

(c) A CIC plat for a condominium or cooperative shall show:

INTERPRETIVE DEFINITIONS

- (1) the number of the common interest community, and the boundaries, dimensions and a legally sufficient description of the land included therein.

The number assigned to the CIC at the time the documents are recorded in the office of the Recording Officer or the number that has been reserved in advance upon a request to the Recording Officer by the party preparing the documents; the defining boundary, the descriptive dimensions and the legal description of the parcel being subjected to the Common Interest Ownership Act.
- (2) the dimensions and location of all existing, material structural improvements and roadways;

The location of all existing material (noticeable) structures with reference to the boundary of the common interest community property and linearly dimensioned. Roadways are to be labeled as to name and at least a half R|W width dimension.
- (3) the intended location and dimensions of any contemplated common element improvements to be constructed within the common interest community after the filing of the CIC plat, labeled either "MUST BE BUILT" or "NEED NOT BE BUILT";

The intended location, dimensions and references to the property boundary of any structure or building that has not been built and is for common use at the time the common interest community documents are prepared and shall be labeled either "MUST BE BUILT" or "NEED NOT BE BUILT".
- (4) the location and dimensions of any additional real estate, labeled as such, and a legally sufficient description of the additional real estate;

The angular, horizontal and vertical linear dimensions of a parcel or parcels in relation to the original common interest community parcel(s) that may be phased into the common interest community at one or more stages. These specific parcels are labeled "Additional Real Estate" on the site plan of the common interest community plat, depicting the legal description(s) of the additional real estate parcel(s) recited on the common interest community plat and in the narrative portion of the declaration.
- (5) the extent of any encroachments by or upon any portion of the common

The illustration of any encroachment by common interest community structures, or upon

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| <p>interest community;</p> <p>(6) the location and dimensions of all recorded easements within the common interest community serving or burdening any portion of the common interest community;</p> <p>(7) the distance and direction between noncontiguous parcels of real estate:</p> <p>(8) the location and dimensions of limited common elements, for example, storage lockers, porches, balconies, decks and patios, other than limited common elements described in section 515B.2-102, subsections (d) and (f);</p> <p>(9) the location and dimensions of the front, rear, and side boundaries of each unit and that unit's unit identifier;</p> <p>(10) the location and dimensions of the upper and lower boundaries of each unit with reference to an established or assumed datum and that unit's unit identifier;</p> <p>(11) a legally sufficient description of any real estate in which the unit owners will own only an estate for years, labeled as "leasehold real estate";</p> <p>(12) any units which may be converted by the declarant to create additional units or common elements identified separately.</p> | <p>the common interest community property with its dimensions in relation to the boundary of said property.</p> <p>the relationship of the common interest community property and all recorded easements encumbering the property with dimensions and references to the property boundary.</p> <p>The angular, horizontal and vertical linear measurements between parcels not sharing a common boundary line that will constitute the property being subjected to the Common Interest Ownership Act.</p> <p>The perimeter dimensions and locations, by measurements from fixed corners of units or buildings, of limited common elements assigned for use by one or more units, but not all. (In most cases, widths will be acceptable for dimensioning LCE's)</p> <p>Horizontal perimeter measurements of the unit boundaries, the unit identifier assigned to that unit and its location within the building or property of the common interest community. (Floor to ceiling height is allowable)</p> <p>The upper and lower boundaries of a unit, the elevation of each and an identifying number for each unit. Elevations are to be referenced to an established datum.</p> <p>The legal description of any leasehold real estate parcel, in which unit owners own an estate for a specified number of years. These real estate parcels shall be labeled "Leasehold Real Estate" on the site plan of the common interest community plat.</p> <p>Labeling of specific units that can be converted into additional units, common elements and limited common elements.</p> |
|---|--|

NOTE: All interpretive definitions have been developed with legal advice.

515B.2-110(d) [PLANNED COMMUNITY]

A CIC plat for a planned community either shall comply with subsection (c) or it shall:

- (1) satisfy the requirements of chapter 505, 508, or 508A, as applicable; and**
- (2) satisfy the platting requirements of any governmental authority within whose jurisdiction the planned community is located, subject to the limitations set forth in section 515B.1-106.**

515B.2-110(e) [SUPPLEMENTAL CIC PLAT]

If a declarant adds additional real estate, the declarant shall record a supplemental CIC plat or plats for the real estate being added, conforming to the requirements of Minnesota Statutes, Section 515B.2-110, which apply to the type of common interest community in question. If less than all additional real estate is being added, the supplemental CIC plat for a condominium, a planned community whose CIC plat complies with subsection (c), or a cooperative in which the unit owners' interests are characterized as real estate, shall also show the location and dimensions of the remaining portion.

515B.2-110(f) [AMENDED CIC PLAT]

If a declarant subdivides or converts any unit into two or more units, common elements or limited common elements, the declarant shall record an amendment to the CIC plat showing the location and dimensions of any new units, common elements and limited common elements thus created.

515B.3-112(a) [CONVEYANCE OF COMMON ELEMENTS]

In a condominium or planned community, portions of the common elements may be conveyed by the association with the approval of a specified percentage of the voting members in the association. Portions of limited common elements can be conveyed only if all unit owners to which the limited common elements were allocated agree to the conveyance. In a cooperative, unless the declaration provides otherwise, part of a cooperative may be conveyed by the association when the appropriate percentage of persons entitled to cast votes approves of the conveyance in writing or at a meeting.

515B.3-112(e) [CONVEYANCE OF REAL ESTATE]

In the case of a conveyance involving a condominium, or a cooperative in which the unit owners' interests are characterized as real estate, the association shall record, simultaneously with the recording of the instrument of conveyance, an amended CIC plat showing the real estate constituting the common interest community exclusive of the real estate conveyed. In all common interest communities, upon recording of the instrument of conveyance, the declaration, and all rights and obligations arising therefrom, shall be deemed released and terminated as to the real estate conveyed.

PART ONE

PRELIMINARY APPROVAL AND

REVIEW REQUIREMENTS

PART ONE - PRELIMINARY APPROVAL AND REVIEW REQUIREMENTS

I. APPROVAL BY MUNICIPALITIES AND COUNTIES

A. CITIES

Preliminary CIC Plats within any city of Douglas County shall be prepared according to the specifications set forth in the respective city's CIC ordinance. Before the final CIC Plat is prepared, the approvals needed shall be obtained according to said ordinance.

B. COUNTY RECORDER

1. A CIC Plat located on abstract land is recorded in the County Recorder's Office.
2. A condominium on abstract land can be recorded even if Additional Real Estate is registered land, but before that registered Additional Real Estate can be platted as a condominium, the entire CIC property must be registered.
3. Contact the Registrar of Titles Office for a new CIC Number.
4. Research pertinent documents.

C. REGISTRAR OF TITLES

1. A CIC Plat located on registered land is filed in the Registrar of Titles Office.
2. A condominium on registered land can be filed even if Additional Real Estate is abstract land, but before that abstract Additional Real Estate can be platted as a condominium, the entire CIC property must be registered.
3. Contact the Registrar of Titles Office for a new CIC Number.
4. Contact Examiner of Titles Office, if needed.
5. Research pertinent documents.

D. COUNTY SURVEYOR

1. Contact for latest requirements and Manual update.
2. Submit Proposed CIC Plat for review.
 - a. One 22"x 34" paper copy of CIC plat
(if registered property, send one extra copy for Torrens Dept., but only one copy ever needed for a Supplemental CIC plat.)
 - b. One paper copy of the Declaration
 - c. Fee for checking
 - d. Copy of the title commitment
3. Allow 2-3 weeks for review process.
4. Surveyor will be called with or mailed the review comments.

II. GENERAL PLAT REQUIREMENTS

- A.** All CIC Plats submitted for recording must be:

Douglas County requires that a final plat submittal contain two transparent reproducible film copies, produced by photographic process, to be recorded. Please check with the local governmental body (City or Township) to determine what additional items they require.

- B.** Sheet size shall be 22 inches X 34 inches.

- C.** Borders on each sheet shall be 1/2 inch on the top, bottom and right side, and 2 inches on the left 22 inch side.

- D.** On a plat consisting of more than one sheet, each sheet shall be numbered in the lower right corner outside the border line indicating the sheet number and total number of sheets.

Example: Sheet 1 of 2 Sheets
 Sheet 2 of 2 Sheets

- E.** The word "OFFICIAL" shall be centered on the top of and outside the borderline of all sheets. (The recording office will place this label if needed.)

- F.** The Site Plan shall be submitted with adequate mathematical data (distances, angles and/or bearings) to facilitate the computation of the parcel boundary closure.

PART TWO

DOCUMENTATION

I. TITLE

- A. The Registrar's Office shall upon request promptly assign a number (CIC number) to a common interest community to be formed or to a common interest community resulting from the merger of two or more common interest communities.
- B. **The number of the CIC**, whether the common interest community is a condominium, a planned community not complying with chapter 505, 508, or 508A, or a real estate cooperative, **shall appear at the top center of all sheets in large capital letters.** "NUMBER" in the title will always be spelled out.

Line 1: *C I C NUMBER*_____

Line 2: *A Condominium (or Planned Community or Cooperative)*

Line 3: *NAME OF CIC PLAT*

Line 4: *TYPE OF PLAT (CIC PLAT, FIRST SUPPLEMENTAL CIC PLAT ETC.)*

Do not spell out CIC (Common Interest Community).

- C. The *name in the title* shall be the same as recited in the declaration and also in the certification of the land surveyor and architect and shall be in CAPITAL LETTERS in all circumstances.
- D. The name of the municipality shall not be shown adjacent to the name in the title. This will eliminate the possibility of someone assuming the municipality name is to be part of the official name.
- E. Names should be short in length and as simple as possible. Do not use symbols or irregular marks in a name that cannot be reproduced by a standard keyboard.

II. PROPERTY LEGAL DESCRIPTION

- A. The description shall be compatible with the boundaries shown on the CIC Plat.
- B. The description shall be the same on the CIC Plat as recited in the declaration.
- C. The descriptions of registered (Torrens) property must agree with the Certificate(s) of Title.
- D. If the CIC is a Flexible CIC, the description of the Additional Real Estate boundaries must be included in the Surveyor's Certificate.

III. CERTIFICATES AND SIGNATURES

Note 1: According to section 515B.2-110, (b), the portions of the CIC Plat depicting the dimensions of the portions of the common interest community described in subsections (c) (8), (9), (10), and (12) may be prepared by either a land surveyor or an architect. If these activities are performed by an architect, that architect must so certify on the CIC Plat and the land surveyor must exclude those items from the surveyor's certification. The other portions of the CIC Plat shall be prepared only by a land surveyor.

Note 2: The land surveyor should be aware that when executing the surveyor's certificate, the surveyor is certifying not only to the land boundaries, but also the location of all existing and contemplated improvements, the location of Additional Real Estate, the extent of any encroachments, the location of all recorded easements, the location and dimensions of limited common elements, and the location of the front, rear, side, upper and lower boundaries of each unit.

Note 3: The source of recorded easement data must be shown on the CIC Plat.

A. The following certificate is required on all CIC Plats complying with section 515B.2-110 and should be placed on Sheet 1 and worded as follows:

1. SURVEYOR'S CERTIFICATE

EXAMPLE:

I, *(Surveyor's name)*, do hereby certify that the work was undertaken by or reviewed and approved by me for this CIC Plat of CIC NUMBER _____, a *condominium/planned community/cooperative*, *(Name of CIC)*, being located upon:

(Property description)

Note: For a Flexible CIC, insert the additional wording:

And the Additional Real Estate described as:

(Property description)

and that this CIC plat fully and accurately depicts all information required by Minnesota Statutes, Section 515B.2-110(c)(*subsections**).

Dated this _____ day of _____, 20__ .

(signature blank)

(Name of Surveyor), Land Surveyor

Minnesota License No. _____

*See note 1 above regarding the need to list subsections here.

SURVEYOR'S ACKNOWLEDGMENT

STATE OF MINNESOTA } state in which notarial act performed
COUNTY OF DOUGLAS } county in which notarial act performed
The foregoing instrument was acknowledged before me this ____ day
of _____ 20____, by _____,
a Licensed Land Surveyor.

(signature blank)
Notary Public, ____ (County), (State)
My Commission Expires ____ (date)

(NOTARY STAMP) (Stamp **must** be black, quick drying, non smearing ink.)

2. ARCHITECT'S CERTIFICATE

(This architect's certificate, *different* than the architect's certificate on the next page, is *not needed* if all parts of the CIC plat are prepared by a land surveyor. See note 1 on previous page.)

I, _____ (Architect's name) _____, do hereby certify that the work was undertaken by or reviewed and approved by me for this CIC Plat of CIC NUMBER _____ as described herein, and that this CIC plat fully and accurately depicts all information required by Minnesota Statutes, Section 515B.2-110 (c) (subsections).

Dated this _____ day of _____, 20____.

(signature blank)
(Name of Architect), Professional Architect
Minnesota License No. _____

ARCHITECT'S ACKNOWLEDGMENT

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day
of _____, 20 __, by _____, a Licensed
Professional Architect.

(signature blank)
Notary Public, ____ (County), (State)
My Commission Expires ____ (date)

(NOTARY STAMP) (Stamp **must** be black, quick drying, non-smearing ink)

B. In a condominium, a planned community utilizing a CIC plat complying with section 515B.2-110(c), or a cooperative where the unit boundaries are delineated by a structure, a declaration, or an amendment to a declaration adding units, shall not be recorded unless the structural components of the structures containing the units and the mechanical systems serving more than one unit, but not the units, are substantially completed, as evidenced by a recorded certificate executed by a licensed engineer or architect.
515B.2-101(c)

1. ENGINEER'S /ARCHITECT'S CERTIFICATE

(Required) on a condominium, planned community or cooperative where the unit boundaries are delineated by a physical structure, i.e. a wall)

I, (Engineer's / Architect's name), pursuant to Minnesota Statutes, Section 515B.2-101(c), do hereby certify that the structural components of the structures containing the units and the mechanical systems serving more than one unit are substantially completed.

Dated this ____ day of _____, 20__ .

(signature blank)

(Name of Engineer / Architect), Professional *Engineer / Architect*

Minnesota License No. _____

OR do hereby certify that the boundaries of all units created by the attached declaration do not coincide with physical walls or structures, but that any or all structural components and mechanical systems ..

(See CIC Number 734)

2. ENGINEER'S / ARCHITECT'S ACKNOWLEDGMENT

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____, a Professional Licensed *Engineer / Architect*.

(signature blank)

Notary Public, (County), (State)

My Commission Expires (date)

(*NOTARY STAMP*) (Stamp **must** be black, quick drying, non-smearing ink.)

C. COUNTY SURVEYOR'S APPROVAL

This CIC plat has been reviewed and is approved this ___ day
of _____, 20____ .

_____, Douglas County Surveyor

IV. DELINQUENT TAX STATEMENT

- A. A signature line on the CIC Plat to indicate that there are no delinquent taxes and transfer entered per the current date.
- B. An amendment to or restatement of a declaration or bylaws, or an amended CIC plat, approved by the required vote of unit owners of an association, may be recorded without the necessity of paying the current or delinquent taxes on any of the units in the common interest community.

V. DOCUMENT BLOCK

- A. The statement in the document block takes the place of the written recording/filing statement shown on subdivision plats, but it shall be subject to the requirements of the county(s) in which the CIC Plat is located.
- B. A document block shall be placed in the upper right hand corner and inside the borderline, and should allow a ½ inch by 2-inch space for the document number. (The block will measure approximately 4 inches by 2 inches.)
- C. The document block on Sheet 1 shall be in one of the following forms, and shall use the words "recorded" and Recorder" for abstract properties; and the words "filed" and "Registrar of Titles" for properties which have a registered Certificate of Title (Torrens).

1. CIC PLAT

a. Abstract

Affix to the upper right hand corner of Sheet 1:

This CIC Plat is part of the Declaration **recorded** as Document
No. _____ (*leave 1/2" by 2" space*) _____ on this ___ day of
_____, 20____ .

Douglas County **Recorder**

b. Torrens

Affix to the upper right hand corner of Sheet 1:

This CIC Plat is part of the Declaration **filed** as Document No. _____ (*leave 1/2" by 2" space*) on this ____ day of _____, 20____ .
Douglas County **Registrar of Titles**

CERTIFICATE NO(s). _____

2. SUPPLEMENTAL CIC PLAT (when adding Additional Real Estate)

a. Abstract

This (*First, Second, etc.*) Supplemental CIC Plat, is part of the (*First, Second, etc.*) Amendment to the Declaration **recorded** as Document No. _____ (*leave 1/2" by 2" space*) on this day of _____, 20____ .
Douglas County **Recorder**

b. Torrens

This (*First, Second, etc.*) Supplemental CIC Plat is part of the (*First, Second, etc.*) Amendment to the Declaration **filed** as Document No. _____ (*leave 1/2" by 2" space*) on this day of _____, 20____ .
Douglas County **Registrar of Titles**

CERTIFICATE NO(s). _____

3. AMENDED CIC PLAT (when subdividing, converting or relocating the boundaries of any unit or units, common elements or limited common elements)

a. Abstract

This (*First, Second, etc.*) Amended CIC Plat is part of the (*First, Second, etc.*) Amended Declaration **recorded** as Document No. _____ (*leave 1/2" by 2" space*) on this ____ day of _____, 20 ____ .
Douglas County **Recorder**

b. Torrens

This (*First, Second, etc.*) Amended CIC Plat is part of the (First, second, etc.) Amended Declaration **filed** as Document No. _____ (*leave 1/2" by 2" space*) on this ____ day of _____, 20____ .
Douglas County **Registrar of Titles**

CERTIFICATE NO(s). _____

D. The Document Block on subsequent sheets will measure approximately 1 inch by 4 inches and shall be divided into a top and bottom half by a solid line. The top half shall be left blank and the bottom half shall contain:

1. Abstract CIC sheets:

C.R. DOC. NO. _____ (<i>leave 1/2" by 2" space</i>)

2. Torrens CIC sheets:

(<i>leave blank</i>)

E. A **Planned Community** located on both abstract and registered land must have one copy of the CIC plat recorded in the County Recorder's Office (with proper C.R. document box on all sheets) and one copy filed in the Registrar of Titles Office (with proper R.T. document box on all sheets).

PART THREE

SITE PLAN GRAPHICS

PART THREE - SITE PLAN GRAPHICS

I. REAL ESTATE BOUNDARIES

- A.** The boundaries and dimensions of all the real estate included in the CIC Plat must be shown.
- 1.** The legal description and the parcel boundary shown on the CIC Plat must agree, or include notes, which will explain the difference, i.e. "plat" and measured.
 - 2.** Government corners shall be labeled.
 - 3.** Boundary lines shall not be drawn through the open circles which symbolize iron monuments.
- B.** Boundary and property lines.
- 1.** Boundary lines of the real estate shall be heavy weight solid lines that are easily identified.
 - 2.** Boundary lines of "Additional Real Estate" shall be medium weight solid lines.
 - 3.** Underlying lot lines and description lines within the real estate boundary shall be light weight dashed lines.
 - 4.** Boundary lines and corners on the drawings shall be labeled in the same manner as recited in the description.
 - a.** The labels of the boundary lines and corners may be abbreviated and shown in an acceptable form.
 - b.** When the description consists of a whole unit such as a Lot, Outlot, or Registered Land Survey Tract, its designation may be stippled across the parcel eliminating the need for labeling of boundary lines or lot corners.
 - c.** All underlying platted property within the CIC Plat must be designated by stippled lines and text, including lots, blocks, streets and subdivision names.

- C. Buildings and location of improvements.**
- 1.** All perimeter dimensions of existing buildings will be measured and shown on the CIC Plat.
 - 2.** Show all building identities on the CIC Plat with a reference to the sheet number of the CIC Plat that further details the building(s), layout and dimensions.
 - 3.** Trees, shrubs, flowers, etc. shall not be shown.
 - 4.** Public streets and alleys abutting the CIC as well as the street and alley widths must be shown at least to the centerline. Entire street widths should be shown when 100 feet or less from CIC property. (See definition of 515B.2-110(c)(2) on page 8.)
 - 5.** Parking lots, sidewalks and driveways shall be shown by scale and shall be dimensioned if practical (width, length etc.).
 - 6.** The location of all existing material (noticeable) structural improvements such as swimming pools, tennis courts and playgrounds must be shown.
 - a.** Show by distances (to the nearest foot) the relation to other buildings and improvements.
 - b.** The actual improvements themselves must also be dimensioned to the nearest foot.
- D.** The extent of any encroachment by or upon any portion of the CIC shall be shown, located and dimensioned.

II. ADDITIONAL REAL ESTATE

- A.** All Additional Real Estate must be shown as described on the CIC Plat and recited in the declaration.
- B.** Show location and dimensions of any Additional Real Estate in relation to the original CIC real estate.
- C.** Label all ADDITIONAL REAL ESTATE in solid capital letters.
- D.** Additional Real Estate need not be contiguous, but must have distance and direction ties between all noncontiguous parcels.

III. FLEXIBLE CIC - SUPPLEMENTAL CIC PLATS

CIC Plats of "ADDITIONAL REAL ESTATE" in a Flexible CIC require the preparation of a SUPPLEMENTAL CIC PLAT showing the real estate being annexed to the CIC.

- A.** If there is to be a series of SUPPLEMENTAL CIC PLATS in a Flexible CIC, they shall be labeled as FIRST SUPPLEMENTAL CIC PLAT, SECOND SUPPLEMENTAL CIC PLAT, etc. to distinguish between them.
- B.** Such SUPPLEMENTAL CIC PLATS shall be labeled on each sheet below the CIC name.
- C.** The use of PHASE I or similar terms is not permitted.
- D.** The same technical standards shall apply to all supplemental CIC Plats, as required for the original CIC Plat.
- E.** When less than all the ADDITIONAL REAL ESTATE is included in the FIRST SUPPLEMENTAL CIC PLAT, the location and dimensions of the remaining portions must be shown and outlined by a medium weight solid line and labeled "ADDITIONAL REAL ESTATE".
- F.** All certificates on SUPPLEMENTAL CIC PLATS shall include the full three or four line title.
- G.** The portions of any remaining ADDITIONAL REAL ESTATE shall be described on each of the SUPPLEMENTAL CIC PLATS.

IV. MATCH LINES

- A.** Match lines should follow obvious division lines within the CIC Plat.
- B.** If the CIC Plat has more than one match line, the match lines shall be labeled "MATCH LINE A" (See Sheet 2 of 4 Sheets), "MATCH LINE B", etc.

V. MATHEMATICAL DATA

- A.** All distances, directional lines and boundary lines of and to any noncontiguous parcels on the CIC Plat must have sufficient mathematical data to form a closed traverse.
 - 1.** Distances shall be shown for all individual lines of all boundary lines.
 - 2.** All real estate boundary distances shall be shown to the nearest hundredth of a foot.

3. The mathematical closure error of any parcel boundary shall not exceed 0.02 foot in north/south and east/west direction.
- B.** Curve data should include arc length to the hundredth of a foot, central angle to the nearest second and radius length to the hundredth of a foot on each segment of curve.
1. Non tangential curves must also include chord bearings.
 2. If applicable, dashed radial lines at the ends of all tangential curves shall be extended far enough toward the radius point to clearly indicate the direction of curvature, or a statement affixed to indicate the direction of concavity.
- C.** The dimensions and location of all existing material (noticeable) structural improvements and roadways must be shown.
1. Show platted or easement widths of right-of-ways.
 2. The actual length and width of existing pavement should be drawn to scale and dimensioned when practicable, or indicate the average width if irregular.
 3. Street or easement widths need not be shown to the hundredth of a foot when an intrinsic value.
 4. Distances recited in the description as chains, rods, etc., should be shown on the CIC Plat, together with the equivalent distance in feet.
 5. Buildings shall be referenced to the real estate boundary with a minimum of two distance and directional dimensions.

VI. EASEMENTS

- A.** The location and dimensions of all recorded easements within the CIC serving or burdening any portion of the CIC shall be shown.
- B.** Existing easements over or appurtenant to ADDITIONAL REAL ESTATE shall be shown.
- C.** All easements shall be identified by the document number or the name of the plat which created them.
- D.** Identify existing easements by individual labeling or by a precise reference in the legend.

VII. WATER BOUNDARIES AND WETLANDS

A. Survey Line

1. In any instance where a river, stream, creek, lake or pond constitutes a boundary line within or of the CIC Plat, a survey line shall be shown.
2. The survey line shall be shown as a dashed line.
3. All "Survey Lines" shown on the CIC Plat shall be labeled as such.
4. The survey line shall show distance and direction on all of its segments.
5. The overall distance between angle points on the survey line shall be shown.
6. Monuments shall be placed at all angle points along the survey line.
7. The approximate distance from all angle points on the survey line to the shoreline shall be shown. (Within reason)

B. Water Elevation

1. Any CIC Plat which includes land abutting upon any lake or stream shall show, for the purpose of information only, a contour line denoting the present shoreline, water elevation and the date of survey.
2. The highest known water elevation shall be indicated on the face of the CIC Plat by numerical figures if this data is available from the Minnesota Department of Natural Resources, Division of Waters, Soils and Minerals, or from the United States Corps of Engineers.
3. Lake datum should be shown.

Example: Water Elevation
 As of March 10, 1994 = 929.36 feet (N.A.V.D. - 1988)
 High Water Elevation = 930.51 feet (N.A.V.D. - 1988)
 according to records of the Minnesota Department of
 Natural Resources.

C. Wetland

1. Wetlands, as defined in MS 505.02 Subd.1, shall be shown and labeled on the site plan.
2. Boundary lines of any wet land shown on the CIC Plat will be designated by a dashed line. Edge of Wetland will be labeled when necessary.

3. The word "WETLAND" shall be shown in capital letters and lettered in a fine, solid line.

VIII. BENCHMARK

- A. All elevations are encouraged to be in mean sea level datum and shall be referenced to a durable benchmark described on the CIC Plat together with its location and elevation to the nearest hundredth of a foot.
- B. If the benchmark is within the CIC Plat, then its location shall be plotted and labeled.

Examples: Benchmark is top of front entry step at 825 Summit Avenue. Assumed Elevation = 100.00 feet

Benchmark:

Top nut of fire hydrant located in the Northwest quadrant of the intersection of Osgood Avenue and 50th Street North.

Elevation = 931.71 feet (N.A.V.D. - 1988)

(NGVD-1929 common elevation benchmark reference)

IX. UNDERLYING PLAT

- A. The lines of platted property lying within the boundary of the CIC Plat shall be shown with dashed lines, and the plat name, lot and block numbers and street names shall be stippled.
- B. Underlying plat bearings, angles and distances shall not be shown unless referred to in the description or are part of the boundary of the CIC Plat.
- C. Arrowed lines used with dimensions or descriptions shall be dashed or dotted line.

X. ADJOINING PROPERTY

- A. The name and boundary lines of adjoining subdivided property shall be stippled.
- B. *Do not* show adjoining interior lot lines or lot and block numbers from adjoining subdivisions.
- C. Adjoining unplatted property shall not be designated.

- D. Stipple names and show widths in solid Arabic numerals of adjoining streets and alleys.
- E. Double designation of thoroughfares will have the municipality's name listed first.

Example: Osgood Avenue North (County Road No. 67)
 Dellwood Place (State Highway No. 98)

- F. Adjoining railroads, lakes, streams and rivers shall be shown and identified.

XI. SHEET SIZE AND NUMBERING

- A. All CIC Plats shall measure 22 inches X 34 inches from outer edge to outer edge.
- B. A border line shall be placed one-half inch inside the outer edge of each sheet on the top, bottom and right hand sides of the sheet; a border line shall also be placed two inches inside the outer edge on the left hand 22 inch side of each sheet.
- C. CIC Plats consisting of more than one sheet shall have the sheet number and the total number of sheets in the lower right hand corner of each sheet, outside the borderline.

Example: Sheet 1 of 3 Sheets
 Sheet 2 of 3 Sheets
 Sheet 3 of 3 Sheets

- D. CIC Plats consisting of more than one sheet shall use the sheet containing certifications as Sheet 1.

XII. SCALE

- A. Scale of the CIC Plat shall be confined to those normally used on an **engineer's scale**.
- B. A graphic(bar) scale must be shown on each sheet where there is pictorial representation.
- C. Each graphic scale will include the phrase: "SCALE IN FEET".

XIII. NORTH ARROW

- A.** North should be towards the top of the sheet (34 inch side).
- B.** If this is not possible, north should be towards the binding edge of the sheet. (left, 22 inch side)
- C.** In either case, all dimension designations, lot and block numbers, etc. shall read from the bottom or the right side of the sheet.
- D.** A north arrow shall be shown on each sheet where there is a graphic representation.

XIV. BEARING ORIENTATION

- A.** A note shall state the basis of the directional orientation of the bearings on the CIC Plat.
- B.** Examples:
 - 1.** “The basis of bearings is assumed” or “Bearings shown are assumed” is the preferred bearing note.
 - 2.** Orientation of this bearing system is based on the west line of the Northwest Quarter of the Southwest Quarter, which has an assumed bearing of North.
 - 3.** Orientation of this bearing system is based on the north line of Block 1, JOHN DOE ADDITION, which has an assumed bearing of East.

XV. LINE WEIGHTS AND FONT SIZES

- A.** The CIC Plat shall have four distinct line weights according to the following breakdown from heaviest to lightest.
 - 1.** Real estate boundary and unit boundaries.
 - 2.** Additional Real Estate boundaries.
 - 3.** Limited common elements and building perimeter.
 - 4.** Common element improvements and dashed underlying description or easement lines.
- B.** Font sizes within the CIC Plat shall vary according to the following list from largest to smallest. An 8-point font should be the smallest size used to facilitate legibility, photo reproduction, and microfilm reduction.

1. CIC Number
2. CIC Name.
3. Stippled underlying subdivision names.
4. Street names.
5. Additional Real Estate, elevations and similar information.
6. Dimensions.
7. Easement and similar data.

XVI. VICINITY MAP

Vicinity Maps on CIC plats are desired.

XVII. MONUMENTS

- A. Durable iron monuments shall be set at all angle and curve points on the outside boundary lines of the CIC Plat.
- B. Any monument or permanent evidence of the survey shall have inscribed thereon the license number of the land surveyor making the survey.
 1. The legend or a note may identify the type of monument set and the license number of the land surveyor. Monuments set shall be irons NO LESS than 1/2 inch in diameter and 18 inches long.

Example: o Denotes 1/2 inch diameter by 18 inch long iron pipe monument set and marked by License No. _____
 2. Normally the symbol to denote an iron monument set shall be an open circle.
 3. Set monuments shall be marked with the license number of the land surveyor who places the monuments.
- C. Boundary lines shall terminate at the circumference of the circle which symbolizes iron monuments set by the land surveyor.
- D. Judicial Landmarks of record and found in place shall be shown and designated JLM found. Record JLM's not found shall also be so indicated, but no monument shall be shown.

- E.** Show all government corners that determine the CIC Plat boundary whether or not these corners are a part of the CIC Plat. These government corners will be referenced to the CIC Plat by distance and direction. The type of monument shall also be designated.

Example: ⊙ West 1/4 Corner
 Sec. 36, T.108, R.26
 (Found Cast Iron Monument)

XVIII. SECTION SUBDIVISION LINES

- A.** All section, quarter section, quarter-quarter section and government lot lines should be shown and labeled if they relate to the real estate boundary.
- B.** Every effort should be made to reference the CIC Plat into section or quarter section lines.

XIX. EXISTING RIGHT OF WAY

- A.** The name of any public thoroughfare/cul-de-sac adjoining the CIC Plat shall be shown in stippled text. Stippled text indicates the thoroughfares/cul-de-sacs are not within the boundary of the CIC Plat. The width of these adjoining thoroughfares / cul-de-sacs will be shown in solid Arabic numerals.
- B.** If such adjoining thoroughfares/cul-de-sacs are intersected by another thoroughfare/cul-de-sac, also being outside the CIC Plat boundary, the name of this intersecting thoroughfare/cul-de-sac will also be stippled on the CIC Plat.
- C.** Adjoining railroads and similar rights of way will be treated in the same manner as thoroughfares.

XX. THOROUGHFARE CENTERLINES

- A.** Where a highway right of way shown upon a CIC Plat has been surveyed according to the description of record, the document number or book and page number of the description of record shall be shown. The CIC Plat shall also show all courses of the location line described in the instrument that will control that portion of the right of way pertinent to the CIC Plat.
- B.** When the right of way is of varying widths, the centerline will be labeled as described by document number, book and page number, or as traveled.
- C.** When the boundary of a CIC Plat is the centerline of a traveled road, always label the centerline accordingly.

XXI. DETAILS

- A. Details of small congested areas may be needed. If more than one detail is necessary identify each with a letter.
- B. Details should be drawn to scale and the graphic scale shall be shown on the detail. If gross exaggeration is necessary, note that the detail is not drawn to scale.
- C. The north orientation for the detail should be, if practical, the same as the CIC Plat.

XXII. EXCEPTIONS

- A. The word EXCEPTION shall be used on the CIC Plat only where a specific parcel is recited in the description as being an exclusion to the primary and/or Additional Real Estate parcel(s).
- B. On the CIC Plat, the word EXCEPTION shall be shown in solid letters within the area being excluded.

XXIII. PLAT AND MEASURED, DEED AND MEASURED

- A. The terms PLAT and MEASURED shall be used only when the underlying platted distance is actually shown between two points which are also measured between in the current survey.
- B. The term PLAT preceded by a distance is not sufficient; the plat name shall follow the underlying platted distance unless a note in the legend identifies the plat referred to.

Example: 237.65 MOYER ADDITION
 237.05 MEASURED

- D. "Deed and Measured" distances can not be shown under any circumstances.

XXIV. MAP LEGEND

A. A legend may be used to explain symbols, notes and lines.

- Examples:
- o Denotes 1/2 inch diameter by 18 inch long iron pipe monument set and marked by a plastic cap inscribed RLS _____
 - Denotes iron pipe monument found and identified by RLS _____

Orientation of this bearing system is based on _____

PART FOUR
UNIT GRAPHICS

C. General

1. The CIC Plat shall represent the unit boundaries as they are described in the declaration.
2. Unless otherwise specified, all spaces, windows, interior partitions, fixtures and improvements within the bounds of a unit are a part of the unit and should not be shown on the CIC Plat.

II. COMMON ELEMENTS AND LIMITED COMMON ELEMENTS

A. Common Element

1. All common element improvements such as streets, parking lots, retaining walls, sidewalks, etc., which are generally outside of the buildings shall be shown and dimensioned, where practical. Common elements inside building need not be dimensioned.
2. Show common element improvements to be constructed.
 - a. The intended location by distance and direction dimensions to the buildings and/or real estate boundary shall be shown.
 - b. Contemplated common element improvements shown shall be labeled either "MUST BE BUILT" or "NEED NOT BE BUILT".

B. Limited Common Element

1. Location and dimensions of all limited common elements shall be shown. For example: *storage lockers, porches, balconies, decks, patios, etc.*
2. All windows, shutters, awnings, door steps, stoops, exterior doors or any fixture designed to serve a single unit, but located outside the unit need not be shown.
3. Flues, chutes, ducts, pipes, conduits, wires, bearing walls, columns or other such fixtures do not need to be shown.

III. FLEXIBLE CIC - SUPPLEMENTAL CIC PLATS

CIC Plats of "ADDITIONAL REAL ESTATE" in a Flexible CIC require the preparation of a SUPPLEMENTAL CIC PLAT showing the real estate being annexed to the CIC.

- A.** If there is to be a series of SUPPLEMENTAL CIC PLATS added to a Flexible CIC, they shall be labeled as FIRST SUPPLEMENTAL CIC PLAT, SECOND SUPPLEMENTAL CIC PLAT, etc.
- B.** Such SUPPLEMENTAL CIC PLATS shall be labeled on each sheet below the CIC name.
- C.** The use of PHASE I or similar terms is not permitted.
- D.** The same technical standards shall apply to all SUPPLEMENTAL CIC PLATS as were required for the original CIC Plat.
- E.** When less than all the ADDITIONAL REAL ESTATE is included in the FIRST SUPPLEMENTAL CIC PLAT, the location and dimensions of the remaining portions must be shown and outlined by a medium weight solid line.
- F.** All certifications on SUPPLEMENTAL CIC PLATS shall include the full three or four line title.
- G.** Any remaining ADDITIONAL REAL ESTATE shall be described on each SUPPLEMENTAL CIC PLAT.

IV. AMENDED CIC PLATS

- A.** An owner or declarant may decide to subdivide or convert any unit into two or more units, common elements or limited common elements.
 - 1.** Section 515B.2-101(c) requires that in a condominium or real estate cooperative where the unit boundaries are delineated by a physical structure, a declaration, or an amendment to a declaration adding units, may NOT be recorded unless all structural components and mechanical systems of all buildings containing or comprising any units thereby created, but not necessarily the units, are substantially completed, as evidenced by a recorded certificate executed by a registered engineer or architect.
 - 2.** CIC Plats in this case will be labeled consecutively beginning with FIRST AMENDED CIC PLAT, SECOND AMENDED CIC PLAT, etc. and the label shall be placed on each sheet below the title block.
 - 3.** The boundary of an amended CIC Plat will be as described in the Surveyors Certificate.
- B.** Adjoining unit owners, with approval of the homeowners association, may relocate the boundary between their units by recording an amended CIC Plat to show the altered unit boundaries.

- C. The amended CIC Plat shall show the location and dimensions of any new or altered units, common elements or limited common elements created.

V. BUILDING, UNIT AND GARAGE IDENTIFIERS

- A. If the CIC plat for a planned community complies with chapter 505, 508, or 508A, then a description of a unit in the planned community is legally sufficient if it is stated in terms of a plat or registered land survey. Any instrument conveying or asserting an interest in a unit shall reference the county and the common interest community number immediately following the name of the plat or registered land survey.
- B. In planned communities whose CIC plats comply with section 515B.2-110(c), and in all condominiums and cooperatives created under this chapter, a unit identifier shall contain no more than six characters, only one of which may be a letter.
- C. Each unit identifier should be shown within the unit's boundary on the CIC Pat and shall be preceded by the word UNIT.
- D. The numbering of each building is optional: if used, the numbers should be shown within the building boundary and shall be preceded by the word BUILDING.
- E. There cannot be duplication of unit identifiers for buildings, units or garage units within the CIC.
- F. "UNIT" means a physical portion of the CIC intended for separate ownership or occupancy. DO NOT label garage spaces which are limited common elements as "GARAGE UNIT".

VI. LINE WEIGHTS AND FONT SIZES

- A. The unit graphics should have four distinct line weights according to the following breakdown from heaviest to lightest.
 - 1. Unit boundaries.
 - 2. Building boundaries.
 - 3. Limited common elements.
 - 4. Common element improvements and dashed underlying description or easement lines.
- B. Unit graphics font sizes shall vary according to the following list from largest to smallest. An 8-point font should be the smallest size used to facilitate legibility, photo reproduction and microfilm reduction. (0.08 inch)
 - 1. CIC Name.

2. Unit numbers, stippled underlying subdivision names.
3. Street names.
4. Elevations and similar information.
5. Dimensions.
6. Easements and similar data.

VII. DETAILS

- A.** Details of small congested areas may be needed. If more than one detail is necessary, identify each with a letter.
- B.** Details should be drawn to scale and the graphic scale shall be shown on the detail. If gross exaggeration is necessary, note that the detail is not drawn to scale.
- C.** North orientation of the details shall be the same as the CIC Plat.

PART FIVE

PROCEDURE FOR RECORDING CIC PLATS

PART FIVE

PROCEDURE FOR RECORDING CIC PLATS IN DOUGLAS COUNTY

NOTE: All preliminary approvals should be complete before proceeding with the following steps:

I. MATERIAL and SPECIFICATIONS

Douglas County requires that a final plat submittal contain two transparent reproducible film copies, produced by photographic process, to be recorded. Please check with the local governmental body (City or Township) to determine what additional items they require.

II. QUANTITY

- A.** Two transparent reproducible film copies, produced by photographic process, are required for recording.
- B.** One copy of the CIC plat shall be labeled "OFFICIAL" and the other copy shall be labeled "COPY" and shall be centered on the top of and outside the borderline of all sheets.
- C.** Plats or transparencies in unsatisfactory condition will not be accepted for recording.
 - 1.** It is required that ONLY PERMANENT BLACK INK (NOT BALLPOINT PENS) WILL BE USED for all signatures, dates, and notary acknowledgments.
 - 2.** DO NOT FOLD the reproducible film copies.

III. PROCEDURE FOR RECORDING

- A.** Before bringing the CIC plat to Douglas County for recording or filing, the plat film copies must be signed by the surveyor and the architect or engineer, as required, before a Notary Public. The Notary Public must clearly print in black ink their name in addition to their signature and must also print their commission expiration date in the space provided. The MONTH of all dates must be spelled out in full.
- E.** Bring the signed CIC plat film copies to the Douglas County Surveyor's Office for final approval before proceeding to either the Examiner of Titles Office with a CIC on registered property (R.T. document block) or the Recorder's Office with a CIC on abstract property (C.R. document block).

- F.** **A Planned Community** located on both abstract and registered land must have one copy of the CIC plat recorded in the County Recorder's Office (with proper C.R. document box on all sheets) and one copy filed in the Registrar of Titles Office (with proper R.T. document box on all sheets). The Examiner of Titles Office does not review a CIC Plat of a planned community.
- G.** A declaration, bylaws, any amendment to a declaration or bylaws, and any other instrument affecting a common interest community shall be recorded.
- 1.** The declaration and CIC Plat for condominiums and real estate cooperatives are recorded/filed as one document.
 - 2.** If the CIC is on registered property (Torrens), the Owner's Duplicate Certificate of Title must be surrendered at the time of filing, accompanied with an affidavit of purchaser.
To coincide with this procedure, a petition must be filed with the Clerk of Courts for a Proceeding Subsequent. Before filing the petition, the documents shall be given to the Examiner of Titles for review to determine whether they comply with the requirements of the Uniform Common Interest Ownership Act.
 - 3.** All recording fees must be paid at the time of recording/filing.