



SCOTT COUNTY

MANUAL OF MINIMUM GUIDELINES

FOR

SUBDIVISION PLATS

AND

REGISTERED LAND SURVEYS

November 2015

July 30, 2001
August 10, 2004
February 12, 2008
November 25, 2015

INTRODUCTION

The content of this manual is a guideline for the preparation of Subdivision Plats and Registered Land Surveys. It must be emphasized that except for points of law, this is a guideline only and should be used only in this context.

The basis of this manual is compiled using contents from the Minnesota Statutes Chapters 505 & 508, and the Plat Manual of Minimum Guidelines published by the Minnesota Society of Professional Surveyors. Additions and amendments have been made to reflect requirements in Scott County.

The fee for checking plats and registered land surveys are as follows:

An initial fee of \$200.00 for each subdivision plat or registered land survey, plus \$25.00 per lot, outlot, park, or tract, with a minimum fee of \$300.00.

An additional fee may be charged when revisions are made that affect the said plat or registered land survey once the initial check has been completed.

To keep the time required for checking to a minimum, the following items should be submitted to the County Surveyor:

Two blue or black line copies of the plat or registered land survey to be checked.

Two blue or black line copies of the plat or registered land survey to the County Recorder's Office.

A check made payable to Scott County Surveyor for the checking fee.

A worksheet with coordinate point numbers, a coordinate list, and a computer generated data file of coordinates in ASCII format. File can be sent via e-mail to surveyor@co.scott.mn.us or through regular mail on a 3 1/2" computer disk or compact disk.

After the required changes and corrections have been completed, please send a revised copy of the plat or registered land survey to the County Surveyor and County Recorder for final approval before making recordable mylar copies.

Scott County requires three (3) mylars for filing at the County Recorder or Registrar of Titles Office. Two mylars for County records and one mylar for City or Township records.

**Scott County Surveyor
600 Country Trail East
Jordan, MN 55352-9339
952-496-8346 (phone)
952-496-8365 (fax)**

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PART I

SUBDIVISION PLAT DOCUMENTATION

1. PLAT NAME

- A. The plat name shall appear across the top portion of the plat and each consecutive sheet. The plat name shall be identical to the name as shown in the dedication clause of the plat and both shall be in "CAPITAL LETTERS." The name of the municipality shall not be shown adjacent to 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. Proposed plat names must be compared with the indexes of plat names in the office of the Registrar of Titles and County Recorder to prevent duplication of plat names. Any similarity in the proposed plat name in spelling or pronunciation with any plat of record, such as:

ANDERSEN'S ADDITION
ANDERSONS ADDITION
FISCHER ADDITION
FISHER ADDITION
HAYES ADDITION
HAYS ADDITION

will not be acceptable.

- C. Plat names should be as short in length and as simple as possible. Avoid using symbols or irregular marks in plat names that cannot be reproduced by a standard keyboard, such as CIRCLE © ADDITION. Hyphens, apostrophes, commas, etc., shall not be used between two names in the title.
- D. Do not use:
- REPLAT OF BLOCK 2, CIRCLE ADDITION
- and
- REARRANGEMENT OF BLOCK 2, CIRCLE ADDITION
- E. Do not underline plat names.

2. INSTRUMENT OF DEDICATION

A. Owner Declaration and Dedication (See Chapter 505.021, Subd. 3, Minnesota Statutes)

Example 1:

KNOW ALL PERSONS BY THESE PRESENTS: That John W. Doe and Mary R. Doe, husband and wife, owners of the following described property situated in the County of Scott, State of Minnesota, to wit:

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

Have caused the same to be surveyed and platted as (Name of plat in CAPITAL LETTERS - exactly as it appears in the title) and does hereby donate and dedicate to the public for public use forever the public ways and also dedicate the easements as shown on this plat for drainage and utility purposes only (and restricted access if appropriate).

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

John W. Doe

Mary R. Doe

Example 2:

KNOW ALL PERSONS BY THESE PRESENTS: That National Realty Company, a Minnesota Corporation, owner of the following described property situated in the County of Scott, State of Minnesota, to wit:

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

Has caused the same to be surveyed and platted as (Name of plat in CAPITAL LETTERS - exactly as it appears in the title) and does hereby donate and dedicate to the public for public use forever the public ways and also dedicate the easements as shown on this plat for drainage and utility purposes only (and restricted access if appropriate).

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

National Realty Company

By: John Q. Smith, President

By: James L. Lake, Vice President

NOTES:

- 1. A plat executed under the statute must be joined in by mortgagees as well as the fee owner. Atty. Gen. Opinion 311, June 16, 1925.
- 2. Partnerships apparently have no limitation to form. Therefore each partnership will be regarded individually until such forms are standardized.
- 3. The marital status of the owner must be stated in the first paragraph of the dedication and in the acknowledgment. Atty. Gen. Opinion, August 30, 1961.

Examples: husband and wife, single, widow, unremarried, etc.

- 4. Dedication of Parks in the donate and dedicate clause will transfer them to the local governmental body and receive tax exempt status. If Parks are not in the donate and dedicate clause, then a separate deed is needed in order to receive tax exempt status.
- 5. Thoroughfares, cul de sacs, highways, roads, streets, avenues, courts, etc. formerly referred to in the donate and dedicate clause and surveyor's certification shall be simply described as "public ways".

B. Acknowledgment

STATE OF _____

COUNTY OF _____

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

(Signature of person taking acknowledgment)
Notary Public, _____ County, Minnesota
My Commission Expires _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by (name of officer or agent, title of officer or agent) of (name of corporation), a (state or federal) corporation, on behalf of the corporation.

(Signature of person taking acknowledgment)
Notary Public, _____ County, Minnesota
My Commission Expires _____

NOTE: A notary stamp is no longer needed to record a plat if there is a certificate of notarial act on the plat which includes the jurisdiction of the notarial act, the name and title of the notarial officer, and the date the notary commission expires.

3. SURVEYOR'S CERTIFICATE

A. Certification

Chapter 505.021 Subd. 9. **Certifications**

A plat shall contain a certification by the land surveyor who surveyed or directly supervised the survey of the land being platted, and prepared the plat or directly supervised the plat preparation. The certificate shall state that:

- (1) the plat is a correct representation of the boundary survey;
- (2) all mathematical data and labels are correctly designated on the plat;
- (3) all monuments depicted on the plat have been or will be correctly set within one year as indicated on the plat;
- (4) all water boundaries and wet lands as of the date of the surveyor's certification are shown and labeled on the plat; and
- (5) all public ways are shown and labeled on the plat.

The surveyor's certification shall be properly acknowledged by the surveyor on the plat before a notarial officer.

D. SURVEYOR CERTIFICATE AND ACKNOWLEDGEMENT (Certification must comply with Minnesota Administrative Rules 1800.4200 Certification and Signature on Plans).

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

Dated this _____ day of _____, 20____.

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

B. Surveyors Acknowledgment

STATE OF MINNESOTA
COUNTY OF _____

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

Notary Public, _____ County, Minnesota
My Commission Expires _____

4. GOVERNING BODY

A. TOWNSHIP SIGNATURES

This plat was approved and accepted by the Town Board of _____ Township this _____ day of _____, 20____.

By: _____, its Chairman

Attest: _____, its Clerk

I hereby certify that the Board of Commissioners of Scott County, Minnesota approved this plat of _____ by resolution at a meeting thereof this _____ day of _____, 20____.

Attest: _____
Scott County Administrator

I hereby certify that I have examined this plat of _____ and do hereby recommend this plat for approval as to form this _____ day of _____, 20____.

Scott County Attorney

B. CITY SIGNATURES

I/We do hereby certify that on the _____ day of _____, 20____, the City Council of the City of _____, Minnesota, approved this plat.

(Person and title as designated
by approving authority)

I hereby certify that I have examined this plat of _____ and do hereby recommend this plat for approval as to form this _____ day of _____, 20____.

City Attorney

Approved by the Planning Commission of the City of _____, Minnesota, at a meeting thereof, on the _____ day of _____, 20____.

(Chairperson and/or Clerk)

SIGNATURES REQUIRED BY CITIES IN SCOTT COUNTY

1. CITY OF BELLE PLAINE
 - a) City Council - Mayor, Administrator
 - b) Planning Commission - Chairman

2. CITY OF ELKO NEW MARKET
 - a) City Council - Mayor, Clerk
 - b) City Attorney

3. CITY OF JORDAN
 - a) City Council - Mayor, Administrator
 - b) City Attorney
 - c) Planning Commission - Chairman

4. CITY OF NEW PRAGUE
 - a) City Council - Mayor, Clerk
 - b) City Attorney
 - c) Planning Commission - Chairman, Secretary

5. CITY OF PRIOR LAKE
 - a) City Council - Mayor, Manager

6. CITY OF SAVAGE
 - a) City Council - Mayor, Clerk
 - b) City Attorney
 - c) Planning Commission - Chairman, Secretary

7. CITY OF SHAKOPEE
 - a) City Council - Mayor, Clerk
 - b) City Attorney

C. COUNTY AND STATE HIGHWAYS (505.03 SUBD. 2)

Minnesota Statutes require any preliminary plat abutting upon trunk or county highways to be submitted to the Commissioner of Transportation or County Engineer, respectively, for review in accordance to Minnesota Statutes Chapter 505.03, Subdivision 2.

NOTE: If M.S. 505.03 Subdivision 2 is to be included on the plat, it should be included in the approval by the Township Board or City Council.

1. TOWNSHIP SIGNATURE

This plat was approved and accepted by the Town Board of _____ Township this _____ day of _____, 20____, and is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

By: _____, its Chairman

Attest: _____, its Clerk

2. CITY SIGNATURE

I/We do hereby certify that on the _____ day of _____, 20____, the City Council of the City of _____, Minnesota, approved this plat and is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

(Person and Title as designated by approving authority)

SIGNATURES REQUIRED FOR SCOTT COUNTY PLATS

SCOTT COUNTY SURVEYOR:

Pursuant to Minnesota Statutes, Chapter 389.09, Subd. 1, as amended, this plat has been reviewed and approved this _____ day of _____, 20____.

Scott County Surveyor

SCOTT COUNTY AUDITOR/TREASURER:

I hereby certify that the current and delinquent taxes on the lands described within are paid and the transfer is entered this _____ day of _____, 20____.

Scott County Auditor Scott County Treasurer

Signed by: _____, Deputy

SCOTT COUNTY RECORDER:

I hereby certify that this plat was recorded in the office of the County Recorder for record on this _____ day of _____, 20____, at _____ o'clock ____M. as Document No. _____.

Scott County Recorder
(Abstract Property)

SCOTT COUNTY REGISTRAR OF TITLES:

I hereby certify that this plat was filed in the office of the Registrar of Titles for record on this _____ day of _____, 20____, at _____ o'clock, ____M. as Document No. _____.

Scott County Registrar of Titles
(Torrens Property)

5. RECOMMENDED ORDER OF PLAT DEDICATION

1. Owner Declaration and Dedication
2. Owner Acknowledgments
3. Surveyor Certificate
4. Surveyor Acknowledgment
5. Governing body - Township or City Signatures
6. Scott County Board of Commissioners
7. Scott County Attorney
8. Scott County Surveyor
9. Scott County Auditor/Treasurer
10. Scott County Recorder/Registrar of Titles

NOTES:

All signatures on the plat shall be written with black ink and not with ballpoint. (Chapter 505.021, Subd. 3, Minnesota Statutes)

The notary's name and commission expiration date must be legible.

PART II

REGISTERED LAND SURVEY DOCUMENTATION

1. REGISTERED LAND SURVEYS

Registered Land Surveys are surveys performed for the identification of registered (Torrens) lands in accordance with the requirements of Chapter 508, Minnesota Statutes. Registered Land Surveys require approvals and certificates similar to those required on plats. The forms for approvals and certificates can generally follow those shown on the preceding pages for plats.

2. REGISTERED LAND SURVEY TITLE

The title shall be shown near the top of each sheet. The title shall read: REGISTERED LAND SURVEY NO. _____. The Registrar of Titles will assign the number.

3. SURVEYOR'S CERTIFICATE

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 Scott, State of Minnesota, to wit:

(Legal description of property.)

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. _____

NOTES: Surveyor's Certification may not be notarized.

Registered Land Surveys are not plats, are not signed by landowners and may not dedicate public rights.

SIGNATURES REQUIRED ON REGISTERED LAND SURVEYS IN SCOTT COUNTY

4. GOVERNING BODY

A. TOWNSHIP SIGNATURE

This Registered Land Survey was approved and accepted by the Town Board of _____ Township on this _____ day of _____, 20____.

By: _____, its Chairman

Attest: _____, its Clerk

B. CITY SIGNATURE

This Registered Land Survey was approved and accepted by the City Council of _____, Minnesota on this _____ day of _____, 20____.

(Person and title as designated
by approving authority)

SCOTT COUNTY SURVEYOR:

I hereby certify that this Registered Land Survey has been reviewed and approved this _____ day of _____, 20____.

Scott County Surveyor

SCOTT COUNTY AUDITOR/TREASURER:

I hereby certify that the current and delinquent taxes on the lands described within are paid and the transfer is entered this _____ day of _____, 20____.

Scott County Auditor Scott County Treasurer

Signed by: _____, Deputy

SCOTT COUNTY REGISTRAR OF TITLES:

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 duly recorded as Document No. _____.

Scott County Registrar of Titles

5. SURVEY REQUIREMENTS

County Recommendations and Requirements by Law
(Chapter 508.47, Subd. 4, Minnesota Statutes)

1. Correctly show the legal description and outside measurements.
2. Measurements of all tracts.
3. Direction of all lines by bearings.
4. Durable Iron Monuments in the ground at appropriate corners.
5. All tracts lettered beginning with "A".
6. None of the tracts may be dedicated to the public.
7. Scale no smaller than one inch equals 200 feet.
8. Size 17 inches by 14 inches.
9. Vicinity maps are recommended.
10. Certified by the surveyor.
11. Approvals shall be in the manner required for subdivision plats.
12. Three (3) mylars are required for filing.

PART III

GRAPHICS

1. PLAT SIZE

All plats shall be standard size measuring 22 inches by 34 inches from outer edge to outer edge. (Chapter 505.021, Subd. 1, Minnesota Statutes).

2. BORDER

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

3. BEARING ORIENTATION

1. A plat note shall state the basis of the directional orientation of the plat.
2. The statement "all bearings are assumed" shall not be used. This statement negates the mathematical relationship of the lines.

Examples of acceptable form:

- a. The West line of the NW1/4 is assumed to have a bearing of North.
- b. For purposes of this plat, the north line of Block 1, LAKE SIDE MANOR is assumed to have a bearing of East.
- c. Orientation of this bearing system is based upon the plat of SUNRISE ACRES FIRST ADDITION.
- d. Orientation of this plat is based upon Grid North, Minnesota State Plane Coordinate System, South Zone.
- e. Orientation of this bearing system is based on the Scott County Coordinate System, NAD 83 (include the adjustment in parenthesis).

4. NORTH ARROW ORIENTATION

1. A north arrow shall be shown on the plat.
2. North should be to the top of the plat (34 inch side).
3. If this is not possible, North should be toward the binding edge of the plat (left 22 inch side).

4. In either case all dimensions, designations, lot and block numbers, etc. should read from the bottom and right side of the plat.

5. MONUMENTS

A. Durable iron monuments shall be set at all angle and curve points on the outside boundary lines of the plat, at all block corners and at all intermediate points on the block line indicating changes of direction in the lines. (Chapter 505.021, Subd. 10, Minnesota Statutes).

B. Any monuments or permanent evidence of the survey shall have inscribed thereon the registration 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. (Chapter 505.32, Minnesota Statutes).

a. A plat note shall identify the type and size of monument set and the registration number of the surveyor. Monuments set should be an iron no less than one-half inch in diameter and fourteen inches in length.

○ Denotes 1/2 inch by 14 inch iron monument set and marked by License No. _____, unless otherwise shown.

Note: The symbol to denote an iron monument set shall be an open circle.

b. The plat shall identify the type and size of monument found.

● Denotes iron monument found (3/4 inch Iron Pipe or _____)(be specific), unless otherwise shown.

Note: The symbol to denote monument found shall be a solid circle.

c. For delayed staking on interior monuments use the following statement:

No monument symbol shown at any statute required location indicates a plat monument that will be set according to Minnesota Statutes and shall be in place within one year of the filing date of this plat.

C. Lot lines and/or block lines shall terminate at the circumference of the circle, which indicates iron monuments set by the surveyor.

D. Judicial Landmarks, if called for in the description, must appear on the plat. They shall be shown as an open circle and designated JLM. JLM's called for in the description but not found shall be marked "Not Found."

E. All government corners shall be shown as indicated in the following examples. The corners shall be labeled relative to section, township and range. The type of monument shall also be designated.

Examples:

○ 3/4 inch Iron Pipe (found or set)
NW Cor. Sec. 8, T.107N, R.17W

⊙ Scott County Cast Iron Monument
W1/4 Cor. Sec. 17, T.106N, R.24W

□ 8 inch x 8 inch Sandstone Monument
Witness Corner to NE cor. Sec. 21, T.112N, R.22W

F. Show all government corners that determine the plat boundaries whether or not said corners are a part of the plat. These corners shall be referenced to the plat by distance and direction.

G. Where boundaries of a plat extend into existing thoroughfares and cul de sacs, the angle points, points of curvature, and points of tangency of the right of way shall be monumented.

6. LINE WEIGHTS

The plat shall have four distinct line weights according to the following breakdown from heaviest to lightest:

Boundary
Block, Outlots and Parks
Lot
Easement

7. LETTERING SIZE

Lettering size in a plat shall vary according to the following list from largest to smallest:

Plat Name
Block Number
Street Names
Lot Numbers
Boundary Dimensions
Street, Lot, Easement and other data

An 80 size lettering template or equivalent (0.08 inches) should be the smallest size used because of legibility and photo reduction.

8. LOT AND BLOCK NUMBERS

- A. All lots shall be numbered beginning with the Arabic numeral 1 and shall continue numbering consecutively throughout the block in which they are situated. (Chapter 505.021, Subd. 4, Minnesota Statutes).
- B. All blocks shall be numbered beginning with the Arabic numeral 1 and shall continue numbering consecutively throughout the plat. Consecutive lot or block numbering shall not be continued from one plat into another. (Chapter 505.021, Subd. 4, Minnesota Statutes).
- C. Physical boundaries such as streets, highways, streams, rivers and lakes are the normal block boundaries. Exceptions, parks, outlots and other exceptions to the unity rule are definite record boundaries and as such divide blocks.
- D. When the plat consists of only one block, the word BLOCK shall be spelled out and precede the Arabic numeral 1.
- E. When a plat consists of only one lot in a one block plat, the word LOT shall also be spelled out and precede the Arabic numeral 1.

9. OUTLOTS

- A. All outlots shall be labeled as OUTLOT and designated alphabetically beginning with the letter "A" and continue consecutively throughout the plat. (Chapter 505.021, Subd.4, Minnesota Statutes).
- B. Outlots will be treated the same as blocks relative to line weight, distances, bearings and monumentation, except that overall distances shall be shown.

10. PARKS

- A. If a plat contains two or more parks, they shall be numbered consecutively beginning with the numeral 1. Park 1, Park 2, etc.
- B. Parks will be treated the same as blocks relative to distances, bearings and monumentation.
- C. Parks shall be dedicated in the Donate and Dedicate clause.

11. DETAILS

- A. Details of small congested areas may be needed. If more than one detail is necessary, identify each with a letter.
- B. Details shall be drawn to scale if possible and the scale shall be shown on the detail. If gross exaggeration is necessary, note that detail is not drawn to scale.

12. WALKWAYS

- A. Easements for walkways are not acceptable. Walkways, narrow strips of land open to a thoroughfare or cul de sac are treated the same as an alley and must be dedicated for the purposes or uses intended in the same manner as streets, parks or other public grounds.

13. MATCH LINES

- A. In order to adhere to the 22 inch by 34 inch plat size it may be necessary to have the picture portion of the plat separated by match lines. Said match lines shall follow obvious divisions within the plat that are easily recognizable. Technical data must be shown in a manner that eliminates confusion. This criteria will be maintained on plats with more than one match line. If a plat has more than one match line they shall be labeled "Match Line A", "Match Line B", etc.

14. THOROUGHFARE AND CUL DE SAC NAMES

- A. All thoroughfares and cul de sacs shall be named on the plat.
- B. Double designation of thoroughfares and cul de sacs will have the governing body's name listed first.

Examples: State Hwy. 21 (Helena Blvd.)
C.S.A.H. 42 (140th St. E.)

15. EXISTING RIGHT OF WAY

- A. The name of any public thoroughfare and cul de sac adjoining the plat shall be shown in stippled letters. Stippled letters indicate that the thoroughfare and cul de sac is not within the boundary of the plat. The width of these adjoining thoroughfares and/or cul de sacs will be shown in solid Arabic numerals.
- B. If such an adjoining thoroughfare and cul de sac is intersected by another, also being outside the plat boundary, the name of this intersecting street will also be stippled on the plat, but its width need not be shown.

- C. Adjoining railroads will be treated in the same manner as streets.
- D. Adjoining filed Township Roads will be treated in the same manner as streets and shall include the recorded Document Number with it.

16. STREET CENTERLINES

- A. The centerline of all streets may be shown on the plat with all corresponding data. Some jurisdictions require such information to be shown. In those instances where centerline information is necessary to clarify right-of-way and boundary relationships, it should be shown.
- B. Where a highway right-of-way has been surveyed according to the description of record and shown upon a record plat or Registered Land Survey, the Document No. or Book and Page of the description of record shall be shown. The plat shall also show, if possible, all courses of the location line described in the instrument that will control that portion of the right-of-way pertinent to the plat.
- C. When the right-of-way is of varying widths, the centerline will be labeled as described (Recorded Doc. No. _____).
- D. When the boundary of a plat is the centerline of a traveled road, label said centerline accordingly.
- E. When platting to a right-of-way line that has been monumented by the road authority, label said right-of-way line per monumentation.

17. DIMENSIONS

- A. Distances shall be shown for each individual line of each lot within the plat.
- B. All distances shall be shown to the nearest hundredth of a foot.
- C. Overall block dimensions need not be shown.
- D. Street or easement widths need not be shown to the hundredth of a foot if they are exact values, i.e. 66 or 33, etc. and should be defined in the legend of the plat.
- E. Distances recited in the description as chains, rods, etc. must be shown on the plat together with the equivalent distance in feet.
- F. Do not use foot or inch mark symbols.

- G. Townhouse plats shall have all blocks or groups of lots referenced to the plat boundary with a minimum of two references.

References shall include both direction and distances.

The intersection of the reference line with the boundary shall show distances along the boundary line.

18. CURVE DATA

- A. When centerlines of curvilinear streets are shown the central angle (to the nearest second), radius and arc length (to the nearest hundredth of a foot) must be shown.
- B. Segments of centerline curves shall show arc length and central angle only and to the same technical precision standard as noted in A above.
- C. Right-of-way radius need not be shown when the right of way is concentric with the dimensioned centerline curve data.
- D. Non-tangential curves must be labeled "not tangent" at the point of intersection. The chord direction and chord length must be shown. Abbreviate as follows:
- C.Brg. for chord bearing
C. for chord
- E. Central angle and arc length shall be shown on all curved lines within lots.
- F. The use of "L=" for the length of the 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 radial point to clearly indicate the direction of curvature.
- H. Tabulation of curve data is strongly discouraged.
- I. Curve data shall be complete on both sides of the street as well as center line. The R/W data shall contain no less than Δ & L for the necessary two functions of the curve.

19. BEARINGS OR DIRECTIONS

- A. Bearings shall be shown on all lines of the plat except where they are interior lines and are clearly parallel with adjacent lines.
- B. All bearings shall be shown to the nearest second. Dashes between degrees, minutes, and seconds shall not be used.

20. WATER BOUNDARIES

A. Survey Line

1. In any instance where a river, stream, creek, lake or pond constitutes a boundary line within or of the plat, a survey line shall be shown.
2. All "survey lines" shown on the plat shall be labeled as such.
3. The survey line shall be shown on the plat as a dashed line.
4. The survey line shall show bearings on all of its segments, or angles at each of its angle points and at its point of intersection with a boundary line.
5. The overall distance between angle points on the survey line shall be shown.
6. The distance between lot lines, as measured along the survey lines, shall be shown.
7. The distance along each lot line from the survey line to the shore line shall be shown to the nearest foot as of the day of the survey and the approximate distance from all angle points along the survey line.

B. Bench Mark and Water Elevation

Plats which include lands abutting upon any lake or stream shall show, for the purpose of information only, a line denoting the present shore line, 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 waters of the 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. The bench mark shall be given in mean sea level datum and shall be within one-half mile, or such longer distance as may be practicable. If the bench mark is within the plat, then its location shall be plotted and labeled.

Example: Bench Mark Assumed elevation 100.00 feet. Bench Mark is a cast iron monument in Lot 1, Block 2, from which the Northwest corner of Lot 1, Block 2, bears North 30 degrees 30 minutes West, 43.20 feet. A 6-inch Birch bears South 56 degrees 42 minutes West, 163.50 feet. An 8-inch Norway Pine bears South 89 degrees East 73.20 feet.

Example: Bench Mark
Elevation = 100.00 feet
Cast Iron Monument
4 inch diameter top

EXAMPLES OF WORDING FOR LAKE DATUM

BENCH MARK: Top ring of sanitary sewer manhole
Elevation = 931.71 feet (N.G.V.D.-1929)

WATER ELEVATION: As of March 15, 20____, = 929.36 feet
(N.G.V.D.-1929)

HIGHEST KNOWN WATER ELEVATION: 930.51 feet (N.G.V.D.-1929)
according to records of Dept.
of Natural Resources, State of
Minnesota

Notes: N.G.V.D.-1929 stands for National Geodetic Vertical Datum-1929.
N.A.V.D.-1988 stands for North American Vertical Datum-1988.

C. Ponds

1. Where boundary, block and outlot corners fall within a pond, a survey line and all other pertinent data, as set forth in this section will be necessary.
2. Where a pond lies entirely within a lot no survey line will be required. The outline of the pond shall be correctly located and plainly shown and designated on the plat.

D. Wet Lands

The definition of wetland according to Webster's Collegiate Dictionary, "land containing much soil moisture," shall be determined by the land surveyor in the field. Reference is made to wet lands in Section 505.01, Subd. 3 which means all rivers, streams, creeks, drainage ditches, lakes, ponds, and swamps shall be correctly located and plainly shown and designated on the plat.

1. Wet lands shown on the plat shall be designated by a dashed line.
2. The word "POND" or "WET LAND" shall be in solid fine line capital letters on the plat.

Note: The Department of Natural Resources, United States Corps of Engineers and other agencies have categorized various water bodies and wetlands. Said waters are DNR Protected Waters and Wetlands and shall be labeled with its appropriate number designation. Development of such lands may be subject to special conditions or limitations.

21. EASEMENTS

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

B. Existing Easements

1. Those major easements such as: powerline, pipeline, telephone, permanent railroad, etc., existing before platting and an encumbrance on the property being platted shall be shown on the plat.
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 plat dedication clause.
3. Easements dedicated in underlying plats shall be shown and labeled per the plat they were created in. Or they must be vacated.

C. Created Easements

1. 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. Temporary easements shall not be shown on the plat. (Chapter 505.021, Subd. 7, Minnesota Statutes)
2. Label and show leader lines for all easements not covered by a typical easement illustration.

Example 1: Statement and typical illustration to be shown where widths of the easements vary and the boundaries of the easements are lines parallel with lot lines:

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

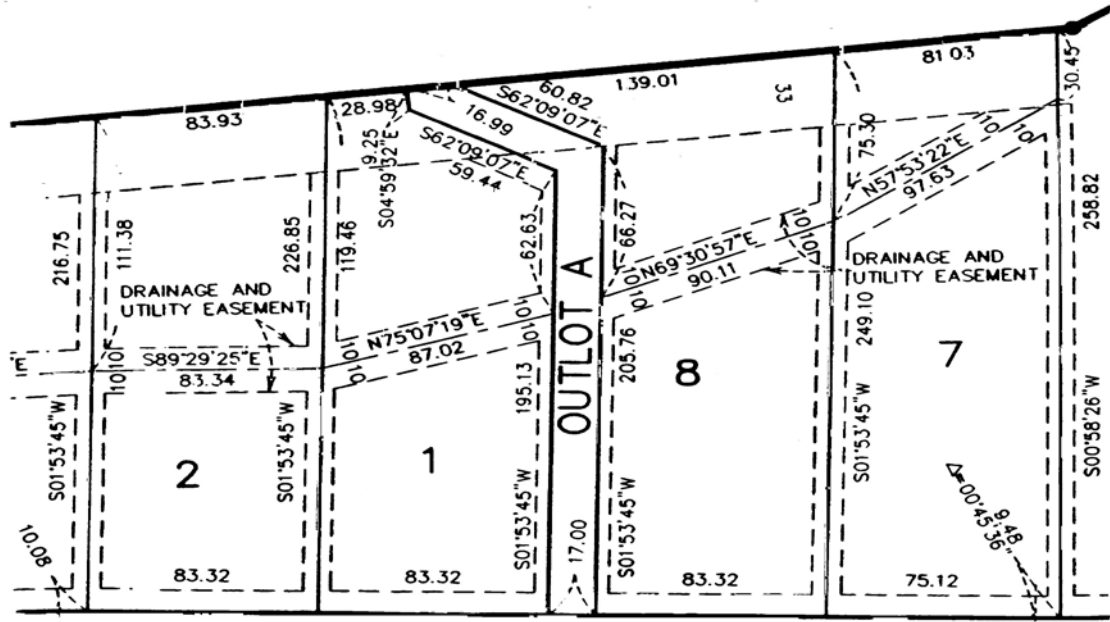
Example 2: Statement and typical illustration to be shown where widths of easements are uniform but easements do not parallel the lot lines throughout the plat.

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

Example 3: Statement and typical illustration to be shown 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.

Example 4: When drainage and/or utility easements are created at the same time within a new plat and cross each other, the following example shall serve as a guideline. Reminder to dimension and tie in easements along lot lines.



22. ADJOINING PROPERTY

- A. The name and adjacent boundary lines of any adjoining platted lands shall be dotted on the plat. (Chapter 505.021, Subd. 4, Minnesota Statutes).
- B. Adjoining unplatted areas shall not be designated as such.

23. ADJOINING AND 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.
- 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
237.46 Measured

- C. On replats refer only to the plat distance as shown above. Do not include bearings, delta angles or angles from the plat.
- D. 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.

24. REPLATS

- A. All underlying platted property must be shown including blocks, lots, streets, etc. A separate sheet may be used if the underlying area becomes confusing.

25. 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.W. corner of Sec. 18, T 114, R 22
 3. South line of North 100 ft. of Govt. 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 parcel, eliminating the need of boundary designations on the plat.
- D. If Deed bearing system and Plat bearing system differ from each other then label the Deed bearing in parenthesis with a smaller font size next to the Plat bearing.

26. ARROWED DESIGNATION LINES

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

27. SECTION SUBDIVISION LINES

- A. All sixteenth and government lot lines shall be shown on the plat if called for in the description.
- B. When replatting areas from very old plats every effort should be made to reference said areas to section or quarter section lines. Feasibility of this item will rest upon the discretion of the surveyor and each individual county regulatory agency.

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

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

Examples:

NW 1/4 - SE 1/4

GOVT LOT 3

29. LEGEND

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

North Arrow
Bar Scale
Bearing Orientation statement
○ Denotes monument set (define)
● Denotes monument found (define)
Statement for delayed staking to be set within one year.
-Δ-Δ-Δ- Restricted or Right of Access
Utility easement illustration
Vicinity Map
Bench Mark
Etc.

30. PLAT BAR SCALE

- A. Scales of the plat shall be confined to those used on an engineers scale.
B. A bar scale must be shown on the plat.
C. The scale on the plat shall be labeled as SCALE IN FEET.

31. VICINITY MAP

A vicinity map showing the location of the property being platted is required. The map should show only enough information to locate the property within the section, township and range.

32. 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 corner margin of the plat outside of the border.

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

- B. Plats consisting of more than one sheet shall use the sheet containing the legal description and certifications as Sheet 1.

33. PRECISION

- A. The mathematical closure tolerance of the plat boundary, blocks, lots, and outlots shall not exceed 2/100 of a foot. (Chapter 505.021, Subd. 5, Minnesota Statutes).

Example: Have caused the same to be surveyed and platted as (Name of plat in CAPITAL LETTERS) and does hereby donate and dedicate to the public for public use forever the public ways and also dedicate the easements as shown on the plat for drainage and utility purposes only, and also dedicate to Scott County and/or State of Minnesota the right of access as shown on this plat.

37. LABEL FINAL PLAT

One plat shall be labeled "OFFICIAL PLAT" and all others of the same plat shall be labeled "COPY". Labels shall be placed at the top center margin of the plat and outside the border.

38. AUDITOR'S SUBDIVISION

In an Auditor's Subdivision, the right-of-way line of a street, road or highway, if solid, shall be the actual lot line even though distances go to the centerline of an existing roadway.

This "Title Standard" was adopted by the Minnesota State Bar Association, June 28, 1974.

39. LEGIBILITY

All letters and numbers having spherical parts, for example, 5, 8, 0, e, g, etc, must be open enough to ensure legibility. This is a critical item with plats that are drawn at one scale and then photographically reduced for the final plat.

40. ABBREVIATIONS

To be used in the pictorial portion of the plat and NOT IN THE DEDICATION.

R= Radius of curve

L= Length of curve

T= Tangent of curve

C= Chord of curve

C.Brg. = Chord Bearing

Δ = Central angle

Addition	ADD.	Page	PG.
Auditor	AUD.	Parkway	PKWY.
Avenue	AVE.	Place	PL.
Block	BLK.	Point of curvature	P.C.
Book	BK.	Point of compound curvature	P.C.C.
Boulevard	BLVD.	Point of reverse curvature	P.R.C.
Center Line	CL.	Point of tangency	P.T.
Circle	CIR.	Range	R.
County	CO.	Registered Land Survey	R.L.S.
Court	CT.	Right of Way	R/W
Curve	CUR.	Road	RD.
Document	DOC.	Railroad	R.R.
Drive	DR.	Railway	RY.
Government	GOVT.	Section	SEC.
Highway	HWY.	Street	ST.
Judicial Landmark	J.L.M.	Subdivision	SUBD.
Lane	LA.	Terrace	TERR.
Number	NO.	Township	T.
Outlot	O/L	Trail	TR.
		Vacated	VAC.

41. CHECKLIST FORM

SCOTT COUNTY SURVEYOR'S OFFICE
600 COUNTRY TRAIL EAST
JORDAN MN 55352
PHONE 952-496-8346

CHECKLIST FOR _____ DATE _____
 SURVEYOR _____ NO. OF LOTS _____
 OUTLOTS/PARKS _____
 AMOUNT PAID _____
 CHECKED BY _____

ITEM	CHECK	COMMENTS
1. CLOSURE		
2. BEARINGS		
3. DISTANCES		
4. CURVE DATA		
5. LOT & BLOCK NUMBERS		
6. STREET NAMES & SPELLING		
7. STREET WIDTHS		
8. CHECK PLAT FOR SCALE		
9. ADJACENT AREAS		
10. MONUMENTS		
11. PLAT NAME/DUPLICATION		
12. DEDICATION		
13. COMPARE/ADJOINING AREA		
14. COMPARE/RESURVEYS		
15. EASEMENTS		
16. TIES TO SUBDIVISION LINES		
17. NORTH ARROW		
18. BAR SCALE		
19. OUTSIDE BOUNDARY DESIGNATION		
20. BEARING ORIENTATION		
21. LETTERING SIZE		
22. SECTION CORNER VERIFICATION		
23. WETLANDS/ELEVATIONS		
24. SIGNATURES		
25. COUNTY/STATE HIGHWAY CERT.		

NOTE: A CHECKLIST WILL ALSO BE ISSUED FROM THE COUNTY RECORDER'S OFFICE. PLEASE SEND REVISED COPY OF PROPOSED PLAT FOR FINAL APPROVAL BEFORE MAKING RECORD COPIES.

42. LAND SURVEYORS CERTIFICATE OF CORRECTION TO PLAT

NOTE: This form shall be used by surveyors when filing a notice with the County Recorder about errors or omissions on a plat which was signed by a person who was not a Registered Land Surveyor. For instance, a plat signed in 1889 by Professor John Doe, Economics Professor, Podunk University, New York.

Name of Plat: _____
Pursuant to the provisions of Chapter 505.175, Laws of Minnesota, 1957 _____, the undersigned, a Registered Land Surveyor in and for the State of Minnesota, declares as follows:

1. That the plat of _____ dated _____ and filed on _____ in the office of County Recorder, _____ County, Minnesota, in Book _____ of Plats, Page _____ was not prepared by a Registered Land Surveyor in and for the State of Minnesota.

2. That said plat contains errors, omissions, or defects in the following particulars, to-wit:

3. That said plat is hereby corrected in the following particulars, to-wit:

Dated _____

Registered Land Surveyor
License No. _____
State of Minnesota

The above Certificate of Correction to the plat of _____ has been approved by _____ (Governing Body of Township or City) at a regular meeting of the _____ of _____, Minnesota, held on the _____ day of _____, 20____.

By _____
Township or City Clerk

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

By _____
Scott County Surveyor

43. LAND SURVEYORS CERTIFICATE OF CORRECTION TO PLAT

NOTE: This form shall be used by surveyors when filing a notice with the County Recorder about errors or omissions on a plat which was signed by a surveyor who is now deceased or otherwise unavailable.

Name of Plat: _____
Pursuant to the provisions of Chapter 505.175, Laws of Minnesota, 1957 _____, the undersigned, a Registered Land Surveyor in and for the State of Minnesota, declares as follows:

1. That the plat of _____ dated _____ and filed on _____ in the office of County Recorder, _____ County, Minnesota, in Book _____ of Plats, Page _____ was prepared by a Registered Land Surveyor who is not now available for the following reasons:
_____.

2. That said plat contains errors, omissions, or defects in the following particulars, to-wit:

3. That said plat is hereby corrected in the following particulars, to-wit:

Dated _____

Registered Land Surveyor
License No. _____
State of Minnesota

The above Certificate of Correction to the plat of _____ has been approved by _____ (Governing Body of Township or City) at a regular meeting of the _____ of _____, Minnesota, held on the _____ day of _____, 20____.

By _____
Township or City Clerk

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

By _____
Scott County Surveyor

44. LAND SURVEYORS CERTIFICATE OF CORRECTION TO PLAT

NOTE: This form shall be used by surveyors when filing a notice with the County Recorder about errors or omissions on their own plats.

Name of Plat: _____
Pursuant to the provisions of Chapter 505.174, Laws of Minnesota, 1957 _____, the undersigned, a Registered Land Surveyor in and for the State of Minnesota, declares as follows:

1. That I prepared the plat of _____ dated _____ and filed on _____ in the office of County Recorder, _____ County, Minnesota, in Book _____ of Plats, Page _____.

2. That said plat contains errors, omissions, or defects in the following particulars, to-wit:

3. That said plat is hereby corrected in the following particulars, to-wit:

Dated _____

Registered Land Surveyor
License No. _____
State of Minnesota

The above Certificate of Correction to the plat of _____ has been approved by _____ (Governing Body of Township or City) at a regular meeting of the _____ of _____, Minnesota, held on the _____ day of _____, 20____.

By _____
Township or City Clerk

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

By _____
Scott County Surveyor