

Isanti County Plat Manual

Recommended Standard Procedures

Revised: 10/14/09

Isanti County
Isanti County Zoning Office
Isanti County Government Center
555 18th Ave. S.W.
Cambridge, Minnesota 55008
763-689-5165
Don E. Hansen
Isanti County Surveyor
763-689-4749

TABLE OF CONTENTS

Part I	Introduction	1-1
Part II	Procedure and Requirements for recording plats in Isanti County	
	1. Requirements for Platting in Isanti County	2-1
	2. Procedure for Recording Final Plat in Isanti County	2-2,3
Part III	Documentation	
	1. Plat Name	3-1
	2. Instrument of Dedication.....	3-2,3,3.a
	3. Surveyor’s Certificate	3-4
	4. Advisory Body.....	3-5
	5. Governing Body	3-5
	6. County Surveyor.....	3-6
	7. County Engineer	3-6
	8. County Attorney.....	3-6
	9. County Auditor.....	3-6
	10. County Treasurer.....	3-6
	11. County Recorder	3-7
	12. County Registrar of Titles	3-7
	13. Registered Land Surveys.....	3-7, 8
Part IV	Graphics	
	1. Plat size	4-1
	2. Border	4-1
	3. Orientation of Bearings and Plats	4-1, 2
	4. Monuments.....	4-2, 3
	5. Line Weights.....	4-4
	6. Lettering size and Legibility	4-4
	7. Block and Lot numbers	4-4,5
	8. Parks	4-5
	9. Outlots	4-5
	10. Details	4-5
	11. Walkways	4-5
	12. Match lines	4-5
	13. Thoroughfare names	4-6
	14. Existing right-of-way	4-6
	15. Street centerline.....	4-6
	16. Dimensions	4-7
	17. Curve date	4-7, 8
	18. Bearings or directions	4-8, 9
	19. Water boundaries.....	4-9, 10, 11

20.	Easements.....	4-11, 12
21.	Adjoining property.....	4-13
22.	Adjoining plat dimensions	4-13
23.	Replats	4-13
24.	Boundary designations	4-13, 14
25.	Arrowed designation lines	4-14
26.	Section subdivision lines	4-14
27.	Identification of 1/4 - 1/4 or Government lots	4-14
28.	Legend	4-14
29.	Plat scale	4-15
30.	Vicinity map	4-15
31.	Sheet numbering	4-15
32.	Precision.....	4-15
33.	State plane coordinates	4-15
34.	Exceptions.....	4-16
35.	Access	4-16
36.	Auditors subdivision	4-16
37.	Annexed plat: Above	4-16
38.	Legibility	4-17

Part V - Appendix

1.	Example - plat or R.L.S. checklist.....	5-1, 5-1.1
2.	Abbreviations.....	5-2
3.	Certificate of Correction	5-3
4.	Certificate of Correction.....	5-4
5.	Certificate of Correction	5-5
6.	Example - Underlying platting.....	5-6

PART I

INTRODUCTION

Introduction

Platting of land into lots suitable for industrial, commercial, residential, and other uses has been, and is, fundamental in the development of our State. The Public Land survey, which ascertained the boundaries of square mile units, was in effect a gigantic plat to describe and locate land.

As the Public Land survey was completed the rapid influx of pioneers who settled on this public land soon created the need for further subdivision. Laws related to platting evolved into Chapter 26 of the 1858 statutes. Subsequent to the various actions of the state legislatures the original Chapter 26 has since evolved into Chapter 505, Minnesota Statutes Annotated. This chapter is used exclusively today in the platting of land but as with all works of man it is subject to interpretation.

On February 9, 1979, during the 27th Annual Meeting of the Minnesota Land Surveyors Association, the members of the association adopted, by resolution, a Plat Manual of Minimum Guidelines for the platting of land in Minnesota. The original manual, developed by the association using Chapter 505 Minnesota Statutes as its pilot, has for the most part remained in tact with only minor changes being made, to reflect amendments to the Statute.

The plat manual for Isanti County follows closely the guidelines that have been set forth and accepted by the former Minnesota Land Surveyors Association now the Minnesota Society of Professional Surveyors. Surveyors and local units of government will find most, if not all questions of platting, answered in this manual, thereby reducing the confusion of differences of interpretation. However, as attitudes relative to land development evolve, technical criteria will have to be adjusted accordingly. The Isanti County Manual will be reviewed periodically for necessary revisions.

PART II

PROCEDURE AND REQUIREMENTS

Requirements for Platting in Isanti County

County Recorder/Registrar of Titles

For recording, Isanti County requires 2 reproducible copies (22" x 34") (media type limited to four mil transparent reproducible film or he equivalent) for M.S. 505 plats and CIC plats (M.S. 515B) and one 11" x 17" copy (scale insignificant) for a final plat, 2 reproducible copies (14" x 17") for a Registered Land Survey.

County Engineer

Minnesota Statutes section 505.03, Subdivision 2, requires that a preliminary plat abutting a county road or county state aid highway shall be first submitted to the county engineer for his written comments and recommendations.

County Surveyor

- A. Examination and approval by the County Surveyor
 - 1. Items to be submitted to the County Surveyor prior to obtaining approval.
 - a. Two blue line copies of the final plat.
 - b. A current Title Insurance Commitment or an Attorney's Title Opinion.
 - c. Copies of additional documents, such as record easements, Certificates of Title, deeds, etc., that are referred to in the title commitment or attorney's opinion.

The County Surveyor shall examine the plat for conformance to County Ordinances and Minnesota State Statutes.

B. Fees

- 1. The owner of the plat shall be charged a fee to be used for the expense of the County in connection with the review, inspection, approval or disapproval of said plat submitted. The fee for plat check shall be paid prior to review. The County Board shall establish said fees.
- 2. If the plat contains errors and omissions to the extent that a second full check is necessary, the County Surveyor reserves the right to require payment of a second plat-checking fee.

Addresses

The address for the offices of County Auditor, County Recorder/Registrar, County Parks and County Treasurer is:

Isanti County Government Center
555 – 18th Ave. S.W.
Cambridge, Minnesota 55008

The address for the offices of the County Engineer

Isanti County Highway Dept.
232 North Emerson St.
Cambridge, Minnesota 55008

The address for the office of the present County Surveyor

Don E. Hansen
31363 Tyler Court N.E
Cambridge, Minnesota 55008

2. Procedure for Recording Plat in Isanti County

DO NOT ROLL OR FOLD PLATS. Plats in unsatisfactory physical condition will not be approved for recording. State law requires that ONLY BLACK INK WILL BE USED for all signatures and dates. BALLPOINT PENS must not be used and will not be accepted for recordation. The notary's name shall be legible and expiration date shown; both must be in black ink..

The 1 reproducible shall be labeled "OFFICIAL PLAT" and 1-reproducible copy shall be labeled "COPY" and the other reproducible if required by city or township ordinance shall be labeled "COPY". Labels shall be placed at the top center of the plat and outside the Border Line.

STEP ONE:

The OFFICIAL PLAT and the COPY of the M.S.505 plat and the Registered Land Survey must be signed by those having an interest in the plat, EXACTLY AS LISTED IN THE DEDICATION, before a Notary Public. The Notary Public must clearly print his or her name, county of jurisdiction, and the commission expiration date in the space provided. The MONTH of all dates, must be spelled out in full. Corporations having seals must affix seal in area of corporation signatures. The left hand margin of Plat is for book binding only.

STEP TWO:

Obtain official signatures and seal of governing municipality, and/or Board of County Commissioners, if appropriate.

STEP THREE:

Submit to the County Surveyor's office for final approval and signature. Plats shall be oriented on the Isanti County Coordinate System (Harn Geodetic NAD 83- 1996 adj.) if possible, or at least provide Isanti County Coordinates for key control points on the outside boundary of the plat. (contact the County Surveyor if there are questions)

Submit three paper prints of the plat containing calculated acreages for all lots, outlots, roadways, etc., within the plat. Said acreages are for the benefit of the County Auditor/Treasurer and Assessor's offices.

The County Engineer's signature is required on all plats that adjoin a County or County State Aid Highway. Only those copies to be filed with the County Recorder or Registrar of Titles will be signed.

STEP FOUR:

Submit to the County Auditor with the current tax statement and to the County Treasurer. All current and delinquent taxes on the total parcel of land must be paid before the plat can be filed.

STEP FIVE:

Submit plat to the County Recorder for recording and filing.

Contact the County Recorder for details regarding process in platting Torrens Lands.

PART III
DOCUMENTATION

Plat Name

A. The name of the plat, as it appears as a title on the plat shall be identical to the name of the plat 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. Plat names of proposed plats must be compared with the indexes of plat names in the office of the County Recorder to prevent duplication of plat names. Any similarity in the name of the proposed plat, in spelling or pronunciation to any plat of record, such as:

Andersen's Addition

Andersens' Addition

Fisher Addition

Fischer Addition

Hays Addition

Hayes Addition

Is Not 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 typewriter such as Circle E Addition. Hyphens, apostrophes, commas, etc., shall not be used between two names for title.

D. Do Not Use:

Replat of block 2, Circle Addition

And

Rearrangement of Block 2, Circle Addition

E. Do not underline plat names.

F. Plats that require more than one sheet shall have the plat name appear as the title on each sheet.

2. Instrument of Dedication

A. Notification of Interest

Example 1: KNOW ALL MEN BY THESE PRESENTS: That John W. Doe and Mary R. Doe, husband and wife, owners and proprietors of the following described property situated in the County of Isanti, State of Minnesota, to wit:

(Legal description of property)_

Have caused the same to be surveyed and platted as (name of plat in capital letters - exactly as it appears in the title) and do hereby donate and dedicate to the public for public use forever **the public way**, public grounds (parks), as shown on this plat, and also dedicating the easements as show on this plat for public utility and/or drainage purposes only (and restricted access if appropriate) and also do hereby donate and dedicate to (name of entity) the controlled access to (name of thoroughfare) as shown on this plat.

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

John W. Doe

Mary R. Doe

Example 2: KNOW ALL MEN BY THESE PRESENTS: That National Realty Company, a Minnesota Corporation, owner and proprietor of the following described property situated in the County of Isanti, State of Minnesota to wit:

(Legal description of property)

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 the public use forever the **public way**, public grounds (parks), as shown on this plat, and also dedicate the easements as shown on this plat for drainage and utility purposes only, (and restricted access if appropriate) and also do hereby donate and dedicate to (name of entity) the controlled access to (name of thoroughfare) as shown on this plat.

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

(Corporate seals)

By _____
John Q. Smith, President

By _____
James L. Lake, Vice President

Note:

- 1. A plat executed under the statute must be joined in by mortgagees as well as the fee owner. Op. Atty. Gen. 311, June 16, 1925.
Or a recordable consent to plat signed by the mortgagee must accompany the plat and be recorded at the time the plat is recorded.
- 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.

Example: Husband and wife, his wife, single, widow, unmarried, unremarried, etc.

- 4. If the corporation has no seal, leave out that part of the statement, or follow with a sentence that says - "This corporation has not seal".

B. Acknowledgement

STATE OF _____
COUNTY OF _____

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

signature *print name* (Do Not use Notary

Stamp)

Notary Public, _____ County, _____
My Commission Expires _____

3. Surveyors Certificate

A. Certification, monuments set

Example 1. *I hereby certify that I have surveyed and platted or directly supervised the surveying and platting of the land described on this plat; that this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plat; all monuments depicted on the plat have been or will be correctly set within one year; all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled; and that there are no wet lands, as defined in MS 505.01, Subd. 3, or public highways to be designated other than as shown.*

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

Surveyors Acknowledgement

STATE OF MINNESOTA

COUNTY OF _____

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

signature

print name

(Do not use Notary

Stamp)

Notary Public, _____ County, _____

My Commission Expires _____

4. Advisory Body (Planning Commission)

NOTE: *Planning commission approvals should appear on the plat only when mandated by the governing body.*

A. County, Township or City Planning Commission

Recommended for Approval by the Planning Commission of (County, Township or City),
Minnesota, this ____ day of _____, 20__.

Signed _____
Chairman

Signed _____
Secretary (or Zoning Administrator)

5. Governing Body

NOTE: *Approvals should appear on the plat only when mandated by the governing body*

A. Township Board of Supervisors

All roads constructed within the plat have been found in accordance with the
Township standards and are hereby approved and accepted by the Board of
Township Supervisors of the Township of _____
Isanti County, Minnesota, this ____ day of _____, 20__.

Signed _____
Chairman

OR

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

B. City Approval

Approved by the City Council of _____, Minnesota, this ____ day of _____, 20__, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

Signed _____ Signed _____
Mayor Clerk

C. Board of County Commissioners

Approved by the Board of County Commissioners, Isanti County, Minnesota this ____ day of _____, 20__, and is in compliance with the provisions of Chapter 505.03 Subdivision 2, Minnesota Statutes.

Board Chairman County Coordinator

6. Certificates by Checking Surveyors

County Surveyor:

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

Isanti County Surveyor, Minn. License No. _____

For Plats submitted by part time County Surveyor:

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

Minnesota Licensed Surveyor No. _____

7. County Engineer

This plat was recommended for approval this ____ day of _____, 20__.

Isanti County Engineer

Note: *The County Engineer's signed approval is required on all plats that adjoin a County Road or County State Aid Highway including County Roads and County State Aid Highways that are within an incorporated city boundary.*

8. County Attorney

This plat was approved as to form and execution this ____ day of _____, 20__.

Isanti County Attorney

9. County Auditor - Treasurer

I hereby certify that the taxes for the year _____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on, this ____ day of _____, 20__.

Isanti County Auditor - Treasurer

By _____, Deputy

11. County Recorder

I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____, 20__, at _____ o'clock __.M., and was duly recorded in the Isanti County Records as Document No. _____.

Isanti County Recorder

12. County Recorder/Registrar of Titles (If property is in torrens system)

Document No. _____ Certificate No. _____
I hereby certify that this instrument was filed in the Office of the County Recorder/Registrar of Titles for record on this _____ day of _____, 20____, at _____ o'clock __.M. and was duly recorded in Volume _____ page _____ of Registrar of Titles

Isanti County Recorder/Registrar of Titles

13. Registered Land Surveys

A. Surveyor's Certificate

I hereby certify that, in accordance with the provisions of Chapter 508.47, Minnesota Statutes of 1949, as amended I have surveyed the following described property in the County of Isanti, State of Minnesota, to wit:

(Description of Property Exactly as shown on the Certificate of Title)

I further certify that this Registered Land Survey is a correct delineation of said survey.
Dated this _____ day of _____, 20____.

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

B. Approvals

1. Township Board of Supervisors

Approved by the _____ Township Board, Isanti County, Minnesota, this _____ day of _____, 20__, and is in compliance with the provisions of Chapter 508.47, Subdivision 4, Minnesota Statutes.

Signed _____
Chairman

Signed _____
Clerk

2. City Approval

Approved by the City Council of _____, Minnesota, this ____ day of _____, 20__, and is in compliance with the provisions of Chapter 508.47, Subdivision 4, Minnesota Statutes.

Signed _____ Signed _____
Mayor Clerk

3. Board of County Commissioners

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

Board Chairman County Coordinator

County Surveyor

I hereby certify that this Registered Land Survey has been checked and recommended for approval as to compliance with Chapter 508.47, Minnesota Statutes this ____ day of _____, 20__.

Isanti County Surveyor

C. Filing Statement

County Treasurer and County Auditor use same as on plats.

D. County Recorder

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. _____.

Isanti County Recorder

E. Survey Requirements

1. Correctly show the legal description. The description on the R.L.S. must be EXACTLY the same as the description on the Certificate of Title or portion thereof.
2. Include outside dimensions, as called for in the legal description.
3. Monuments , lines, etc., as called for in the legal description.

4. Dimensions of all tracts.
5. Direction of all lines by bearings or angles as called for in the legal description.
6. All tracts are lettered beginning with the letter "A".
7. No tracts are dedicated to the public. However, a tract may be conveyed after the R. L. S. is filed.
8. All street names are stippled.
9. Size shall be 17"x14". The border on the mylar shall be ½ inch on top, bottom, and right-hand side, and a 2 ½ inch border on the left-hand side (14"side) of the mylar.
10. Vicinity map recommended with the section, township and range shown.
11. North arrow and scale bar stating the scale of the R.L.S.
12. Underlying lots, block, and plat names are to be stippled on the R.L.S.
13. Approvals shall be in the correct order.
14. ALL GRAPHICAL STANDARDS THAT APPLY TO PLATTING SHALL ALSO APPLY TO THE R.L.S.
15. Any questions regarding the R.L.S. Should be addressed to the County Surveyor and/or the County Recorder prior to preparing the R.L.S.

PART IV
GRAPHICS

1. Plat Size

All M.S. 505 and M.S. 515B plats shall be 22 x 34 inches from outer edge to outer edge. (Chapter 505.08, Subdivision 1, Minnesota Statutes)

2. Border

A borderline 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 borderline shall be placed two inches inside the outer edge on the left hand side of the plat. (Chapter 505.08, subd 1, Minnesota Statutes)

3. Orientation of Bearings and Plats

A. 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 line

Example of correct form: For the purposes of this plat the west line of the NW1/4-SW1/4 is assumed to have a bearing of North.

For the purposes of this plat the north line of Block 1, John Doe Addition, is assumed to have a bearing of East.

Orientation of this bearing system is Grid North, Isanti County Coordinate System Harn Geodetic NAD 83 (1996 Adj.)

3. **The plat bearings shall be based upon the Isanti County Coordinate system Harn Geodetic NAD 83 (1996 Adj.)**

B. Plat Orientation

1. North should be toward the top of the plat (30 inch side).
2. If this is not possible, North shall be toward the binding edge of the plat (left 20 inch side).
3. In either case all dimensions, designations, lot and block numbers, etc., should read from the bottom and right side of the plat.

4. Monuments

A. Durable iron monuments shall be set at all angle and curve points on the outside boundary lines of the plat and also at all block and lot corners and at all intermediate points on the block and lot lines indicating changes of direction in the lines and witness corners. The plat shall indicate that all monuments have been set or will be set within one year after recording, or sooner as specified by the approving local governmental unit. A financial guarantee may be required for the placement of monuments.

1. If plat monuments are to be set after the plat is recorded this shall be clearly stated on the plat.

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).

1. A plat note shall identify the type and size of monument set and the license number of the surveyor. Monuments set should be iron no less than one-half inch diameter and fourteen inches in length and shall have magnetic properties.

o Denotes ½ inch by 14 inch iron pipe monument set marked by License No. _____, unless otherwise shown.

o Denotes ½ inch by 14 inch iron pipe monument marked by License No. _____, that will be set within one year of the recording of this plat.

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

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

(Shaded circle) denotes monument found (3/4" iron pipe or ----),

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

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

4. 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 not found shall be marked "Not Found".

5. 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.

Example: o-3/4" Iron Pipe (found or set) NW Cor. Sec 7, T 33N, R 21W

 (Circle within circle) Isanti County Monument (found or set) (Denote unusual type)
 W 1/4 Cor. Sec 17, T 35N, R 24W

 (Square) 8"x8" Limestone Monument (found or set)
 WC to E 1/4 Cor., Sec 18, T 35N, R 23W

6. Show all government corners that determine the plat boundaries whether or not said corners are a part of the plat. These sectional corners will be tied into the plat by distance and direction.

7. Where boundaries of plat extend into existing thoroughfares, the angle points, points of curvature, and points of tangency shall be monumented.

8. Other monumentation found but not used as the actual lot, block, or boundary monuments on the proposed plat shall not be shown on the drawing.

5. 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

6. Lettering Size and Legibility

A. Lettering size in a plat shall vary according to the following list from large to small:

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

An 80 template or equivalent should be the smallest size because of legibility and photo reduction. (= .08 inches)

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

C. Dashes between degrees, minutes and seconds should not be used.

7. Block and Lot Numbers

A. All in-lots shall be numbered by beginning the numbering with number one and numbering each lot progressively, through the block in which they are situated.

B. All blocks shall be numbered progressively, by beginning the numbering with the number one and numbering each block progressively throughout each plat. Consecutive lot or block numbering shall not be continued from one plat into another.

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 one block only, 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. ("ONE" may also be used if preferred).

8. Parks

A. If a plat contains two or more parks, they will be numbered consecutively beginning with number one; Park 1, Park 2, etc.

B. Parks shall be dedicated in the "Donate and Dedicate" clause.

C. Parks will be treated the same as blocks relative to distances, bearings and monumentation.

9. Outlots

- A. All outlots shall be designated by alphabetical order beginning with outlot “A” in each plat. (Chapter 505.02, Subd. 1, Minnesota Statutes)
- B. Outlots will be treated the same as blocks relative to distances, bearings and monumentation.

10. 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.

11. Walkways

- A. Easements for walkways are not acceptable. Walkways, narrow strips of land open to a thoroughfare, are treated the same as an alley and must be dedicated.

12. Match Lines

- A. In order to adhere to the 20 by 30 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.

13. Thoroughfare Names

- A. All thoroughfares shall be named on the plat.
- B. Double designation of thoroughfares will have the governing body’s name listed first.

Example: Plumb Drive (Co. Rd. No. 66)

14. Existing R/W

- A. The name of any public thoroughfare adjoining the plat shall be shown in stippled letters. Stippled letters indicate that the thoroughfare is not within the boundary of the plat. The width of these adjoining thoroughfares will be shown in solid arabic numerals.
- B. If such an adjoining thoroughfare is intersected by another thoroughfare, 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.

15. Street Center lines

- A. The center lines of all streets may be shown with all corresponding data.
- B. Where a highway right-of-way shown upon a record plat or Registered Land Survey has been surveyed according to the description of record, 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 center line will be labeled as described (Book and page) or as traveled (date).
- D. When the boundary of a plat is the center line of a traveled road, always label said centerline accordingly.
- E. When platting to a right-of-way line that has been monumented by the road authority, always label said right-of-way line per monumentation, and show on the plat the location of the monuments used.

16. Dimensions

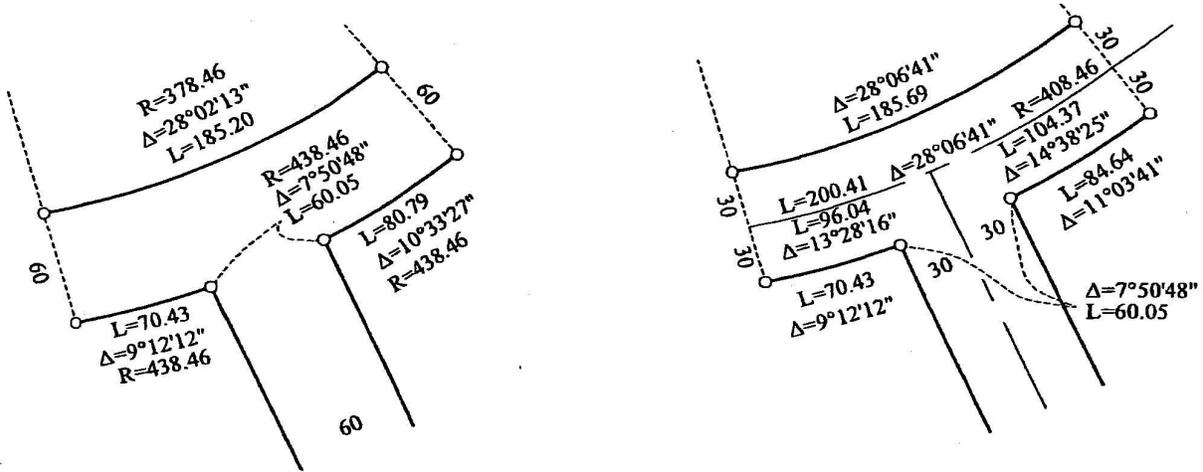
- A. Distances shall be shown for each individual line of the plat.
- B. All distances shall be shown to the nearest hundredth of a foot.
- C. Overall block dimensions shall be shown.
- D. Street or easement widths need not be shown to the hundredth of a foot if they are exact extrinsic values, ie: 66 or 33, etc.

- 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 mark symbols.
- G. Townhouse plats shall have all blocks or groups of lots tied into the plat boundary with a minimum of two ties.
- H. Ties shall include both direction and distance.
- I. The intersection of the tie line with the boundary shall show distances in both directions along the boundary line.

17. Curve Data

- A. When center lines 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 center line curves shall show arc length and central angle only and to the same technical precision standard as "A".
- C. Right-of-way radius need not be shown when the R/W is concentric with the center line.
- D. Non-tangential curves must be labeled "not tangent" at the point of intersection. The chord direction and chord length must be shown.
 - 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 curve is optional, however, if the length of any curve is labeled L = then every length of curve on the plat must be 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 tables can only be used in extreme congested areas. CONTACT the Isanti County Survey office before using curve tables.

I. Curve data shall be complete on both sides of the street. The R/W data shall contain no less than an (open triangle) & L for the necessary two functions of the curve. Center line curve data shall contain no less than an (open triangle), L and R. See the following examples below.



18. Bearings or Directions

- A. Bearings shall be shown on all lines of the plat. See example below.
- B. All bearings shall be shown to the nearest second.

STREET						
N90°00'00"E						
S00°00'00"E	120.00	70.00	70.00	70.00	70.00	70.00
	2	3	4	5	6	
S00°00'00"E	120.00	70.00	70.00	70.00	70.00	120.00
	20	21	22	23	24	

19. 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 on the survey line to the shore line shall be shown.
8. Monuments shall be placed at all angle points along the survey line and at intersection points with lot lines.

B. Bench Mark and Water Elevation

1. 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, which shall be given in mean sea level datum if such bench mark with known sea level datum is available 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
6 inch Diameter bottom
20 inches in Length
Top 6 inches Below Surface of Ground

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 10, 20___, = 929.36 feet (N.G.V.D. - 1929)

Highest Known Water Elevation: Is 930.51 feet (N.G.V.D.-1929) according to records of Dept. of Natural Resources, State of Minnesota.

Note: *N.G.V.D. - 1929 is the abbreviation for National Geodetic Vertical Datums - 1929*

C. Ponds

1. Where lot lines and corners of lots 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.

D. Wet Lands

Plat wet lands shall be designated in accordance with Chapter 505.02, Minnesota Statutes.

Wet lands will be shown on the plat by a dashed contour line. The work "POND" or "WET LAND" shall be in solid fine line capital letters.

Note: Some or all of the land represented by the survey may be subject to additional federal, state and local rules or limitations regarding wet land management.

Note: The Department of Natural Resources, U.S. Corps of Engineers and other agencies have categorized various water bodies and wetlands, and development of such lands may be subject to special conditions or limitations.

20. 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 donate and dedicate clause.
3. Underlying easements may require additional investigation

C. Created Easements

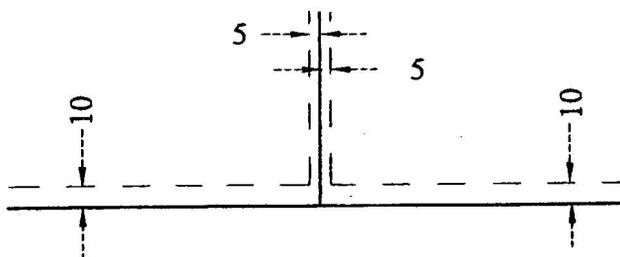
1. The purpose of any easement created on the plat must be clearly stated, and shall be confined to only those that deal with public utilities, and such drainage easements as deemed necessary for the orderly development of the land encompassed within the plat.

TEMPORARY EASEMENTS SHALL NOT BE SHOWN ON THE PLAT!

(Chapter 505.02, Subd. 1, Minnesota Statutes)

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.

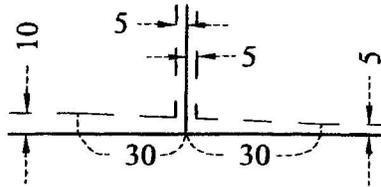
Drainage and utility easements are shown thus:



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

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.

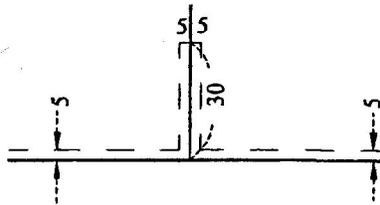
Drainage and utility easements are shown thus:



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 throughout the plat. Length of anchor easement shall be shown.

Drainage and utility easements are shown thus:



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

21. Adjoining Property

- A. The name and adjacent boundary lines of any adjoining platted lands shall be dotted on the plat (Chapter 505.02 Minnesota Statutes).
- B. It is not necessary to show lot lines or lot and block numbers of adjoining plats unless they are referred to in the description of the plat.
- C. Adjoining unplatted areas shall not be so designated.

22. Adjoining Plat Dimensions

- A. The terms PLAT and MEASURED shall be used only where the underlying plat distance is actually shown between two points measured in the survey for the proposed plat. In cases where the discrepancy is minimal use the previously platted dimension.
- B. The term “plat” preceded by a distance, is not sufficient. It must indicate the plat name that distance is recorded on, such as: 327.65 Moyer Addition; 327.46 Measured.
- C. The expression DEED and MEASURED is only acceptable when the deed distance yields to a monument call; otherwise the deed distance must be adhered to.
- D. On replats refer to plat distance only, as shown in “B” above. Do not include bearings, delta angles or angles from underlying plats.

23. Replats

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

24. 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. NW Corner of Sec. 3, T , R .
3. South line of North 100ft of Govt. Lot 3

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

25. 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.

26. Section Subdivision Lines

A. All sixteenth lines and corners and government lot lines and corners shall be shown on the plat and labeled.

B. When re-platting areas from very old plats every effort should be made to tie said areas into section or quarter section lines.

27. Identification of 1/4-1/4 or Government Lots, Section, Twp, Rge

A. All quarter-quarter sections or government lots, sections, Twp, Rge, shall be identified by stipple lettering on the plat.

Example:

NW 1/4 — NE 1/4
SECTION 19, T____, R_____

28. Legend

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

North Arrow

Scale

Utility easement

(Open circle) Denotes monument set (define)

(Shaded circle) Denotes monument found (define)

Bench mark, etc.

NOTE: *Standard symbols, = central angle or R = radius*

L = length of curve shall not be shown in the legend

29. Plat Scale

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

30. Vicinity Map

Vicinity maps and location maps may be shown on subdivision plats in Isanti County.
(see page 4-17 for examples)

31. Plat Location Label

In upper right corner of the plat – label location of plat (0.15 size print)

example: SECTION _____ TWP_____, RGE _____
(government intity – such as township or city)
ISANTI COUNTY, MINNESOTA

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 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 description on sheet 1.

33. Precision

- A. All traverses used for a basis for platting must have a ratio of precision greater than 1:10,000.
- B. The mathematical closure of the plat bearings and distances around the boundary, blocks and lots shall not exceed 0.02 foot in eastings (X) and northings (Y).

34. State Plane Coordinates

- A. State plane coordinates may be shown on one or more of the tie Government corners.

(See Chapter 505.23 - 505.26 Minnesota Statues for further explanation)

35. Exceptions

- A. The word EXCEPTION shall be used on the plat only where a specific parcel is recited in the description as being an exception to the basic parcel.
- B. On the plat the word EXCEPTION shall be shown in solid fine letters in the area being excepted.

36. Access

- A. Controlled access requirements vary from jurisdiction to jurisdiction. It is recommended that existing controlled access be noted by symbol with legend notation (preferably to conform to Minnesota Department of Transportation Standard Symbol).
- B. Where new controlled access is being created as a condition of plat approval, appropriate wording, shall be incorporated into the dedication.

37. 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 center line of an existing roadway.

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

38. Annexed Plat; Above

- A. The word ANNEXED is not necessary and could be misinterpreted. The combination of the pictorial and description parts are considered to be the plat.
- B. The word ABOVE, as sometimes used in acknowledgments, is not necessary and could be wrong with certain arrangements of paragraphs.

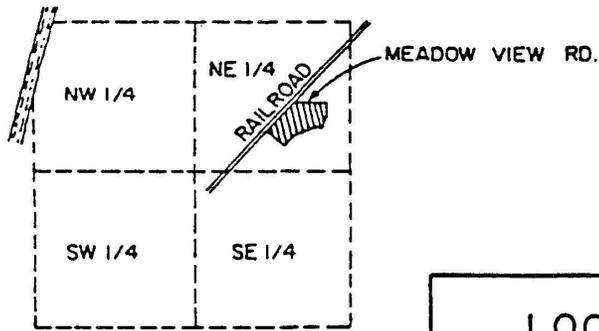
In the description Arabic numerals shall be used to designate government lots, section, township, and range.

39. Legibility

All letters and numbers having spherical parts, i.e. 5,e,g,8,0, etc., must be open enough 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 should not be used.

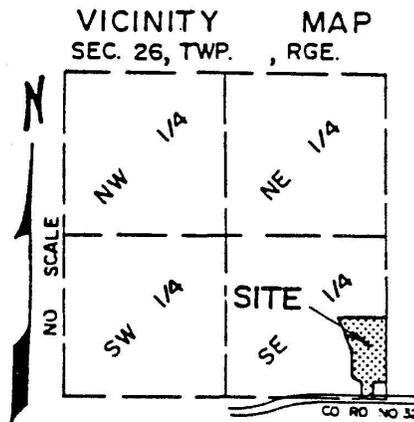
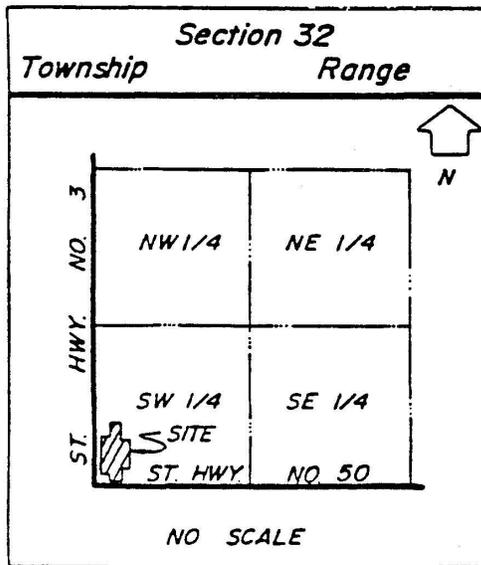
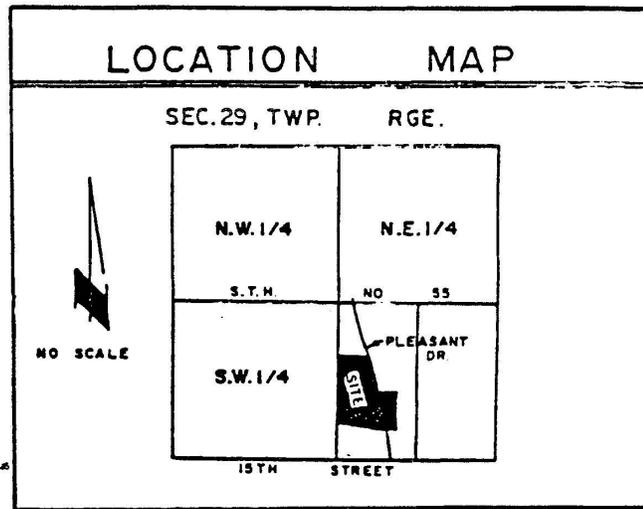
Vicinity Map – Location Map (examples)



SITE LOCATION MAP

SECTION 8 - T N - R W
NOT TO SCALE

These examples show in which 1/4 the subject property is located.



PART V

APPENDIX

1. EXAMPLE:

PLAT OR R.L.S. CHECK LIST

Name of Plat _____

Checked by _____ Double Checked by ____ Date _____

1.		Closure	
2.		Angles and/or bearings	
3.		Curve data	
4.		Overall dimensions	
5.		Lot dimensions	
6.		Lot and block numbers, exceptions, outlots & parks	
7.		Street name or numbers (Fed., State, Co., Local)	
8.		Highway Alignment (St., Co.)	
9.		Contiguous Plat Commission	
10.		Street widths	
11.		Adjacent and underlying area (platted only)	
12.		Compare with adjoining areas	
13.		Compare with resurvey	
14.		Ties to subdivision lines and corners	
15.		Designation of outside boundaries	
16.		Easements - compare with dedication & designation existing	
17.		Title-same as dedication and duplication	
18.		Dedication - proper order	
19.		Description - compare with plat and record	
20.		Check with Auditor and County Recorder	

21.		Signatures, notaries, and acknowledgments	
22.		Monuments - property found, set, and designated	
23.		Scale and scale bar	
24.		North arrow, bearing data	
25.		Vicinity Map	
26.		Wet lands, water elevation, bench mark, survey line	
27.		Plat checking fee	
28.		Area	
29.		<i>Submit Copies to County Surveyor for Checking (see pages 2-1 and 2-3)</i>	
30.		Miscellaneous	
31.		Miscellaneous	

2. Abbreviations -

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

R = Radius of curve.

T = Tangent of curve

C. Brg. = Chord bearing

L = Length of curve.

C = Chord of curve.

(Triangle) = Central Angle.

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

3. Land Surveyor's Certificate of Correction

to the plat of:

(Name of the subdivision plat exactly as it appears in the dedication)

Pursuant to the provisions of Chapter 505.175 Laws of Minnesota, 1957 (name of Surveyor), the undersigned, a Licensed Land Surveyor in and for the State of Minnesota, declares as follows:

1. That the plat of (name of plat) dated _____, _____ and filed on _____ in the office of County Recorder, Isanti County, Minnesota, Cabinet No. _____, Document No. _____, was not prepared by a Licensed 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

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

The above Certificate of Correction to the plat of (Name of Plat) was approved by (Name of Governing body), Minnesota at a meeting held this _____ day of _____, 20__.

(Chairman or Mayor) _____

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

Isanti County Surveyor

This Certificate of Correction to the plat of (Name of Plat) was filed in this office for record on the _____ day of _____, 20__, at _____ o'clock ____ M. and was duly recorded in Document No. _____

County Recorder, Isanti County

Note: *This form shall be used by surveyors when filing a notice with a 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, New York.*

4. Land Surveyor's Certificate of Correction

To the plat of:

(Name of the subdivision plat exactly as it appears in the dedication)

Pursuant to the provisions of Chapter 505.175 Laws of Minnesota, 1957 (name of Surveyor), the undersigned, a Licensed Land Surveyor in and for the State of Minnesota, declares as follows:

1. That the plat of (name of plat) dated _____, _____ and filed on _____ in the office of County Recorder, Isanti County, Minnesota, Cabinet No. _____, Document No. _____, was prepared by a Licensed Land Surveyor who is not 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 _____

(Signature of Land Surveyor)
(Name of Land Surveyor), Land Surveyor
Minnesota License No

The above Certificate of Correction to the plat of (Name of Plat) was approved by (Name of Governing body), Minnesota at a meeting held this ____ day of _____, 20__.

(Chairman or Mayor)

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

Isanti County Surveyor

This Certificate of Correction to the plat of (Name of Plat) was filed in this office for record on the ____ day of _____, 20__, at ____ o'clock ____ M. and was duly recorded in Document No. _____

County Recorder, Isanti County

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.*

5. Land Surveyor's Certificate of Correction

(Name of the subdivision plat exactly as it appears in the dedication)

Pursuant to the provisions of Chapter 505.174 Laws of Minnesota, 1957 (name of Surveyor), the undersigned, a Licensed Land Surveyor in and for the State of Minnesota, declares as follows:

1. That I prepared the plat of (name of plat) dated _____, and filed on _____ in the office of County Recorder, Isanti County, Minnesota, Cabinet No. _____, Document No. _____.
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 _____

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

The above Certificate of Correction to the plat of (Name of Plat) was approved by (Name of Governing body), Minnesota at a meeting held this _____ day of _____, 20__.

(Chairman or Mayor) _____

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

Isanti County Surveyor _____

This Certificate of Correction to the plat of (Name of Plat) was filed in this office for record on the _____ day of _____, 20__, at _____ o'clock ____M. and was duly recorded in Document No. _____.

County Recorder, Isanti County _____

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

THE COUNTY OF
ISANTI

Government Center
555 - 18th Ave. SW
Cambridge, MN 55008

COMMISSIONERS

1st District
George Larson

2nd District
Larry Southerland

3rd District
Tom Pagel

4th District
Gene Wicht

5th District
Glenn E. Johnson

COUNTY COORDINATOR

Jerry T. Tvedt

Barbara E. Baar
Deputy County Coordinator

Hannah Christenson,
Administrative Assistant

763-689-3859

03/01-12 Motion by Pagel, seconded by Wicht to set the plat checking fee at \$200.00 per plat, plus \$20.00 per lot, block, outlot, tract or unit; further to set the recheck fee of \$150 if necessary after the second review, effective 1-1-03. Motion carried unanimously.

STATE OF MINNESOTA)

COUNTY OF ISANTI)

I, Barbara E. Baar, Deputy clerk to the Board in and for the County of Isanti, State of Minnesota, do hereby certify that the minute records of the County show the above is a true and correct copy of 3 resolutions adopted by the County Board during their regular meeting on January 7, 2003.

Dated: March 17, 2003



"SEAL"