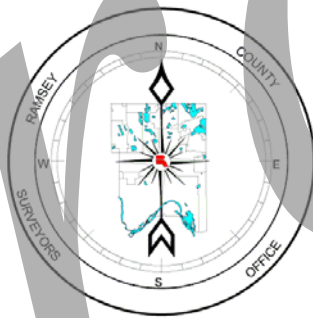


MANUAL

OF MINIMUM GUIDELINES FOR SUBDIVISION PLATS



Ramsey County

David D. Claypool, P.L.S.
Ramsey County Surveyor
October, 2007

INTRODUCTION

This manual was prepared for the purpose of outlining policies and procedures for platting in Ramsey County. The intent of this manual is to describe the requirements and recommendations of the Ramsey County Surveyor's Office for the purpose of achieving and maintaining uniformity in subdivision Plats and Registered Land Surveys recorded within Ramsey County.

These standard procedures are intended as a supplement to Minnesota Statutes Chapter 505, 508, 508A and other statutes and ordinances. If other statutes, ordinances or administrative rules are in conflict with these procedures, the more restrictive shall apply. This manual will be updated and revised from time to time as the need arises.

This 2007 **MANUAL OF MINIMUM GUIDELINES FOR SUBDIVISION PLATS** supersedes the 2004 and the 1992 versions of the same and also supersedes the *MANUAL OF PROCEDURE FOR LAND SUBDIVISION* published in November, 1938, republished September, 1941, and the *RAMSEY COUNTY PLAT MANUAL* published in April, 1981.

This manual has been approved and adopted by the Ramsey County Board of Commissioners. The Ramsey County Surveyor is responsible for enforcing this manual and all the provisions found herein.

All questions regarding this manual may be directed to:

Ramsey County Surveyor's Office
1425 Paul Kirkwold Drive
Arden Hills, MN 55112-3933
(651) 266-7100

Table of Contents

PART I	1
DOCUMENT SUBMITTAL.....	1
PLAT/REGISTERED LAND SURVEY APPROVAL PROCEDURES	2
MEDIA REQUIREMENTS FOR FILING A PLAT.....	3
MEDIA REQUIREMENTS FOR FILING A REGISTERED LAND SURVEY	3
PLAT MONUMENTS FIELD VERIFICATION.....	3
PART II	4
DOCUMENTATION	4
1. PLATS	5
A. PLAT NAME/TITLE.....	5
B. ALL PLATS MUST CONTAIN.....	5
NOTES.....	6
B-1. NOTIFICATION OF INTEREST, DEDICATION OR DONATION,	
AND OWNER(S) ACKNOWLEDGEMENT(S).....	7
B-2. SURVEYOR CERTIFICATE AND ACKNOWLEDGEMENT....	14
B-3. GOVERNING BODY APPROVAL CERTIFICATES	14
B-4. PROPERTY RECORDS AND REVENUE CERTIFICATE.....	15
B-5. COUNTY SURVEYOR CERTIFICATE.....	15
B-6. RECORDING CERTIFICATES	16
2. REGISTERED LAND SURVEYS.....	17
A. ALL REGISTERED LAND SURVEYS MUST	17
B. CERTIFICATES.....	17
PART III.....	20
GRAPHICS.....	20
1. PLAT SIZE	21
2. BORDER.....	21
3. ORIENTATION OF BEARINGS AND PLATS.....	21
A. BEARING ORIENTATION.....	21
B. PLAT ORIENTATION	21
C. BEARINGS OR DIRECTIONS.....	22
4. MONUMENTATION	22

5. LINE WIDTHS	24
6. LETTERING SIZE	24
7. BLOCK AND LOT NUMBERS.....	24
8. PARKS	24
9. OUTLOTS.....	25
10. DETAILS.....	25
11. MATCH LINES	25
12. PUBLIC WAYS	26
13. DIMENSIONS.....	26
14. CURVE DATA.....	27
15. WATER BOUNDARIES	28
A. WATER BOUNDARY LINES.....	28
B. SURVEY LINE	28
C. BENCHMARK AND ELEVATIONS.....	29
D. WET LAND	29
16. EASEMENTS.....	30
A. EXISTING DRAINAGE AND UTILITY EASEMENTS.....	30
B. CREATED DRAINAGE AND UTILITY EASEMENTS.....	30
17. ADJOINING PROPERTY.....	33
18. ADJOINING AND/OR UNDERLYING PLAT DIMENSIONS.....	33
19. REPLATS	33
20. BOUNDARY DESIGNATION.....	34
21. ARROWED LINES	34
22. SECTION SUBDIVISION LINES.....	34
23. IDENTIFICATION OF ¼ - ¼ SECTIONS OR GOVERNMENT LOTS..	34
24. LEGEND	35
25. PLAT SCALE	35
26. VICINITY OR LOCATION MAP	36
27. SHEET NUMBERING	36
28. CLOSURE TOLERANCE.....	36
29. CONTROLLED ACCESS.....	36
30. EXCEPTIONS.....	37
31. NOTARIAL ACT	37
32. AUDITOR'S SUBDIVISION.....	37
33. THREE DIMENSIONAL PLATS.....	37
34. LEGIBILITY	38
35. ABBREVIATIONS	38
36. SIGNATURES	38
37. PLATTING REGISTERED LAND (TORRENS)	39

PART I

DOCUMENT SUBMITTAL

Draft

PLAT/REGISTERED LAND SURVEY APPROVAL PROCEDURES

1. Submit six prints of the preliminary plat/registered land survey as submitted to and as approved by State, County, City or Township to the Ramsey County Surveyor.
 - a. Preliminary plats/registered land surveys shall show existing contour lines, proposed grading contour lines, existing topography, utility locations, together with proposed lot lines and dimensions.
2. After 30 days, we will forward to the land surveyor who prepared the preliminary plat/registered land survey the preliminary approval status and any requirements delivered to us by the approving or reviewing authorities. Submit four prints of the proposed final plat/registered land survey.
 - a. **The plat review fee** shall be paid to the County Surveyor's Office when the plat or registered land survey is presented to the Surveyor's Office for review.
 - b. Make checks payable to Ramsey County.
 - c. No review will begin until these fees have been received.
 - d. A **minor revisions fee** will be assessed when lots, outlots, parks or tracts have been redesigned after our initial review has begun or has been completed.
 - e. A **substantial revisions fee** will be assessed when the plat or RLS has been changed for the following reasons after our initial review has begun or has been completed:
 1. Revisions to the legal description not requested by us.
 2. Revisions to the plat or RLS boundary not requested by us.
 3. Redesigned public way alignment and/or block configuration.
 4. Other revisions to the document causing a reexamination similar to an initial review.
 - f. A **continued non-compliance with platting requirements fee** will be assessed when the plat or RLS is returned to the surveyor more than twice while major deficiencies on the document remain unresolved.
3. If the plat includes registered (torrens) property, a photocopy of the relevant certificate(s) of title must be submitted in addition to the proposed final plat/registered land survey.

See Page 39 of this manual for additional instructions pertaining to platting of registered land.
4. All plats and registered land surveys submitted for review must be accompanied by:
 - a. Copies of title insurance policy.
 - b. Copies of recorded documents of all relevant public easements encumbering the property.
 - c. Mathematical solutions for closure of all lots, outlots, parks, easements, boundaries and ties to lot clusters.

Commencement of the plat or RLS review will be delayed if any of these required policies and documents are not furnished.

MEDIA REQUIREMENTS FOR FILING A PLAT (not a CIC plat)

1. Submit three, 22 inch x 34 inch x 4 mil, film transparencies of the approved proposed final plat. All film transparencies presented for filing shall be made by a photographic reproduction process only. One of these film transparencies shall be labeled *OFFICIAL PLAT*, all others will be labeled *COPY*. The words *OFFICIAL PLAT* and *COPY* shall be centered in the top ½ inch margin along the 34 inch side.
2. Submit one, 22 inch x 34 inch print of the final plat.
3. Submit another film transparency at a scale of 1 inch = 200 feet, if the plat is located outside the City of Saint Paul and if the plat is drawn to some other scale. Submit another film transparency at a scale of 1 inch = 100 feet, if the plat is located within the City of Saint Paul and if the plat is drawn to some other scale.
4. All required fees must be paid in full prior to the time the plat is accepted for filing.

MEDIA REQUIREMENTS FOR FILING A REGISTERED LAND SURVEY

1. Submit three, 20 inch x 30 inch double matte film transparencies of the approved proposed final registered land survey. All film transparencies presented for filing shall be made by a photographic reproduction process only. One of these film transparencies shall be labeled *OFFICIAL*, all others will be labeled *COPY*. The words *OFFICIAL* and *COPY* shall be centered in the top ½ inch margin along the 30 inch side.
2. Submit one, 20 inch x 30 inch print of the final registered land survey.
3. Submit another film transparency at a scale of 1 inch = 200 feet, if the registered land survey is located outside the City of Saint Paul and if the registered land survey is drawn to some other scale. Submit another film transparency at a scale of 1 inch = 100 feet, if the registered land survey is located within the City of Saint Paul and if the registered land survey is drawn to some other scale.
4. All required fees must be paid in full prior to the time the registered land survey is accepted for filing.

PLAT MONUMENTS FIELD VERIFICATION

The existence of outside boundary plat monuments may be field verified prior to the County Surveyor approving and executing the final plat. The responsible land surveyor will notify the County Surveyor when the outside boundary plat monuments have been set per Minnesota Statutes, Section 505.021, Subd. 10.

Within one year after the recording of the final plat, the responsible land surveyor will set all statute required interior plat monuments. Within 5 days of the date the interior plat monuments have been set, the responsible land surveyor will notify the County Surveyor. The County Surveyor may verify the existence of all plat monuments.

Failure to comply with these requirements may cause the County Surveyor to report findings to the appropriate authorities.

PART II

DOCUMENTATION

Draft

1. PLATS

A. PLAT NAME/TITLE

- 1) The title of the plat shall appear across the top (34 inch side) of the plat in CAPITAL LETTERS without underlines and shall be identical to the name of the plat as recited in the dedication paragraph of the plat and in the recording certificate(s). The name of the municipality shall not be shown adjacent to the plat name in the title.
- 2) The plat name shall not duplicate or be similar to the name of any plat that is in the office of the county recorder or registrar of titles in the county in which the land is located. Examples of unacceptable similarities:

**ANDERSEN'S ADDITION
FISCHER ADDITION
HAYES ADDITION**

**ANDERSON'S ADDITION
FISHER ADDITION
HAYS ADDITION**

- 3) Plat names should be short and simple. Symbols that cannot be easily replicated by a standard keyboard or irregular marks in plat names are not allowed. Hyphens, apostrophes, commas, etc., shall not be used in the title.
- 4) Plat names similar to the ones below are discouraged:

**REPLAT OF BLOCK 2, CIRCLE ADDITION
and
REARRANGEMENT OF BLOCK 2, CIRCLE ADDITION**

B. ALL PLATS MUST CONTAIN

- Notification of Interest *(pages 7-13)*
- Dedication or Donation *(pages 7-13)*
- Owner(s) Acknowledgement(s) *(pages 7-13)*
- Surveyor Certificate and Acknowledgement *(page 14)*
- Governing Body Approval Certificates *(pages 14 & 15)*
- Property Records and Revenue Certificate *(page 15)*
- County Surveyor Certificate *(page 15)*
- Recording Certificates *(page 16)*
- Graphic Representation of Survey

(see next page for notes)

NOTES:

The plat shall contain a complete and accurate description of each tract of land being platted [Minn. Stat. § 505.021, Subd. 2]. The words degrees, minutes, seconds and references to fractions shall be spelled out in all legal descriptions.

Plat description shall be indented ½ inch from the left hand and right hand margins of the dedication paragraph text.

In the plat description, Arabic numerals shall be used to designate distances, degrees, minutes, seconds, government lots, sections, townships and ranges, etc.

The marital status of individual owners shall appear on the plat. [Minn. Stat. § 505.021, Subd. 3]. The marital status of the owner must be stated in the first paragraph of the dedication, and in the acknowledgement. [Atty. Gen. Opinion, Aug. 30, 1961]

A plat executed under Chapter 505 must be joined in or consented to by mortgagees as well as executed by the fee owner(s) and any contract for deed vendee. [Minn. Stat. § 505.021, Subd. 3]

Partnerships must identify the state in which it is organized and what type of partnership (limited, etc.).

Each official, of any entity executing the plat, must be acknowledged.

See Section 31 on Page 37 for Certificate of Notarial Act requirements.

All signatures on the plat shall be written with black ink (not ball point).

B-1. NOTIFICATION OF INTEREST, DEDICATION OR DONATION, AND OWNER(S)
ACKNOWLEDGEMENT(S)

Example 1: Individual

KNOW ALL MEN BY THESE PRESENTS: That Sean C. Quast, a single person, fee owner of the following described property situated in the City of White Bear Lake, County of Ramsey, State of Minnesota:

(Indent The South Half of the South Half of the Northeast Quarter of Section 15,
1/2 inch) Township 30 North, Range 22 West.

Has caused the same to be surveyed and platted as INDEPENDENT ESTATES PLAT 2 and does hereby dedicate or donate to the public for public use forever the public way(s) and the drainage and utility easement(s) as shown on this plat.

In witness whereof said Sean C. Quast, a single person, has hereunto set his hand this _____ day of _____, 20____.

Sean C. Quast

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Sean C. Quast, a single person.

(Signature of person taking acknowledgement)

(Print Notary's name)

Notary Public, Minnesota

My commission expires _____

Example 2: Married Persons

KNOW ALL MEN BY THESE PRESENTS: That John W. Doe and Mary K. Doe, husband and wife, owners, and Premier Banks, a Minnesota corporation, mortgagee, of the following described property situated in the Township of White Bear, County of Ramsey, State of Minnesota:

(Indent 1/2 inch) Lot 1, Block 1, ABC ADDITION, Ramsey County, Minnesota.

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

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

John W. Doe

Mary K. Doe

STATE OF _____

COUNTY OF _____

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

(Signature of person taking acknowledgement)

(Print Notary's name)

Notary Public, Minnesota
My commission expires _____

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

Signed: Premier Banks

Douglas A. Schultz, President

STATE OF _____

COUNTY OF _____

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

(Signature of person taking acknowledgement)

(Print Notary's name)

Notary Public, Minnesota
My commission expires _____

Example 3: Corporate

KNOW ALL MEN BY THESE PRESENTS: That National Realty Company, a Minnesota corporation, owner of the following described property situated in the City of New Brighton, County of Ramsey, State of Minnesota:

(Indent 1/2 inch) Tract A, Registered Land Survey No. 500, Ramsey County, Minnesota.

Has caused the same to be surveyed and platted as DAISY LANE ADDITION and does hereby dedicate or donate to the public for public use forever the public way(s) and the drainage and utility easement(s) as shown, and does hereby donate to the City of New Brighton the park(s) as shown on this plat.

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

Signed: National Realty Company

John Q. Smith, President

James L. Lake, Vice President

STATE OF _____

COUNTY OF _____

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

(Signature of person taking acknowledgement)

(Print Notary's name)

Notary Public, Minnesota

My commission expires _____

Example 4: Limited Liability Company (LLC)

KNOW ALL MEN BY THESE PRESENTS: That Apache Redevelopment, LLC, a Minnesota limited liability company, owner of the following described property situated in the City of St. Anthony, County of Ramsey, State of Minnesota:

Lot 7, Block 1, SILVER LAKE CENTER;

*(Indent
1/2 inch)* And

That part of vacated 39th Avenue N.E. lying easterly of the southerly extension of the west line of said Lot 7, Block 1, SILVER LAKE CENTER.

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

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

Signed: Apache Redevelopment, LLC

_____, Chief Manager

STATE OF _____

COUNTY OF _____

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

(Signature of person taking acknowledgement)

(Print Notary's name)
Notary Public, Minnesota
My commission expires _____

The above example reflects the requirements of Minn. Stat. § 322B.673, the governing statute regarding limited liability companies.

Example 5: Partnership

KNOW ALL MEN BY THESE PRESENTS: That Falcon Heights Town Square Limited Partnership, a Minnesota limited partnership, owner of the following described property situated in the City of Falcon Heights, County of Ramsey, State of Minnesota:

Outlot A, FALCON HEIGHTS TOWN SQUARE, Ramsey County, Minnesota;

*(Indent
1/2 inch)* And

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

Has caused the same to be surveyed and platted as FALCON HEIGHTS TOWN SQUARE SECOND and does hereby dedicate or donate to the public for public use forever the public way(s) and the drainage and utility easement(s) as shown on this plat.

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

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

George E. Sherman, President

STATE OF _____

COUNTY OF _____

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

(Signature of person taking acknowledgement)

(Print Notary's name)

Notary Public, Minnesota

My commission expires _____

Example 6: Trust

KNOW ALL MEN BY THESE PRESENTS: That Richard M. Hansen and Jane A. Hansen as Trustees of the Richard M. Hansen and Jane A. Hansen Revocable Trust, owners of the following described property situated in the City of Vadnais Heights, County of Ramsey, State of Minnesota:

(Indent The North 293 feet of Lots 4 and 5, CITY VIEW GARDEN LOTS, except the *1/2 inch*) East 56 feet of said Lot 4, and except the West 3.34 feet of said Lot 5.

Have caused the same to be surveyed and platted as DICK AND JANE'S COMMERCIAL CENTER, and do hereby dedicate or donate to the public for public use forever the public way(s) and the drainage and utility easement(s) as shown on this plat.

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

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

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

STATE OF _____

COUNTY OF _____

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

(Signature of person taking acknowledgement)

(Print Notary's name)

Notary Public, Minnesota
My commission expires _____

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

Example 7: Attorney-In-Fact

KNOW ALL MEN BY THESE PRESENTS: That John Q. Public, a single person, owner of the following described property situated in the City of Gem Lake, County of Ramsey, State of Minnesota:

(Indent 1/2 inch) Government Lot 2, Section 12, Township 30 North, Range 22 West, Ramsey County, Minnesota.

Has caused the same to be surveyed and platted as GARDEN OF EDEN ADDITION and does hereby dedicate or donate to the public for public use forever the public way(s) and the drainage and utility easement(s) as shown on this plat.

In witness whereof, Katherine Randolph, Attorney-In-Fact for John Q. Public, a single person, has hereunto set her hand this _____ day of _____, 20____.

Katherine Randolph, Attorney-In-Fact for
John Q. Public, a single person

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Katherine Randolph, Attorney-In-Fact for John Q. Public, a single person.

(Signature of person taking acknowledgement)

(Print Notary's name)

Notary Public, Minnesota

My commission expires _____

B-2. SURVEYOR CERTIFICATE AND ACKNOWLEDGEMENT

I, (*surveyor's name*), Professional Land Surveyor, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat; prepared this plat or directly supervised the preparation of this plat; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been correctly set; that all monuments indicated on this plat will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of the surveyor's certification are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20__.

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

STATE OF _____

COUNTY OF _____

The foregoing Surveyor's Certificate was acknowledged before me this ____ day of _____, 20__, by (*name of surveyor*) _____, a Professional Land Surveyor.

(*Signature of person taking acknowledgement*)

(*Print Notary's name*)

Notary Public, Minnesota

My commission expires _____

B-3. GOVERNING BODY APPROVAL CERTIFICATES

Notes:

Consult with the local governing body for appropriate language used in a certificate of approval of a minor subdivision by a local government official.

Use the examples below for city council or township board of supervisors approval.

A 2 inch by 2 inch space must be provided for the application of the governing body seal adjacent to the governing body approval certificate.

(continued on next page)

1) Township Board of Supervisors

Township of White Bear

I/We do hereby certify that on the ___ day of _____, 20___, the Board of Supervisors for the Township of White Bear, Ramsey County, Minnesota, approved this plat. Also, the conditions of Minnesota Statutes, Section 505.03, Subd. 2, have been fulfilled.

(Signature of person or persons and title(s) designated by approving authority)

2) City Council

City of _____

I/We do hereby certify that on the ___ day of _____, 20___, the City Council of the City of _____, Minnesota, approved this plat. Also, the conditions of Minnesota Statutes, Section 505.03, Subd. 2, have been fulfilled.

(Signature of person or persons and title(s) designated by approving authority)

B-4. PROPERTY RECORDS AND REVENUE CERTIFICATE

Department of Property Records and Revenue

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year _____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ___ day of _____, 20___.

_____, Director
Department of Property Records and Revenue

By _____, Deputy

B-5. COUNTY SURVEYOR CERTIFICATE

County Surveyor

I hereby certify that this plat complies with the requirements of Minnesota Statutes, Section 505.021, and is approved pursuant to Minnesota Statutes, Section 383A.42, this ___ day of _____, 20___.

David D. Claypool, P.L.S.
Ramsey County Surveyor

B-6. RECORDING CERTIFICATES

1) County Recorder

County Recorder, County of Ramsey, State of Minnesota

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

Deputy County Recorder

2) Registrar of Titles

Registrar of Titles, County of Ramsey, State of Minnesota

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

Deputy Registrar of Titles

NOTES:

If a plat consists of more than one sheet, enough blanks must be provided to indicate one page for each sheet of the plat in the County Recorder/Registrar of Titles Book of Plats.

Examples: Book _____ of Plats, Pages _____ and _____,
..... Book _____ of Plats, Pages _____, _____ and _____,

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

2. REGISTERED LAND SURVEYS

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

A. ALL REGISTERED LAND SURVEYS MUST:

- 1) Be 20 inches by 30 inches in size.
- 2) Recite the legal description exactly as it appears on the current Certificate(s) of Title.
- 3) Show all boundary measurements.
- 4) Show measurements of all tracts.
- 5) Show the direction of all lines.
- 6) Show durable monuments at appropriate corners.
- 7) Show all tracts lettered consecutively beginning with "A".
- 8) Show multi-level tracts with an elevation view.
- 9) Not be drawn at a scale smaller than one inch equals 200 feet.
- 10) Have no less than 2½ inches, along the left 20 inch side, blank for binding.

Showing a vicinity or location map is recommended.

The aforementioned items are an overview of County recommendations together with Minnesota Statutes, Section 508.47, Subd. 4, requirements.

Sheet size for all registered land surveys shall be 20 inches by 30 inches, at the Registrar of Titles' request. [Minnesota Statutes, Section 508.47, Subd. 4 (1999)].

B. CERTIFICATES

- Surveyor Certificate (*page 18*)
- Governing Body Approval Certificates (*pages 18*)
- Property Records and Revenue Certificate (*page 19*)
- County Surveyor Certificate (*page 19*)
- Registrar of Titles Certificate (*page 19*)

1) Surveyor Certificate

I, (*name of surveyor*), Professional Land Surveyor, do hereby certify that, in accordance with the provisions of Minnesota Statutes, Section 508.47, have surveyed the following described property situated in the County of Ramsey, State of Minnesota:

(*Indent* Legal description of property shall be the same as on the current Certificate(s) of $\frac{1}{2}$ inch) Title for the property. The words degrees, minutes, seconds and references to fractions shall be spelled out in all legal descriptions).

I hereby certify that this Registered Land Survey is a correct delineation of Certificate(s) of Title No. _____. Dated this ____ day of _____, 20__.

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

2) Governing Body Approval Certificates

Notes:

Consult with the local governing body for appropriate language used in a certificate of approval of a minor subdivision by a local government official.

Use the examples below for city council or township board of supervisors approval.

A 2 inch by 2 inch space must be provided for the application of the governing body seal adjacent to the governing body approval certificate.

a) Township Board of Supervisors

Township of White Bear

I/We do hereby certify that on the ____ day of _____, 20__, the Board of Supervisors for the Township of White Bear, Ramsey County, Minnesota, has approved this registered land survey.

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

b) City Council

City of _____

I/We do hereby certify that on the ____ day of _____, 20__, the City Council of the City of _____, Minnesota, has approved this registered land survey.

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

3) Property Records and Revenue Certificate

Department of Property Records and Revenue

Pursuant to Minnesota Statutes, Section 508.47, Subd. 4, taxes payable in the year _____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ____ day of _____, 20____.

_____, Director
Department of Property Records and Revenue

By _____, Deputy

4) County Surveyor Certificate

County Surveyor

Pursuant to Minnesota Statutes, Section 383A.42, this Registered Land Survey is approved this _____ day of _____, 20____.

David D. Claypool, P.L.S.
Ramsey County Surveyor

5) Registrar of Titles Certificate

Registrar of Titles, County of Ramsey, State of Minnesota

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

Deputy Registrar of Titles

PART III

GRAPHICS

Draft

1. PLAT SIZE

Plat sheet size shall be 22 inches by 34 inches. (Minnesota Statutes, Section 505.021, Subd. 1)

2. BORDER

A border line shall be placed one-half inch inside the outer edge of the plat on the top and bottom 34-inch sides; and the right 22-inch side; and two inches inside the outer edge of the plat on the left 22-inch side. (Minnesota Statutes, Section 505.021, Subd. 1)

3. ORIENTATION OF BEARINGS AND PLATS

A. BEARING ORIENTATION

- 1) A note on the plat shall state the basis for the geographical orientation of the plat.
- 2) A monumented line on the plat may also be used as a bearing orientation reference.
- 3) The statement, ***all bearings are on an assumed datum, shall not*** be used.

Examples of acceptable form:

- a) The west line of the NW $\frac{1}{4}$, Sec. 3, T.30, R.22, is assumed to have a bearing of North.
- b) For purposes of this plat, the north line of Block 1, J. D. ADDITION, is assumed to have a bearing of East.
- c) Orientation of this plat is based upon the west line of the NW $\frac{1}{4}$, Sec. 3, T.30, R.22, which has an assumed bearing of North.
- d) Orientation of this bearing system is based upon Minnesota State Plane Coordinate System, South Zone, 1983.
- e) Orientation of this bearing system is based upon Ramsey County Coordinates, North American Datum of 1983.

B. PLAT ORIENTATION

- 1) North should be oriented toward the top of the plat (*34 inch side*).
- 2) If the requirement above is not practicable, then North should be oriented toward the left 22 inch side.
- 3) All numeric dimensions and narrative designations, lot and block numbers, for example, shall be oriented so they can be read from either the bottom or the right-hand side of the plat.

C. BEARINGS OR DIRECTIONS

- 1) Bearings or azimuths shall be shown along all lines of the plat except where the lines are interior lines and are clearly parallel with adjacent lines.
- 2) All bearings or azimuths shall be expressed to the nearest second.

4. MONUMENTATION

- A. The plat must depict that durable magnetic markers have been set at all angle and curve points on the outside boundary lines prior to recording the plat. The plat must also indicate that all interior block, lot, and witness monuments shall be set within one year after recording the plat. (Minnesota Statutes, Section 505.021, Subd. 10)
- B. Any monument or permanent evidence of the survey shall have affixed thereon the license number of the land surveyor certifying the plat. (Minnesota Statutes, Section 505.021, Subd. 10) No previously existing survey corner posts, reference monuments or landmarks evidencing property lines will be removed or destroyed by the land surveyor making the new survey. (Minnesota Statutes, Section 505.32).

- 1) A statement or note on the plat shall identify the type, size of monument set or that will be set with the license number of the land surveyor certifying the plat affixed thereto. All plat monuments should be durable monuments made of ferrous material. Whenever or wherever a plat monument is not practical to set, the County Surveyor and the platting authority shall determine what type of durable magnetic witness monument must be placed, and its location.

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

Note: The symbol to denote any monument that is set shall be an open symbol.

- 2) The plat shall also identify the type and size of any monument found.

Example: ● – denotes a ½ inch iron pipe monument found and marked by License No. _____, unless shown otherwise.

Note: The symbol to denote any monument that is found shall be a solid, filled in symbol.

- 3) **There shall not be any monument symbol shown on the plat to indicate where plat monuments will be set.**

- C. A statement must appear on the graphic portion of the plat when the responsible land surveyor has chosen the option to delay the placement of the interior plat monuments.

(continued on next page)

Example:

Any required interior monument location on this plat with no monument symbol shown, indicates an interior plat monument that will be set, and which shall be in place within one year after the recording of this plat.

- D. All lot lines and/or block lines shown on the plat shall terminate at the perimeter of the symbol(s) which depicts durable magnetic markers set by the responsible land surveyor.
- E. Any judicial landmark, used as plat monument, must be shown and designated as *J.L.M* on the plat. If a judicial landmark is called for in the description and was not found, there shall be no judicial landmark monument symbol shown and the location shall indicate *J.L.M. Not Found*.
- F. All United States Public Land Survey corners or any witness monuments, which either control the location of the boundary of the plat or are a part of the plat, shall be shown. These corners shall be labeled with reference to section, township and range. The type of monument and by whom set, if known, shall also be designated. These corners or monuments shall also be referenced to the plat by distance and direction.

Example: ● – NW Cor. Sec. 8, T.29N, R.22W, found 3/4 inch Iron Pipe

⊙ – W1/4 Cor. Sec. 17, T.30N, R.22W, Ramsey County Cast Iron Monument

■ – NW Cor. Sec. 6, T.30N, R.23W, 8 inch x 8 inch Ramsey County Granite Monument

⊙ – Witness Monument to NE Cor. Sec. 25, T.30N, R.23W, Ramsey County Cast Iron Monument

- G. All plats must show plat boundary references with distance and direction to at least two existing United States Public Land Survey corners or other reference monuments as determined by the County Surveyor.
- H. Monuments found in place from previous surveys that will determine the new plat boundary must be shown, whether these monuments are actually a part of the new plat boundary or not. These monuments must also be referenced to the new plat boundary by distance and direction.
- I. Wherever plat boundary lines extend into any existing public ways, the angle points, points of curvature, and points of tangency of the right-of-way line shall be shown and monumented.

5. LINE WIDTHS

The plat shall have four distinct line widths according to the following:

<i>Widest</i>	Boundary of Plat
.	Blocks, Outlots and Parks
.	Lots and Tracts
<i>Narrowest</i>	Easements, Center Lines, Survey Lines, Water Boundaries not establishing parcel boundaries, Section Lines, Description Lines, etc.

6. LETTERING SIZE

The plat shall have distinct lettering sizes according to the following:

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

8 point, or larger, text font size shall be used on the plat.

7. BLOCK AND LOT NUMBERS

- A. All blocks shall be numbered consecutively with Arabic numerals beginning with numeral 1. (Minnesota Statutes, Section 505.021, Subd. 4)
- B. When the plat consists of only one block, the word *BLOCK* must be spelled out and shall precede the Arabic numeral 1.
- C. All lots in each block shall be numbered consecutively with Arabic numerals beginning with the numeral 1. (Minnesota Statutes, Section 505.021, Subd. 4)
- D. When a plat consists of only one lot in a one block plat, the word *LOT* must also be spelled out and shall precede the Arabic numeral 1.
- E. Blocks are bounded by plat boundaries, public ways, outlots, parks, or bodies of water. (Minnesota Statutes, Section 505.01, Subd. 3(a))

8. PARKS

- A. Parks may be named or numbered with an Arabic numeral. A park name shall include the designation of Park.

Example: Rice Park

(continued on next page)

- B. If a plat contains two or more parks, each park will be uniquely named, or numbered consecutively beginning with the Arabic numeral 1.

Examples: Rice Park, Mears Park, etc.
Park 1, Park 2, etc.

- C. Parks will be treated the same as blocks relative to boundary line width, dimensions, bearings, identifier and monumentation.
- D. Parks shall be donated in the dedication paragraph.

9. OUTLOTS

- A. All outlots shall be labeled OUTLOT in capital letters and lettered consecutively in capital letters beginning with the letter "A." (Minnesota Statutes, Section 505.021, Subd. 4)
- B. Outlots will be treated the same as blocks relative to boundary line width, dimensions, bearings, identifier and monumentation.

10. DETAILS

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

Example: Detail A, Detail B, etc.

- B. Details shall indicate its north orientation and be drawn to scale if possible and the scale shall be shown on the detail. If gross exaggeration is necessary, note that the detail is not drawn to scale.

11. MATCH LINES

In order to adhere to the 22 inch by 34 inch plat size, it may be necessary to separate the graphic portion of the plat with match lines. Match lines must follow obvious divisions within the plat. Technical data along or to the match line must be shown in a manner that prevents any confusion and shall be duplicated on every sheet where the match line is located.

The preceding criteria will also be maintained on plats with more than one match line. If a plat has more than one match line, each one shall be labeled consecutively by a letter beginning with the letter "A".

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

12. PUBLIC WAYS

- A. All public ways shall be named or identified on the plat.
- B. Double designation of any public way will have the road authority shown.

Example: Plumb Drive (Co. Rd. No. 6)
Transit Blvd. (State Hwy. No. 25)

- C. Any vacated and described underlying public way name shall be dotted on the plat. See Section 19, on Page 33, when the plat includes a vacated public way.
- D. The name of any public way adjoining the plat boundary, not within the plat boundary, shall be shown in dotted letters. The width of any adjoining public way must be shown in solid Arabic numerals.
- E. If an adjoining public way is intersected by another public way that is also outside the plat boundary, the name of any intersecting public way must also be dotted on the plat, but its width need not be shown.
- F. Adjoining railroads will be treated in the same manner as above.
- G. The center lines of public ways may be shown on the plat with all corresponding data.
- H. Where an adjoining right-of-way has been surveyed according to the description of record and is shown upon the plat or registered land survey, the Document Number or Book and Page numbers of the recorded description shall be shown. The 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 plat.
- I. When the boundary of a plat is the center line of a traveled public way, the center line must be labeled.
- J. When a right-of-way line has been monumented by the road authority, the right of way must be labeled and the controlling monumentation must be shown and identified.

13. DIMENSIONS

- A. Distances shall be shown for each individual line of each lot within the plat.
- B. All distances shall be expressed in feet and hundredths of a foot.
- C. Public way widths or easement widths need not be expressed to the hundredth of a foot if they are exact values, i.e. 66 or 33, etc. These widths may be defined in the legend.
- D. Distances recited in the description as chains, rods, etc., must be shown on the plat together with the equivalent distance in feet and hundredths of a foot.
- E. Ditto marks and foot and inch symbols shall not be used on a plat.

(continued on next page)

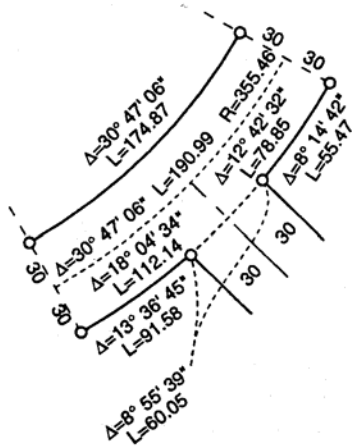
- F. Townhouse style or cluster lot style plats shall have all blocks or groups of lots referenced to a parcel boundary with a minimum of two references.
 - 1) References shall include both direction and distance from block, outlot or plat boundary corners.
- G. Where practical, lot dimensions must be shown along the actual lot lines.

14. CURVE DATA

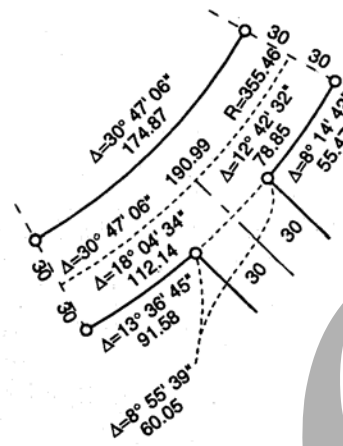
- A. All curved lines shall show the central angle expressed to the nearest second, and radius and arc lengths expressed to the nearest hundredth of a foot.
- B. Segments of center line curves shall show arc length and central angle only. Each arc length and central angle shall be shown to the same technical precision as noted in Subsection 14A above.
- C. Right-of-way radius length need not be shown when the right-of-way is concentric with the dimensioned center line curve data.
- D. Non-tangential curves must be labeled **“not tangent”** at the point of non-tangency. The long chord direction and long chord length must be shown. Abbreviate as follows:
 - C. Brg.** denotes chord bearing
 - C. Az.** denotes chord azimuth
 - C.** denotes chord
- E. Central angle, arc length and radius length shall be shown on all curved lines that are not concentric with dimensioned center line curve data.
- F. The use of **L=** for the length of curve is optional, however, if the length of any curve is labeled **L=** then every length of curve on the plat must be so labeled.
- G. Dashed radial lines at the ends of all curves shall be extended far enough toward the radius point to clearly indicate the direction of curvature.
- H. If a curved line constitutes a line of more than one lot or outlot, the central angle and arc length for each segment must be shown.
- I. Tabulation of curve data is discouraged.
- J. Curve data shall be complete on both sides of the public way as well as center line. The right-of-way data shall contain no less than the central angle and arc length for the necessary two functions of the curve as shown in the following examples:

See next page for examples.

Example with $L=$:



Example without $L=$:



PREFERRED

15. WATER BOUNDARIES

A. WATER BOUNDARY LINES

Any water boundary abutting or lying within the plat boundaries shall be shown and identified on the plat as a solid line delineating the existing shore line. (Minnesota Statutes, Section 505.021, Subd. 8). See Section 5 herein for line width hierarchy.

B. SURVEY LINE (See Minnesota Statutes, Section 505.021, Subd. 8)

- 1) When any parcel depicted on the plat includes water as a boundary, a dashed survey line shall be shown and labeled with sufficient mathematical data to compute a closure of said parcel.
- 2) Every survey line shall be shown as a dashed line on the plat and must be labeled "SURVEY LINE."
- 3) The survey line shall show bearings or azimuths on each segment, or angles at each angle point and at any point of intersection with any boundary line of the plat.
- 4) The overall distance between angle points of the survey line shall be shown.
- 5) The distance between lot lines, as measured along the survey line, shall be shown.
- 6) The distance along each lot line from the survey line to the water boundary shall be shown; the approximate distance from all angle points on the survey line to the water boundary shall be shown; and the date the water elevation was measured shall be shown.
- 7) Plat monuments must be placed at any location where the survey line intersects plat boundary lines and at all angle points along the survey line.
- 8) Any survey line associated with a plat exterior water boundary line shall be monumented prior to recording the plat. Interior survey line monuments shall be set when interior block, lot and witness monuments are set.

C. BENCHMARK AND ELEVATIONS

- The water elevation of any lake, stream, or river depicted on the plat shall be expressed to the tenth of a foot along with the date the elevation was measured.
- The highest known water elevation shall be indicated on the plat if the data is available from the Department of Natural Resources, the United States Army Corps of Engineers, or any other appropriate governmental unit.
- If the highest known water elevation data is unavailable from the agencies listed above, the plat must so state.
- All elevations should be referenced to a durable benchmark described on the plat together with its location and elevation given in mean sea level datum expressed to the nearest hundredth of a foot. Whenever obtaining a mean sea level elevation on the benchmark is impractical, a local datum may be used.

Example: Benchmark
Elevation = 865.32 feet (N.G.V.D.-1929)
Top of cast-iron monument at NW Corner Sec. 3, T.30N, R.22W

EXAMPLES OF WORDING FOR LAKE DATA:

BENCH MARK: Ramsey County Benchmark Number 8270.
Elevation = 931.71 feet (N.A.V.D.-1988)

WATER ELEVATION: As of June 10, 2007 = 929.36 feet (N.A.V.D.-1988)

HIGHEST KNOWN WATER ELEVATION: 930.51 feet (N.A.V.D.-1988)
according to State of Minnesota, Dept. of
Natural Resources.

Note: N.G.V.D.-1929 or N.A.V.D.-1988 are the abbreviations for National Geodetic Vertical Datum-1929 and North American Vertical Datum-1988. One or the other datum may be used.

D. WET LAND

- 1) The determination of whether an area is wet land shall be the professional judgment and responsibility of the land surveyor in the field.
- 2) Whenever and wherever a plat boundary corner or any block, lot, outlot, park or tract corner falls within a wet land, witness plat monuments shall be set. A survey line and all other pertinent data, as set forth in Subsection 15B above, may be required.

See next page for notes.

NOTES:

- Wet lands shown on the plat shall be labeled with the words WET LAND in solid, fine line CAPITAL LETTERS.
- The Department of Natural Resources, United States Corps of Engineers and other water management agencies have categorized various wetlands, water bodies and wet lands. Development of these lands may be subject to special conditions or limitations.

16. EASEMENTS

Boundary lines of drainage and utility easements shall be shown as a thin dashed line.

A. EXISTING DRAINAGE AND UTILITY EASEMENTS

- 1) Any recorded drainage easement and/or public utility easement existing prior to platting, are encumbrances upon the property being platted and shall be shown on the plat.
- 2) These existing drainage and utility easements together with the record document number must be shown and shall not be mentioned in the plat dedication.

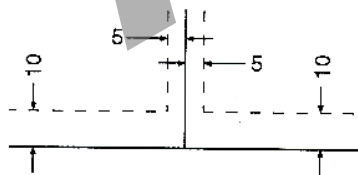
B. CREATED DRAINAGE AND UTILITY EASEMENTS

- 1) The purpose of any easement created on the plat must be clearly stated, and shall be limited to public utilities, and such drainage easements as deemed necessary for the orderly development of the land encompassed within the plat.

TEMPORARY EASEMENTS SHALL NOT BE SHOWN ON THE PLAT.
(Minnesota Statutes, Section 505.021, Subd. 7)

Example 1: Typical statement and illustration where widths of the easements vary and the boundary lines of the easements are parallel with lot lines.

Drainage and utility easements are shown thus:



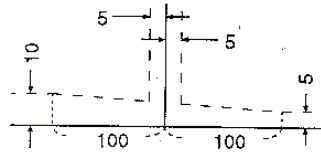
Being five feet in width and adjoining side lot lines and being 10 feet in width and adjoining public ways and rear lot lines, unless otherwise indicated on this plat.

See next page for more examples.

Example 2: Typical statement and illustration where boundary lines of easements are not always parallel with lot lines.

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

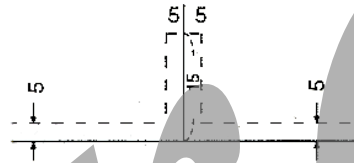
Drainage and utility easements are shown thus:



Being five feet in width and adjoining lot lines, unless otherwise indicated on this plat.

Example 3: Typical statement and illustration where boundary lines of easements are uniform in width throughout this plat.

Drainage and utility easements are shown thus:



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

See next page for another example.

17. ADJOINING PROPERTY

- A. The name and adjacent boundary lines of any adjoining platted lands shall be dotted on the plat. (Minnesota Statutes, Section 505.021, Subd. 4)
- B. Adjoining unplatted areas **shall not** be designated as “unplatted.”
- C. Adjoining lakes, streams or rivers shall be shown and identified.

18. ADJOINING AND/OR UNDERLYING PLAT DIMENSIONS

- A. When a measured distance between found monuments is inconsistent with the distance as shown on a previously recorded plat, the recorded distance, as well as the measured distance shall be shown. The term “PLAT,” or the name of the previously recorded plat shall follow the recorded distance.

Example: 237.65 Plat or 237.65 MOYER ADDITION

- B. When the recorded distance is followed by the term “PLAT,” a note in the legend shall identify the recorded plat referred to. See example below:

Example: Plat – refers to dimensions as shown on the plat of MOYER ADDITION, recorded in the office of the County Recorder, Ramsey County, Minnesota.

- C. When platting property from a description of record and the dimensional calls in the description are inconsistent with the measured dimensions, the record dimension, as well as the measured dimension shall be shown. The record dimension shall be followed by either the term “Deed” or “Described.”

Example: 300.00 Deed 300.00 Described
 298.85 298.85

A note in the legend shall identify the deed referred to.

Example: Deed – refers to dimensions as stated in Document No. 2902460, recorded in the office of the County Recorder, Ramsey County, Minnesota.

19. REPLATS

- A. Relevant underlying platted property must be shown including plat name, blocks, lots, public ways together with names and widths, etc.
- B. Refer to plat distance only, as shown in Subsection 18A above. Do not include bearings, delta angles or angles from underlying plats.
- C. Any public drainage and/or utility easement and any public way that has been shown on any underlying plat and has been vacated, must be shown on the plat together with the vacation proceeding’s document number.

20. BOUNDARY DESIGNATION

- A. Plat boundary lines shall be labeled as recited in the description. Designation of plat boundaries on the drawing may be shown in an acceptable abbreviated form, similar to:
- 1) West line of NW¹/₄ of NW¹/₄
 - 2) N.W. corner of Sec. 3, T.29N, R.23W
 - 3) South line of North 100 ft. of Govt. Lot 3
- B. In the event the plat's legal description identifies any part of a lot, outlot, registered land survey tract, section, government lot, etc., the identifier must be dotted on the plat.

21. ARROWED LINES

Arrowed lines that are used with dimensions or descriptors shall be dashed or dotted.

22. SECTION SUBDIVISION LINES

- A. All section, quarter section, quarter-quarter section and government lot lines that are related to the property being platted; called for in the description; or used as a reference for the plat, shall be shown and identified on the plat.
- B. Every effort shall be made to reference platted areas to section or quarter section lines. Feasibility of this will be determined by the land surveyor and the County Surveyor.

23. IDENTIFICATION OF 1/4-1/4 SECTIONS OR GOVERNMENT LOTS

All quarter-quarter sections or government lots shall be identified by dotted lettering on the plat.

Example:

NW 1/4 - SEC 1/4, SEC. 3, T29, R22
GOVT LOT 3

24. LEGEND

The plat shall include a legend defining lines and/or symbols. For example, the following items would be included in a legend:

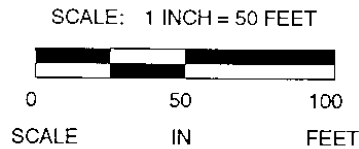
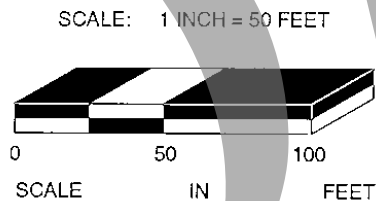
- North arrow
- Scale
- Denotes monument set (*define*)
- Denotes monument found (*define*)
- Water boundary line not establishing a parcel boundary (*define*)
- Benchmark
- Utility easement detail

Any required interior monument location on this plat with no monument symbol shown, indicates an interior plat monument that will be set, and which shall be in place within one year after the recording of this plat.

25. PLAT SCALE

- A. Scale of a plat shall be confined to commonly used standard engineer scales.
- B. A graphic scale shall be shown along with the label "Scale In Feet".
- C. A narrative scale must also be shown on the plat with *INCH* and *FEET* spelled out.

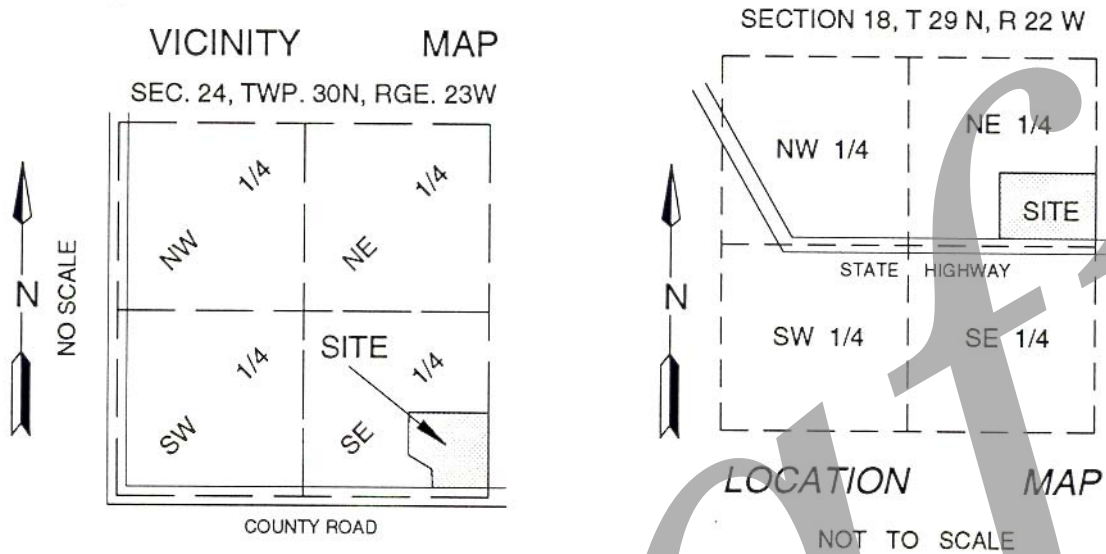
Examples:



26. VICINITY OR LOCATION MAP

A map showing the location of the property being platted is encouraged. The map shall show only enough information to locate the property within a section.

These examples show which 1/4 section the subject property is located:



27. SHEET NUMBERING

A. Plats consisting of more than one sheet shall be numbered consecutively with the individual sheet number and the total number of sheets shown in the lower right corner of the plat outside of the border.

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

B. The legal description of all plats must begin on Sheet 1.

28. CLOSURE TOLERANCE

The mathematical closure tolerance of the plat boundary, the blocks, the lots, the outlots and parks must not exceed 0.02 foot in eastings (X) and 0.02 foot in northings (Y).

29. CONTROLLED ACCESS

Since all roads within Ramsey County have a controlled access along their right-of-way, no symbology of "controlled access" is allowed to be shown on the plat.

30. EXCEPTIONS

- A. Where a specific parcel is recited in the description as being an exclusion to the basic plat parcel, and is not part of the plat, the word *EXCEPTION* shall be used to label and identify the excluded parcel.
- B. On the graphic portion of the plat the word *EXCEPTION* must be shown in solid, fine lined capital letters in the area being excluded.

31. NOTARIAL ACT

The notary's name and commission expiration date shall be printed next to their acknowledgement. [See Minn. Stat. § 359.05].

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

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

Out of state jurisdictions may differ from the examples provided herein.

32. AUDITOR'S SUBDIVISION

The lot lines of an Auditor's Subdivision lot are the solid lines shown on the drawing of the Subdivision.

NOTE:

Title Standard No. 97 as adopted by the Minnesota State Bar Association on June 28, 1974.

33. THREE DIMENSIONAL PLATS

Multi-level plats must also be shown with a profile view or cross sectional view, with elevations.

Lot and outlot boundary elevations must be expressed on the plat in feet and hundredths of a foot and referenced to a benchmark on mean sea level datum. Whenever obtaining a mean sea level elevation on the benchmark is impractical, a local datum may be used.

All standards set forth in this manual shall apply.

34. LEGIBILITY

All letters, numbers and symbols that have spherical parts i.e., 5, e, g, 8, 0, etc., which shall also include degree symbols must be open to insure legibility. This is a critical item with plats that are drawn at one scale and then photographically reduced for the final plat.

Dashes between degrees, minutes and seconds must not be used.

35. ABBREVIATIONS

To be used only in the graphic portion, *NOT IN THE DEDICATION PARAGRAPH* of the plat.

Examples:

R = Radius of curve	L = Length of curve	
T = Tangent of curve	C. = Chord of curve	
C. Brg. = Chord Bearing	Δ = Central angle	
Addition	Parkway	PKWY.
Auditor	Place	PL.
Avenue	Point of curvature	P.C.
Benchmark	Point of compound curvature	P.C.C.
Block	Point of reverse curvature	P.R.C.
Book	Point of tangency	P.T.
Boulevard	Range	R.
Circle	Registered Land Survey	R.L.S.
County	Right-of-way	R/W
Court	Road	RD.
Curve	Railroad	R.R.
Document	Railway	RY.
Drive	Section	SEC.
Government	Street	ST.
Highway	Subdivision	SUBD.
Judicial Landmark	Terrace	TERR.
Lane	Township	T.
Number	Trail	TR.
Page	Vacated	VAC.

36. SIGNATURES

ALL SIGNATURES on the plat shall be written with **BLACK INK** (*not ball point*). (Minnesota Statutes, Section 505.021, Subd. 3)

37. PLATTING REGISTERED LAND (TORRENS)

When a plat includes registered land:

- A. The owner(s) who execute(s) the plat must use the identical name(s) as appears on the Certificate of Title. No “also known as” phrases may be used.
- B. The description in the text of the plat should be the same as the description on the Certificate of Title. Arabic numerals shall be used to designate distances, degrees, minutes, seconds, government lots, sections, townships and ranges, etc.
- C. The descriptions of vacated public ways must become a part of the description body on the Certificate of Title as determined by a Court Order or by Examiner of Titles directive.
- D. The description of any part of a torrens parcel not included in the plat (*the residue*) should be a simple fraction or quantity description.

If the residue is not described by a simple fraction or quantity, the land surveyor, who prepared the proposed final plat, must provide a legal description of the remnant torrens parcel. If the residue is not described by a simple fraction or quantity, recording a registered land survey may be required by the Registrar of Titles prior to recording the plat. Consider including within the plat the residue torrens parcel as an individual lot or outlot.

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