

Douglas County Public Works
County Surveyor
Plat Manual

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DOUGLAS COUNTY PUBLIC WORKS PLATTING MANUAL

COUNTY SURVEYOR

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PREFACE

This document has been prepared by the Douglas County Surveyor's Office, a division of the Public Works Department. The information contained in this manual is based on the Plat Manual of Minimum Guidelines prepared by the Minnesota Society of Professional Surveyors and the Minnesota Association of County Surveyors, which should also be referred to for examples.

This manual is a guideline for gaining Final Plat approval by the Douglas County Surveyor's Office for the recording of the plat. It does *not* supplant the governing authority's approval of the subdivision and its design. The governing authority determines actual subdivision and development requirements. Douglas County's requirements are contained in the Douglas County's Zoning, Subdivision, and Shoreland Ordinances. Individual municipalities and townships have their own subdivision ordinances.

The County Surveyor's Office also works closely with the County Attorney, Recorder/Registrar of Titles, and Auditor in matters affecting the title to lands being platted. **A current Title Commitment, or Title Opinion, is required.**

The Douglas County Board of Commissioners adopted Plat Checking Ordinance No. 112205A on November 22, 2005 per Minnesota Statutes 389.09 and 505.03 for all subdivision plats and Registered Land Surveys received on or after December 1, 2005 prior to recording. The Douglas County Board of Commissioners establishes the Plat Checking Fees. Public notice is given and a public hearing held to establish the fees. The fee schedule for plat reviews will be set forth as part of the County Fee Schedule.

Note: The Public Works Department may charge an additional hourly fee when major revisions are made (or repeated corrections are necessary) to the plat subsequent to the initial checking. The amount of this fee is established by the County Board.

This document is intended to build consistency into the preparation of plats and Registered Land Surveys, (RLS), without stifling the individuality of the practicing Land Surveyor. **The purpose of the County Surveyor's Office is not to assemble or reconstruct the private surveyor's final plat, but only to spend a reasonable time checking it.**

A plat or RLS submitted to our office for review will be checked in the order the complete submission was received. To expedite the plat checking process the following items must be submitted to the County Surveyor for the checking process to begin:

- 1) Two copies of the finalized version of the plat or RLS to be checked.
- 2) A check payable to "Douglas County" for the total amount as calculated from the County Fee Schedule.
- 3) A current Title Insurance Commitment, or an Attorney's Title Opinion, current within 30 days. A title opinion, deed, (Torrens property *must* have a copy of the Certificate of Title) or some documentation showing the legal description of the property being platted, current owners, mortgagees, contract purchasers, partnerships, easement rights and any others having an interest in the property. The County Surveyor's Office is not responsible for title work or research of records.

Optional Information: An ASCII point file (*P,N,E: to an accuracy of three decimal places*) for plat boundary lines, lot corners, angle points, radius points, survey lines and irregular easement lines, on an IBM/compatible formatted disk or sent via E-mail. Submittal of the point file should help expedite the checking process.

After the required corrections have been made to the plat, an approved check print must be resubmitted. We will not sign the final plat and copy without an approved check print.

Statutory requirements for review of plats by the **County Engineer** will be enforced. Access and/or Utility Permits from the **County Engineer** are required for work in the county right of way.

Douglas County requires that a final plat submittal contain two transparent reproducible film copies, produced by photographic process, to be recorded. One plat shall be labeled "OFFICIAL PLAT" and the other copy shall be labeled "COPY". Labels shall be placed at the top center of the plat, outside the border line. Please check with the local governmental body (City or Township) to determine what additional items they require.

Planned Communities satisfying the requirements of chapter 505, 508 or 508A do NOT contain the CIC number in the plat name and are NOT shown on the plat drawing. After recording, the Common Interest Community is created by the recording of the necessary declaration complying with Minnesota Statutes 515B, 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.

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PART I

DOCUMENTATION

1) PLAT NAME

- A. The name of the plat, as it appears as a title on the plat, shall be identical in the dedication clause and certifications on the plat, and all shall be in CAPITAL LETTERS. The name “Douglas County” or of the municipality shall *not* be shown in conjunction with the plat name in the title. This will eliminate the possibility of someone assuming the municipal name to be part of the official name of the plat.
- B. Plat names must be compared with the indexes of plat names in the Recorder/Registrar’s office and the Surveyor’s office to prevent duplication of plat names. Similarities in the name, spelling, or pronunciation of a plat of record are not acceptable.
- C. Plat names should be as short in length and as simple as possible. Do not use special or irregular symbols in the plat name. Do not use hyphens, apostrophes, commas, etc. in the plat name. Avoid Roman Numerals as part of the plat name. Examples of numerals within a plat name:
 - 1. Never use numerals at the beginning of a plat name.
 - 2. Never use Roman Numerals in a plat name. The use of 2ND, 3RD, 4TH, etc. as in CIRCLE 2ND ADDITION is preferred over spelling it out as SECOND, THIRD, etc.
 - 3. Avoid the use of FIRST, as in JOHNSON 1st ADDITION.
 - 4. Do not use: REPLAT or REARRANGEMENT
Such as: REPLAT OF BLOCK 2, CIRCLE ADDITION or REARRANGEMENT OF BLOCK 2, CIRCLE ADDITION
- D. Do not underline the plat name. The plat's title name on the sheets of the plat should be printed with filled-in solid letters at least one-half inch in size. It need not necessarily be at the top of the sheet but it must be prominent enough to be easily seen.

2) ORDER OF PLAT DEDICATION

- A. Notification of Interest
- B. Legal Description
- C. Dedication
- D. Witness Clause
- E. Signature Line
- F. Acknowledgment
- G. Surveyors Certificate and Acknowledgment
- H. Advisory Body - Township / City Planning Commission Approval
- I. Governing Body - Township / City / County Approval
- J. County Surveyor Approval
- K. City/County Attorney
- L. County Auditor's Tax Statement
- M. Registrar of Titles
- N. County Recorder

3) **INSTRUMENT OF DEDICATION**

A) Notification of Interest

The heading of a plat must, in "CAPS", read as follows: KNOW ALL PERSONS BY THESE PRESENTS: (preceding the body as in the examples below).

KNOW ALL PERSONS BY THESE PRESENTS: That *List owners (see examples below)*, owners and proprietors of the following described property situated in the County of Douglas, State of Minnesota, to wit:

(Legal description) (Degrees, minutes and seconds shall be spelled out in all legal descriptions.)

Have (Has) caused the same to be surveyed and platted as (**plat name in all CAPITAL LETTERS**), and do (does) hereby donate and dedicate to the public for public use forever the public way(s), public grounds (parks), and also dedicate to the public for public use forever the easements as shown on this plat for drainage and utility purposes only (and restricted access, if appropriate).

Body examples:

- 1) That John C. Doe and Mary H. Doe, husband and wife, fee owners of the following described property situated in the County of Douglas, State of Minnesota, to wit:
- 2) That Hudson Development Company, a Minnesota Corporation, owners and proprietors of the following described property situated in the County of Douglas, State of Minnesota, to wit:

Note: The "right to limit or restrict access" may be shown on a plat. In those instances the text needs to be added.

Interests in the property ("Signers"):

- 1) ANY PARTY WHO HAS AN INTEREST IN THE PROPERTY BEING PLATTED THAT COULD MATURE INTO FEE TITLE MUST JOIN IN ON THE PLAT. Mortgagees as well as the fee owner must join in a plat executed under the statute. (Attorney General Opinion 311, June 16, 1925).
- 2) Owner(s) and all others who possess interest in the property must join in the plat as "fee owners", or as "owners and proprietors". Contract purchasers and mortgagees must join in the body and acknowledgement of the plat and be labeled as such.
- 3) The marital status of the owner must be stated in the dedication and the acknowledgement (Attorney General Opinion, August 30, 1961). (Examples: husband and wife, his wife, single, widow, unmarried, etc.)
- 4) Companies shall show state or federal designation of the company in the heading and the acknowledgement portion of the plat. If the corporation has no seal, leave out that part of the statement.
- 5) If public ways and public grounds are dedicated, you can be specific and list them as avenues, streets, lanes, courts, etc., and Park 1, Park 2, Public Square, etc. Dedication of

Parks may not transfer them to the governmental body. They may need to be deeded in order to receive tax-exempt status. (Check with the governing body.)

- 6) Partnerships shall be shown in the heading, witness clause, and on the acknowledgement, and will be handled on a case-by-case basis.

WITNESS CLAUSE:

- A) All persons, Corporations, Partnerships, etc., listed in the heading must have a space for their signatures.
B) The witness clause shall read as follows:

1) **Individuals:**

In witness whereof said John C. Doe and Mary H. Doe, husband and wife, have hereunto set our hands this _____ day of _____, 20__.

John C. Doe

Mary H. Doe

2) **Corporations:**

Also in witness whereof said Hudson Development Corporation, a Minnesota Corporation, has caused these presents to be signed by its proper officer(s) *and its corporate seal* to be hereunto affixed* this _____ day of _____, 20__.

**(Note: Include statement on corporate seal only if one will be used. Corporate "status" is not required here)*

HUDSON DEVELOPMENT CORPORATION

By _____
Lyle O. Public, President

NOTE: In some situations a "Consent to Plat", as a separate document, may be prepared, executed, acknowledged, and recorded along with the plat.

4) **LEGAL DESCRIPTION**

- A) The description **must** match the drawing.
B) All calls recited in the description must be labeled on the graphics portion of the plat.
C) Torrens property
- 1) The owner(s) who execute(s) the plat must use the identical name(s) as they appear on the Certificate of Title. No "also known as" phrases may be used.
 - 2) The description on the plat must be exactly the same as the description on the Certificate of Title.
 - 3) The descriptions of vacated streets and alleys must have been raised by Court Order in a Proceedings Subsequent into the body description on the

Certificate of Title, or by written directive by the Examiner of Titles in some cases.

D) For mixed abstract and torrens descriptions, each shall be preceded by a heading of: "Abstract property)", or "Torrens property)" as the case may be.

5) ACKNOWLEDGEMENTS (“NOTARIZATIONS”)

- A) The Acknowledgements shall follow the witness clause.
- B) The marital status, company, partnership, trust designation, etc., shall be shown in the acknowledgement and read the same as in the heading of the plat.
- C) The notary seal and all signatures must be in black ink on the plat (not ball point).
- D) The notary's commission expiration date must be printed below the notary's signature on the mylar if not already on the seal.
- E) If the notary seal and signature is not legible the name of the notary will have to be printed next to the signature.
- F) 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 the notary stamp was used or was illegible if used.
- G) The most common acknowledgements will read as follows:

Individual

STATE OF MINNESOTA (Leave blank if not known)
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by (names of persons acknowledged), (marital status).

Notary Public, _____ County, Minnesota
My Commission Expires _____

Corporation

STATE OF MINNESOTA (Leave blank if not known)
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20 ____ by (names of officers or agents, titles of officers or agents), a (state or federal) Corporation, on behalf of the corporation.

Notary Public, _____ County, Minnesota
My Commission Expires _____

NOTE: There are many different possibilities, such as types of partnerships, contracts for deed, powers of attorney, trusts and the like. For help with unusual situations, contact this office. If

the notary's signature or stamp is not clear the notary's name will have to be printed next to the signature.

6) SURVEYOR'S CERTIFICATION

A) The platting surveyor's certification, signature, and notarization shall read as follows:

No delay on monumentation certification:

I hereby certify: that I have surveyed and platted the land described on this plat as _____ and that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on the plat have been correctly set; that as of the date of this certificate, all water boundaries and wet lands, as defined in Minnesota Statutes 505.01, Subd. 3, are shown and labeled on the plat; and that all public ways are shown and labeled on the plat.

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

Delayed monumentation certification:

I hereby certify: that I have surveyed and platted the land described on this plat as _____ and that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all outside boundary monuments of the plat have been correctly set and that all other required monuments will be correctly set within one year of the recording of this plat; that as of the date of this certificate, all water boundaries and wet lands, as defined in Minnesota Statutes 505.01, Subd. 3, are shown and labeled on the plat; and that all public ways are shown and labeled on the plat.

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

B) The Surveyor's acknowledgement shall read as follows:

STATE OF MINNESOTA
COUNTY OF _____

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

Notary Public, _____ County, Minnesota
My Commission Expires _____

7) **ADVISORY BODY**

A) The Advisory Body signatures that are needed on the plat shall read as follows:

1) **City Planning Commission*:**

Example

Reviewed by the Planning Commission of the City of Alexandria this _____ day of _____, 20____.

Chairman

Secretary

(Person or persons designated to sign)

*Note: Check with individual cities and townships to verify who is required to sign on behalf of the city or township. The Douglas County Planning Commission does *not* sign plats.

8) **GOVERNING BODY**

A) The Governing Body Signatures:

ALEXANDRIA TOWNSHIP BOARD

Approved by the Board of Supervisors of Alexandria Township of Douglas County, Minnesota this _____ day of _____, 20____.

Chairperson

NOTE: The Douglas County Board of Commissioners does not sign plats within Alexandria Township.

IDA TOWNSHIP BOARD

Approved by the Board of Supervisors of Ida Township of Douglas County, Minnesota this _____ day of _____, 20____.

Chairperson

CITY OF ALEXANDRIA/ALEXANDRIA JOINT PLANNING BOARD
(For plats within City of Alexandria Orderly Annexation Areas)

I hereby certify that on the _____ day of _____, 20____, the City of Alexandria/Alexandria Township Joint Planning Board did approve this plat

Signed: _____
Chairperson

Signed: _____
Secretary

Attest: _____
City Administrator

NOTE: The Douglas County Board of Commissioners does not sign plats within City of Alexandria Orderly Annexation Areas.

BOARD OF COUNTY COMMISSIONERS

Approved by the Board of Commissioners of Douglas County, Minnesota
this _____ day of _____, 20____.

Douglas County Auditor/Treasurer

CITY COUNCIL

Example:

Approved by the City of Alexandria, Minnesota this _____ day of _____,
20____.

Mayor (Person designated to sign)

City Clerk (Person designated to sign)

***NOTE:** Some cities/townships may require different or additional wording. **Always check with the city/township in question for their latest wording requirements (they do change!).**

9) **COUNTY SURVEYOR**

I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 20____.

Douglas County Surveyor

10) **COUNTY ATTORNEY**

Note: County Attorney reviews all plats in unincorporated areas of the county. Use same form for City Attorney.

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

Douglas County Attorney

EXAMINER OF TITLES (Torrens Property)

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

Douglas County Examiner of Titles

11) **TAX/FILING STATEMENTS**

County Auditor/Treasurer

I hereby certify taxes payable in year _____ on lands herein described are paid in full and there are not delinquent taxes, and transfer was entered this _____ day of _____, 20____.

Douglas County Auditor/Treasurer

12) RECORDING CERTIFICATES

County Recorder

Document Number _____

I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 20____, at _____ o'clock ____M., and was duly recorded as Plat Number _____.

County Recorder, Douglas County, Minnesota

If property being platted is in the Torrens Systems, use the following:

County Registrar of Titles

Document Number _____ Certificate Number _____

I hereby certify that this instrument was filed in the office of the Registrar of Titles for record on this _____ day of _____, 20____. at _____ o'clock ____M., and was duly filed as Plat Number _____.

Registrar of Titles
Douglas County, Minnesota

ORDER OF SIGNATURES

- Governing Body: Township Board of Supervisors or City Council
- Board of Commissioners
- County Surveyor
- City or County Attorney/Title Examiner
- County Auditor/ Treasurer
- County Recorder/County Registrar of Titles (if Torrens property)

All of the above signatures must be in black ink - not ballpoint.

PART II

GRAPHICS

1) PLAT SIZE

All plats shall be 22 by 34 inches from outer edge to outer edge. (Chapter 505.021, Subd. 1, Minnesota Statutes) Note: The County Recorder will not accept 20 by 30 or 30 by 40 inch plats for recording.

2) BORDER

The border line shall be a heavy black line placed 1/2 inch inside from the outer edge on the top, bottom, and right-hand side of the plat; and a border line shall be placed two inches in from the outer edge on the left-hand side of the plat to be reserved for binding. (M.S.A Ch. 505.021, Subd. 1)

ORIENTATION OF PLAT

- A. North should be toward the top of the plat (34 inch side) and should read from the bottom.
- B. If this is not possible, North should be toward the binding edge of the plat (left 22 inch side).

3) NAMES OF PLATS

- A) Check with the Recorder's Office to make certain a name has not already been used for a filed plat. Names which are spelled differently but sound the same are **not** allowed. (Example - HAYES ADDITION and HAYS ADDITION) A possessive " s " added to the name of a filed plat is **not** acceptable for a new plat name. (For example: "OLSON'S ADDITION" when there already is an "OLSON ADDITION" of record) Any other names likely, in the opinion of the Recorder, to cause confusion will **not** be allowed.
- B) All plat names must be in all capital letters in all locations that the name appears on the plat.
- C) Hyphens, commas or slashes are **not** allowed in a new plat name.
- D) Do **not** underline a name of a plat.
- E) Apostrophes are acceptable only when used in a later addition of a filed plat already with an apostrophe in the original plat name.
- F) The name of the municipality or the County in which it was surveyed shall **not** appear along with the plat name; but may be placed elsewhere not adjacent to the plat name. The usual place to do this is the upper right-hand corner of the plat.
- G) Numbers are **not** allowed at the beginning of a plat name.
- H) Numerals may be allowed within the body of a plat name (only if previous adjoining phase used a numeral).
- I) Roman numerals are **not** allowed in new plat names.
- J) The words REPLAT or REARRANGEMENT will **not** be allowed at the beginning of a new plat name.

- K) The letters on new plat names should be large in size and filled in (solid letters) so as to be easily recognized.
- L) The name of the plat should be placed near the top of the page.
- M) If a plat name such as SMITH ADDITION is recorded, the next "Smith Addition" would be SMITH SECOND ADDITION.

4) BEARING ORIENTATION

- A) The basis of bearings shall be stated in reference to a particular line contained within the description of the plat. (Example - "Bearings shown are based on the west line of the SW 1/4 of Sec. 33, Twp. 33, Rge. 26, having an assumed bearing of North 0° 06' 00" West." **The directions (i.e: "north", etc.) in the bearing statement shall all be spelled out.**)
- B) Wherever possible, plat bearings and coordinates should be based upon the County's Coordinate System for future true location.

5) MONUMENTS

Durable iron monuments shall be set at all angle and curve points on the outside boundary lines of the plat prior to recording. Interior block, lot, outlot and witness monuments shall be set within one year after recording the plat. *(MS 505.021, Subd. 10)*

Any monuments or permanent evidence of the survey shall have inscribed thereon the license number of the land surveyor making the survey and no previously existing survey or reference monuments or landmarks evidencing property lines or corner posts shall be removed or destroyed by the surveyor of such new survey. *(MS 505.021, Subd. 10)*

The plat shall indicate that all monuments have been set or will be set within one year after recording, or sooner as specified by the approving local governmental unit.

Examples:

- 1) The "Denotes" part of the legend for iron monuments shall identify the size including length, and type of monument set and the registration number of the surveyor.
- 2) The symbol for set irons shall be an open circle followed by a written description of the monument. Example: "Denotes 1/2 inch x 14 inch iron monument set with a plastic cap marked R.L.S. No. _____." (different styles may be acceptable)
- 3) The symbol for found monumentation shall be a solid (filled in) circle followed by the statement "Denotes iron monument found." If known, identify the L.S. number on the found monument. Example: "Fnd. 1/2 inch rerod with L.S. No. _____ cap."
- 4) Different symbols for section corner monuments, right-of-way monuments, etc., may either be labeled on the drawing or shown in the legend.
- 5) If called for in the description, the J.L.M. must also appear on the plat and designated JLM. JLM's called for, but not found shall be marked "Not Found".

Note: It is hoped that the surveyor shall take necessary steps to identify and protect existing federal, state, and county “control” monuments, including bench marks, that fall within the platted property; OR to notify, in writing, the appropriate agency whose monument is affected (in “danger”) by construction activities. Such notification shall be done early enough so as to allow that agency sufficient time to react.

6) LINE WEIGHTS

- A) The plat shall have four distinct line weights, starting from heaviest to lightest.
 - 1) Boundary
 - 2) Right-of-ways and Block lines
 - 3) Lots
 - 4) Easements

7) LETTERING SIZE

- A) Lettering size in a plat shall vary according to the following list from large to small.
 - 1) Plat Name
 - 2) Block Numbers
 - 3) Street Names
 - 4) Lot Numbers
 - 5) Boundary Dimensions
 - 6) Lot Dimensions and Curve Data
 - 7) Easement and Street Dimensions

Note: Lettering sizes should be discretionary according to their significance, with #80 being the recommended minimum.

8) BLOCK AND LOT NUMBERS

- A) All in-lots shall be numbered by beginning with the number one and numbering each lot progressively through the block they are situated within. (Chapter 505.021, Subd. 4, MN Statutes)
- B) All blocks shall be labeled progressively beginning with the number one and numbering each block progressively throughout the plat. (Chapter 505.021, Subd. 4, MN Statutes)
- C) Physical boundaries such as streets, highways, rivers, outlots, etc., are normal block boundaries.
- D) When a plat consists of only one block, the word BLOCK will be spelled out and precede the Arabic numeral 1 and when a plat consists of only one lot, the word LOT will be spelled out and precede the Arabic numeral 1. ("ONE" may also be used if preferred)

- E) Designation of lots that are part Torrens and part Abstract by (for example) 1A and 1T are **not** acceptable. Plat these as normal lots. The torrens portion will have a legal description written for it by this office, and a Certificate of Title created for it by the Registrar of Titles.

9) PARKS

- A) If a plat contains more than one park they will be numbered progressively beginning with Park 1.
- B) Parks shall be donated in the "Donate and Dedicate" clause.

10) OUTLOTS

- A) All outlots shall be labeled OUTLOT in capital letters and lettered consecutively in capital letters beginning with the letter "A" and shall continue consecutively throughout the plat. (Chapter 505.021, Subd. 4, MN Statutes) If there are sufficient outlots, letters shall be "doubled up". Example: "Outlot Z", then "Outlot AA".

11) DETAILS

- A) Details of small congested areas may be needed. If more than one is needed label each with letter progressively.
- B) Details need **not** be drawn to scale (They shall then state: "No scale"). A north arrow shall be included in each detail.

12) MATCH LINES

- A) In order to conform to the 20 by 30-inch plat size, it may be necessary to have the map portion of the plat separated by match lines and continued on another page. Match lines shall follow obvious divisions within the plat that are easily recognizable and sufficient technical data shall be shown in a manner as to eliminate confusion.
- B) If more than one match line is needed per plat, match lines shall be labeled "MatchLine A", "Match Line B", etc.. If needed, each "Match Line" shall also contain a cross-reference to which sheet to see for the continuation of the map, (i.e: "See Sheet 2").

13) PUBLIC WAY NAMES

- A) All public ways shall be named on the plat as approved by the governing body.
- B) Double designation of public ways will have the governing body's name listed first. i.e., Trunk Hwy. No. 3 (South Robert Trail); County State Aid Highway No. 42 (150th Street)

14) EXISTING R/W

- A) The name of any public way adjoining the plat shall be shown in stippled letters. The width shall be shown in solid Arabic numerals.
- B) Where the public way has other previous, or historic, names appearing in the legal description of the property being platted, such other prior names shall be stippled in as well, and be within parentheses.
- C) Adjoining railroad will be treated in the same manner as streets.

15) CENTERLINES

- A) It is **highly recommended** that centerlines be shown with all corresponding data on new plats.
- B) When centerlines of curvilinear streets are shown, the central angle or delta (shown to the nearest second), radius, and arc length (shown to the nearest hundredth of a foot) shall be shown.
- C) Right-of-way radius need not be shown when the R/W is concentric with the dimensioned centerline curve. Right-of-way widths are needed though at PC's, block corners, etc., to "prove" that said lines are concentric.

16) DIMENSIONS

- A) Show overall-dimensions on plat boundaries between changes in direction.
 - a. Segments of a line or curve need to add up to the overall dimension.
 - b. Overall block dimensions need not be shown.
 - c. Show leader lines when needed for clarity. Leader lines should be shown on overall plat boundary dimensions unless they are absolutely clear without them. Show leader lines whenever a distance extends beyond a monument on the same line.
- B) Distances shall be shown for each individual line of each lot within the plat.
- C) All distances are shown to the nearest hundredth of a foot.
- D) Distances recited in the description as chains, rods, etc., shall be shown along with their equivalent distance in feet [Example: 10 chains (660 feet)].
- E) Do not use footmark symbols on the plat.
- F) Widths of new streets dedicated in the plat shall be shown in small Arabic numerals, and shall be shown at all intersections and points of curve.
- G) Individual distances must add up to the overall dimension.
- H) Tabulation of line data is **strongly discouraged** and will only be permitted in extreme examples. If "Tables" of line dimensions are used the line segments shall be labeled on the drawing as: L1, L2, etc. The need to use tables is to be negotiated between the platting surveyor and this office.
- I) Easement and right-of-way width distances may be shown to feet (i.e: 10, 66, 100, etc.), and are understood to be extrinsic values. This may also apply to certain deed distances such as 330, 660, and the like, where the decimal point, and values to the right of that, are omitted from the legal description.

J) The mathematical closure tolerance of the plat boundary, blocks, lots and outlots shall not exceed 0.02 of a foot.

A. PLAT AND MEASURED

1. Compare new plat dimensions with underlying plats.
2. Show "*PLAT NAME*" and *Measured* only on a line whose dimension is shown on the underlying plat and represents a boundary line dimension on the new plat.
 - a. Replatted dimensions shown which are within reasonable tolerance of the underlying plat dimension should be changed to the underlying plat dimension.
 - b. **DO NOT USE THE TERM "*PLAT*" BUT INDICATE THE PLAT NAME.**
Example: (*100.93 ADAMS ADDITION*)
100.03 Measured

B. DEED AND MEASURED

Do not show "*deed*" and "*measured*" dimensions on the drawing.

1. Description calls *to a monument, lot corner, line, etc.* become a "more or less" measurement. Show **only** the true measured distance or bearing on the drawing, if needed.
2. Distances and angles or bearings in the description which do **not** have calls *to a monument, lot corner, or description line* are a "true" measurement and **must** be adhered to; the drawing **must** agree with these distances and angles or bearings.

17) CURVE DATA

A) Abbreviations to be used for curve information:

Δ = delta of curve

R = radius

L = length of curve

B) Non-tangential curves shall show all curve information (radius, delta, length of curve, chord bearing) and labeled as "Not tangent"; and shall also include the following information and abbreviations:

C. Brg. = chord bearing

Chd. = chord length

C) The central angle and length of curve shall be shown on all curved lines within lots.

- D) Dashed radial lines at the end of curves shall be drawn across the street or into the lot far enough to clearly indicate the direction of the curve.
- E) Show total delta, and length, on all cul-de-sacs, and the bearing and radius to the center of circle from at least one point of curvature.
- F) Individual deltas and lengths shall add up to equal the overall delta and length.
- G) Tabulation of curve data is *strongly discouraged* and will only be permitted in extreme examples. If "Tables" of curve dimensions are used, curve segments shall be labeled on the drawing as: C1, C2, etc.

18) BEARINGS

- A) All bearings shall be shown to the nearest second.
- B) Bearings must agree with tangency in and out of tangential curves.
- C) Degrees, minutes and seconds symbols are allowed.
- D) Bearings shown on centerline do not have to be repeated on the R/W if these lines are parallel. Right-of-way widths are needed at PC's, block corners, etc., to "prove" that said lines are parallel. Some instances though may require bearings on both lines.

19) WATER BOUNDARIES (Survey Line) *"All water boundary abutting or lying within the plat boundaries shall be shown and identified on the plat..." MN Stat. 505.021 Subd. 8*

- A) In any instance where a body of water constitutes a plat boundary or a boundary line within the plat, a survey line shall be shown.
- B) All "survey lines" shown on the plat shall be labeled as such.
- C) The survey line shall be shown as a dashed line.
- D) The overall distance and bearing shall be shown between angle points.
- E) The distance between lot lines, as measured along the survey line, shall be shown.
- F) The distance along each lot line from the survey line to the shoreline need only be shown to the nearest foot, followed by a +/-.
- G) Monuments shall be placed at all angle points along the survey line, and where said survey line intersects lot, block, and boundary lines.

20) BENCH MARK AND WATER ELEVATION

Plats which include lands 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. The highest known water elevation shall be indicated on the face of the plat by numerical figures, if this data is available from the Division of Water of the State Department of Natural Resources, or from the United States Corps of Engineers. All elevations shall be referenced to a durable bench mark described on the plat together with its location and elevation to the nearest hundredth of a foot, which shall be given in mean sea level datum if such bench mark with known sea level datum is available within two miles, or such longer distance as may be practicable. (MS 505.021, Subd. 8) If the benchmark is within the plat then its location shall be plotted and labeled.

Example: Bench Mark
 Elevation : 900.876 NGVD
 Brass Disk marked 1904A 1985, MNDOT

0.25 mi. E of T.H. 3, 29 feet south of C/L, T.H.50
NW 1/4 Sec. 5, T. 113, R. 19; flush with ground.

Example of wording for LAKE datum:

BENCH MARK: Top ring of sanitary sewer manhole
Elevation = 931.71 feet (N.G.V.D.)
WATER ELEVATION: As of March 10, 1992 = 929.36 feet (N.G.V.D.)

HIGHEST KNOWN WATER ELEVATION: 930.51 feet (N.G.V.D.) according
to records of DNR, State of Minnesota, and date of occurrence.

21) PONDS AND WETLANDS

- A) Where plat boundary, block and outlot corners fall within a pond, a survey line will be required.
- B) Where a pond lies entirely within a lot, no survey line will be required. The outline of the pond shall be correctly located, plainly shown and designated on the plat.
- D) The determination of whether an area is wet land shall be the professional judgment and responsibility of the land surveyor in the field, and in accordance with MS 505.021, Subd. 9, as cited in the Surveyor's Certificate.
- E) Wet lands shown on the plat will be designated by a dashed line.
- F) The word POND or WET LAND shall be in solid fine line CAPITAL LETTERS on the plat.
- G) The Department of Natural Resources, United States Corps of Engineers and other water management agencies have categorized various water bodies and wetlands. Development of such lands may be subject to special conditions or limitations. Delineated wetlands shown on the plat shall be shown as a dashed line. The words "Delineated Wetland" can be stated in fine lined capital letters. Wetland means an area defined according to the provisions of MSA 103G.005 Subd. 17b. and determined by persons authorized by the provisions of MSA 103G.2242 Subd. 2. As applied in these procedures, the terms wetland and delineated wetland have the same meaning.

NOTE: Development of this land may be subject to special conditions or limitations. (i.e: 1991 Wetland Conservation Act)

22) EASEMENTS

- A) Boundary of easements shall be shown as a dashed line.

B) Existing Easements

1) Those major utility easements such as: power line, pipeline, telephone, permanent railroad, etc., existing before platting and an encumbrance on the property being platted shall be shown on the plat. Copies of record easement documents must be submitted as part of the plat checking process.

2) These existing easements shall be shown and the document record number of said easement shall be required and shall not be mentioned in the donate and dedicate clause.

3) Easements dedicated in underlying plats may require additional investigation.

C) Created Easements

The purpose of any easement created on the plat must be clearly stated, and shall be confined to only those that deal with public utilities and such drainage easements as deemed necessary for the orderly development of the land encompassed within the plat. (*MS 505.021, Subd. 7*)

D) Temporary easements shall *not* be shown on the plat (*MS 505.021, Subd. 7*)

E) EASEMENT DETAIL

1) Statement where widths of the easements vary and the boundaries of the easements are lines parallel with the lot lines:

"Being 5 feet in width, unless otherwise indicated, and adjoining lot lines, and 10 feet in width and adjoining street lines, as shown on the plat".

2) Statement where widths of easements are uniform, but easements do not parallel the lot lines throughout the plat:

"Being 5 feet in width and adjoining lot lines, unless otherwise indicated on the plat".

3) Statement where easements are uniform in width throughout the plat. Length of anchor easement shall be shown:

"Being 5 feet in width and adjoining lot lines, as shown on the plat."

23) ADJOINING PROPERTY

A) The name and adjacent boundary lines of any adjoining platted lands shall be dotted on the plat. (*MS 505.02, Subd. 1*)

B) It is not necessary to show lot lines or lot and block numbers of adjoining plats unless they are referred to in the description of the plat.

C) Adjoining unplatted areas shall not be so designated.

24) ADJOINING OR UNDERLYING PLAT DIMENSIONS

A) The terms PLAT and MEASURED shall be used only where the underlying plat distance is actually shown between two points measured in the survey for the proposed plat. In cases where the discrepancy is minimal, use the previously platted dimension.

B) The term "plat" preceded by a distance is not sufficient. It must indicate the plat name that distance is recorded on, such as:

237.65	MOYER ADDITION
327.46	Measured

C) The expression DEED and MEASURED is only acceptable when the deed distance yields to a monument call; otherwise the deed distance must be adhered to.

D) On replats, refer to plat distance only (as shown in "B" above). Do not include bearings, delta angles or angles from underlying plats.

25) REPLATS

A) All underlying platted property must be shown with light dashed lines and include lot and block numbers, plat names, streets, etc., with dashed or stippled lettering.

26) BOUNDARY DESIGNATION

A) All boundaries of the land described on the plat shall be designated in the same manner as recited in the description.

B) Designations of boundaries may be shown in an acceptable abbreviated form, such as:

- 1) West line of NW 1/4 of NW 1/4
- 2) N.E. Corner of Section 13, T. 115, R. 21
- 3) South line of North 100 ft. of Gov't Lot 3

C) In the event that the description consists of a whole unit, such as a lot, outlot or R.L.S. tract, this may be stippled across the tract, eliminating the need of boundary designations on the plat.

27) ARROWED DESIGNATION LINES

Arrowed lines used with dimensions or designations shall be dashed or dotted lines. Solid lines can be misunderstood as a division of lots or tracts.

28) SECTION SUBDIVISION LINES AND CORNERS

- A) All sixteenth and government lot lines shall be shown on the plat if called for in the description.
- B) When replatting areas from old plats, a tie to PLS corners and section or quarter section lines will be required. All plats should have a minimum of ties to two PLS corners.

29) IDENTIFICATION OF 1/4-1/4 SECTIONS OR GOVERNMENT LOTS

All quarter-quarter sections or government lots shall be identified by stipple lettering on the plat; in lieu thereof label subdivision lines.

30) LEGEND

- 1) The plat shall include a legend defining any lines and/or symbols, i.e. --

North arrow

Scale

Basis of Bearings

Utility easement

○ *Denotes monument set (define)*

● *Denotes monument found (define)*

Bench mark

The legend shall appear on each sheet of the graphic portion of the plat.

- 2) The orientation of North on the plat shall be straight up the page or to the left. All dimensions, bearings, designations, lot or block numbers, etc., shall read from the bottom or right-hand side of the page.
- 3) All details shall have a separate North arrow.

31) SCALE OF DRAWING

- A) The scale of a plat drawing should be confined to those used on a standard engineer's scale.
- B) The bar scale must be shown on the plat.
- C) The graphic scale must be spelled out thus: **SCALE IN FEET**

32) VICINITY MAP

(Required as an aid in proper indexing, and to aid the general public):

- A) A vicinity map, showing the location of the property being platted shall, at a minimum, include a north arrow; section, township and range, and enough information to locate the property within the quarter-quarter section. Recommended is the labeling of roadways (State, County, and Township names/numbers) around the perimeter and through the section. Standard symbols ("shields"), as used on the County's Highway map, are acceptable. Other local roads (example: within adjoining plats) can be shown with lines but need not be labeled as to name or number.

33) SHEET NUMBERING

- A) Plats consisting of more than one sheet shall have the sheet number and the total number of sheets in the lower right hand corner below the border. The dedication portion of the plat shall begin on page 1. Example: SHEET 1 OF 3 SHEETS

34) EXCEPTIONS AND DIMENSIONS

- A) The word EXCEPTION will be shown in thin solid capital letters on the drawing within the exception.
- B) All exceptions in the description will be shown as separate entities on the drawing, unless several are adjacent. Then the word "Exception" can be spaced out so as to cover all of them.
- C) Show all dimensions called out in the exception's description and, in most cases, the total exception described must be depicted on the drawing. Arrows drawn to its boundaries may be necessary.
- D) Lines from text to arrows shall be broken lines so as not to be confused with division lines.
- E) If necessary, exceptions may be numbered on the map and within the legal description.

35) LIMITED ACCESS

- A) Designation of the "right to limit access" or "controlled access" shall be shown with a symbol and identified in the legend.

36) SURVEYORS EMBLEM/LOGO

- A) Should be placed on the lower half of the page so as not to conflict with the title of the plat.

37) LOT AREAS

The area in square feet shall be provided for all lots, outlots, and public lands in the subdivision. Note: The Douglas County Board of County Commissioners has determined that areas are an important part of the plat for proper assessment of the property and requires areas to be shown on the final plat. Areas will be shown in a table format in the left margin. (Douglas County SUBDIVISION CONTROLS ORDINANCE, SEC. 6.4A).

38) STATE PLANE COORDINATES

State Plane Coordinates are **not** allowed. (Descriptive ambiguity) (*See Chapter 505.23-505.26, Minnesota Statutes for further explanation.*)

Douglas County ground coordinates may be shown on one or more of the referenced Government corners for **mapping purposes**.

39) PROBLEM IN PLATS TO BE DISCUSSED

A) Problems in a plat, such as discrepancies in descriptions compared to the graphics, resurveys compared to the underlying plat in terms of bearings and distances, conflicts with existing monumentation, unsurveyable descriptions, gaps and overlaps, etc., shall be discussed between the County Surveyor and the Platting Surveyor until the problem is resolved. These situations should be uncovered by the platting surveyor at or before the time of the boundary survey and resolved before the submission of the Final Plat. This office will **not** be responsible for any delays caused by the platting surveyor's failure to use this procedure, or from the owner/developers failure to take timely corrective measures. The County Surveyor, and/or Attorney, reserve the right to **not** sign a plat where these issues have not been resolved to the County's satisfaction.

PART III

REGISTERED LAND SURVEYS

1) WHAT ARE THEY?

Minnesota Statutes Section 508.47 as currently amended, states "that whenever the owner of a parcel of unplatted registered land conveys any part thereof which is not a full government subdivision, he shall file with the Registrar of Titles, when so required by him, a drawing in triplicate as provided by Minnesota Statutes 508.47 of said parcel of unplatted land showing the tract or tracts being or to be conveyed which drawing shall be known as a "registered land survey".

The original intent of the above statute was to provide a means of simplifying some of the lengthy and complicated descriptions found in many certificates of title, and to prevent the compounding of even more complicated descriptions "on top of" these already unwieldy descriptions. There was at no time any intention that the Registered Land Survey should be used as a substitute for a plat.

The biggest differences between a Registered Land Survey ("R.L.S.") and a plat are the facts that a RLS cannot be used to dedicate public rights; and that they are not signed by the landowners, etc.. If a road must be created we would recommend that the property be platted and the road dedication be made on the plat. Registered Land Surveys require similar approvals and acknowledgments as on a plat.

In short, remember that Registered Land Surveys serve a very useful and needed purpose but they are **not** plats. Please use them for the purpose for which they are intended and not a substitute for a plat. As required by MSA 508.47 Subd. 4, before filing, the RLS shall be approved in the manner required for the approval of subdivision plats. RLS's are subject to the Douglas County Subdivision Ordinance.

2) SURVEYOR' S CERTIFICATE (shall read as follows:)

A) I hereby certify that in accordance with the provisions of Chapter 508, Minnesota Statutes of 1949, as amended, I have surveyed the following described property in the County of Douglas, State of Minnesota, to wit:

- 1) Include the legal description of the property EXACTLY as it appears on the subject Certificate Of Title (Any proposed metes and bounds divisions of same are subject to review by the Registrar of Titles prior to the final preparation of the RLS).

B) Certification: (shall read as follows)

- 1) I hereby certify that this Registered Land Survey is a correct delineation of said survey. Dated this _____ day of _____, 20_____.

(Name of Surveyor), Land Surveyor
Minnesota License No. _____

3) ADVISORY BODY

Same as plat .

4) GOVERNING BODY

Same wording as used on plats (see page 13), except change the word "plat" to Registered Land Survey.

BOARD OF COUNTY COMMISSIONERS

Approved by the Board of Commissioners of Douglas County, Minnesota
this _____ day of _____, 20__.

Douglas County Auditor/Treasurer

5) COUNTY SURVEYOR

I hereby certify that this Registered Land Survey has been checked and approved as to compliance with Chapter 508, Minnesota Statutes this _____ day of _____, 20__.

Douglas County Surveyor

6) ATTORNEYS

Same as Plat - except change the word "plat" to Registered Land Survey.

7) TAX AND FILING STATEMENT

Douglas County Auditor/Treasurer - same as plat except change the word "plat" to Registered Land Survey.

8) RECORDING STATEMENT

I hereby certify that this instrument was filed in the Office of the Registrar of Titles for record on this _____ day of _____, 20__, at _____ o'clock _____. M. and was duly filed as Torrens Document No. _____.

Registrar of Titles, Douglas County, MN

9) SURVEY REQUIREMENTS

- A) Correctly show the legal description. The description on the RLS must be EXACTLY the same as the description on the Certificate of Title or portion thereof (Any proposed metes and bounds divisions of same are subject to review by the Registrar of Titles prior to the final preparation of the RLS).
- B) Include outside dimensions, as described, to get to the point of beginning.
- C) Include labels for/of monuments, lines, etc., as called for in the legal description.
- D) Include dimensions of all tracts.
- E) Include direction of all lines by bearings or angles as called for in the legal description.
- F) All tracts are to be lettered beginning with "A".
- G) No tracts may be dedicated to the public. However, tracts for those purposes may be conveyed after the RLS is filed.
- H) Size shall be 17" x 14".
- I) The border on the mylar shall be 1/2 inch on top, bottom, and right-hand side, and a 2 & 1/2 inch border on the left-hand-side (14" side) of the mylar.
- J) **All graphical standards that apply to Platting shall also apply to the RLS.**
- K) Approvals shall be in the correct order.
- L) Any questions regarding the RLS should be addressed to the County Surveyor and/or the Registrar prior to preparing the R.L.S.

Recording Documents. After the final RLS is approved by the County Board, the subdivider shall submit one double mounted, cloth-backed print on card stock or material of equal quality and one transparent reproducible copy (mylar).

10) NOTES

- 1) At time of recording, the Recorder will assign the next consecutive RLS number.
- 2) The Owner's Duplicate Certificate of Title must be presented to the Recorder at the time of recording the RLS.
- 3) In a few rare instances, a mortgagee Consent form may be required. These may be recorded by separate document. (See Part VI)
- 4) Right of Access to County Highways is still required, but via a separate document.
- 5) Easements may be created after filing by separate legal description and document.

PART IV

Right - Of -Way Plats

- 1) What are they? The 1969 Legislature revised M.S.A. Ch. 160 to allow State and County Highway authorities; and home rule charter cities or township authorities, to facilitate the acquisition of highway right-of-way by reference to a plat which designates all tracts or parcels of land affected by the acquisition. These revised statutes improve the methods of defining highway rights-of-way. Prior to this law highway rights-of-way were described by strip descriptions and were difficult to write and understand. Often these strip descriptions would start from a P.L.S.S. corner and run for miles before tying into another P.L.S.S. corner.
- 2) Ch. 160.085 allows road authorities to prepare a plat that designates all the affected tracts or parcels in the proposed acquisition. The plat shall show the boundary lines of the rights-of-way proposed to be acquired. Such maps or plats are for delineation purposes only, and the plats themselves do not operate to transfer title of the property described and designated thereon by parcel number. Land acquired by the road authorities may be by an instrument of conveyance, or by eminent domain proceedings, and may refer to the plats as the only description necessary for such acquisition. Also, other rights of interests may be shown as deemed necessary by the road authorities.

Ch. 160.14 provides for the marking of the boundary lines of highways by use of a Monumentation Plat. Also, the procedure for the service of notice and preservation of rights of abutting landowners is described.

Ch's 505.1792 and .1793 determine the applicable platting requirements. Otherwise, these plats need not conform to the provisions of M.S.A. Ch. 505.

- 3) Right-Of-Way ("R/W") plats in Douglas County must adhere to the current version of the "COUNTY HIGHWAY RIGHT-OF-WAY PLAT MANUAL OF MINIMUM GUIDELINES" as prepared by the Minnesota Society of Professional Surveyors ("MSPS") and the Minnesota Association of County Surveyors ("MACS"). See that document.

Part V
Consent To Plat

CONSENT TO PLAT

The use of Consent To Plat is not encouraged. It is preferable that all those with an interest in the property being platted appear upon the final plat.

1. A request to use a consent to plat will be considered if the mortgagee is a regional or national organization rather than a local entity. It may be used when shipping the final plats to be signed, notarized, and returned is too time consuming or there is a possibility the plats will be damaged or lost.
2. A request to use this procedure will not be considered unless the current Title Commitment or Opinion is submitted as evidence of the problem.
3. The consent shall be available and be recorded when the plat is recorded.
4. The suggested format for a typical Consent To Plat, which must be prepared according to the provisions of MSA 507, is as follows:

O. CONSENT TO PLAT

(Name of lending institution), a _____ corporation, the holder of mortgagee's interest in that certain Mortgage dated (month-day-year), filed (month-day-year), and recorded as Document No. _____; (and assigned to said _____ on [month-day-year], and recorded as Document No. _____ in the office of the County Recorder, Douglas County, Minnesota, covering property legally described as follows:

Insert mortgaged property's description here.

hereby consents to the making and filing of the plat of (plat name exactly as recited in the dedication) including the above described property, and hereby joins in and agrees that its interest in the land platted is subject to easements and dedications set forth in the plat of (plat name) as recorded in the office of the County Recorder in and for Douglas County, Minnesota.

(Lending Institution)

By: _____, its _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____, the _____ of (Lending Institution), a _____ Corporation, on behalf of corporation.

Notary Public, _____ County,
My commission expires: _____

This instrument was drafted by:

(If the property is torrens, County Recorder must be changed to Registrar Of Titles, and change the word *recorded* to filed. If the property is both abstract and torrens then both the Recorder and Registrar must be included along with the respective dates and document numbers.)

4) Per M.S.A. Ch. 507.091, the "Consent" **must** also contain the following:

This instrument was drafted by:

must be filled out

- 5) Where the property is torrens, "County Recorder" must be changed to "County Registrar Of Titles", and change "recorded" to "filed". Where the mortgaged property contains both abstract and torrens, both 'Recorder' and 'Registrar' must be included along with the respective dates and document numbers.
- 6) The "Consent" presented for recording/filing shall contain original signatures. Copies will not be allowed. When it is known beforehand that a Consent is allowed, such Consent shall be obtained so as to be recorded at the same time as the plat.

Part VI

Certificates of Correction

- 1) A "Certificate Of Correction" may be prepared by the original surveyor in accordance with M.S. Ch. 505.174. Where the original surveyor is no longer "available" (Certificate must state why) a Certificate may be prepared by a subsequent surveyor in accordance with Ch. 505.175. Said Certificate shall then be approved, etc., in accordance with Ch's. 505.176, and 505.177.
- 2) Ch. 505.174 states "- - filed in the office of the County Recorder - -". If there is an error in a Torrens property plat or a Registered Land Survey, a "Proceedings Subsequent" may be needed for such a correction.
- 3) A suggested format for a "Certificate of Correction", containing both abstract and torrens lands, within a City, is as follows"

(NOTE: There must be a minimum of 3" between top of page and the following title)

CERTIFICATE OF CORRECTION

CERTIFICATE OF CORRECTION TO PLAT OF "name of plat in all CAPITAL letters", City of _____, Douglas County, Minnesota.

I, the undersigned John Q. Doe, a Licensed Land Surveyor, Minnesota License Number 00000, do hereby certify that I am the surveyor who prepared the plat of name of plat in all CAPITAL letters, City of _____, Douglas County, Minnesota, which was recorded month day, year, as abstract Document No. _____, in the office of the County Recorder; and was filed month day, year, as torrens Document No. _____, in the office of the County Registrar of Titles; in and for said Douglas County.

I do hereby also certify that said plat is incorrect in that _____.

I do hereby also certify that the correct _____ is as follows: _____.

NOTE: The above "incorrect" and "correction" can take several formats. Samples are:

- A) " - - is incorrect in that the distance along the south line of Lot 1, Block 1 is wrong."
 " - - the correct distance is as follows: 100.35 feet."

B) Line:	Incorrect distance:	Correct distance:
North boundary:	632.95 feet	632.50 feet
North line of Lot 1, Block 1:	210.46 feet	210.01 feet
(and so on)		

- C) " - - is incorrect in that the drainage easement over and across Block 1 of said plat contains wrong distances and bearings."

" - - the correct distances and bearings are as shown on the attached Exhibit A."

"Exhibit A" being a portion of the map portion of the plat showing said corrected dimensions.

John Q. Doe, Land Surveyor
Minnesota License No. 00000
Dated: ___month__ _day_, __ year__

*Per MSA Ch. 505.174 thru .177, a notarization of the surveyor's signature is **not** required. However it is recommended for proper filing.*

The above certificate of correction to the plat of ___name of plat in all CAPITAL letters ____, City of _____, Douglas County, Minnesota, was approved by the City Council of the City of _____, at a regular meeting thereof held this _____ day of _____, 20__.

By: _____ Mayor

Attest: _____ City Clerk

NOTE: For corrections to plats in the Townships, the final "governing body", as intended in Ch. 505.176, is the County Board. Thus the Township need not sign. Please substitute "Board of Commissioners, Douglas County, Minnesota"; "Chairperson"; and "Attested" and "County Administrator" in the appropriate places above.

4) The "Certificate Of Correction" shall be submitted to the County Surveyor's Office for two reasons:

- 1) A further check as to the need for same and the correctness of the corrections;
- 2) So that this office has a record of the document for others, and can also be noted in our Plat Database. For instance, if the corrections also affect parcel areas, copies should be submitted from this office to the County Assessor and Auditor. The following acknowledgment shall be included:

This Certificate of Correction has been reviewed and approved this _____ day of _____, 20__.

Douglas County Surveyor

5) The "Certificate" must also contain the following:

This instrument was drafted by:

name and address

NOTE: Even though MSA Ch. 507.091 only requires the drafters name and address for instruments that "conveyed, created, encumbered, assigned, or otherwise disposed of" lands, the Douglas County Recorder's Office will appreciate this being included on all documents.

6) The "Certificate" presented for recording/filing shall contain all original signatures. Copies will not be allowed.

7) Corrections to a CIC plat have to be via an Amendment to Declaration and an Amended CIC Plat (515B.2-118)