

RAMSEY COUNTY  
CONDOMINIUM FLOOR PLAN ORDINANCE

January 27, 1986

Resolution #86-032

RESOLVED, That the Board of Ramsey County Commissioners hereby adopts the following:

## CONDOMINIUM FLOOR PLAN APPROVAL ORDINANCE

An Ordinance providing for the requirement of approval of condominium floor plans by the County Surveyor or Acting County Surveyor prior to recordation pursuant to Minnesota Statutes 389.09, subdivision 2.

The County Board of Ramsey County, Minnesota, does ordain:

SECTION 1 – RECORDING PLAN. Every person or entity seeking to record a condominium floor plan after enactment of this ordinance shall submit such floor plan to the County Surveyor or Acting County Surveyor for approval of compliance with the provisions of Minnesota Statutes 515A.2-110.

SECTION 2 – FORM OF PLAN & INFORMATION REQUIRED. Any floor plan submitted to the County Surveyor for approval shall be in the form and contain the information identified in this paragraph.

A. Documents.

1. One copy of the proposed declaration and bylaws.
2. One set of proposed floor plans, in the following form:
  - a. Size. Each sheet shall be 20" x 30".
  - b. Borders. The top, bottom, and right side of each sheet shall have a ½ inch border. The left side shall have a 2-inch border. The word OFFICIAL shall be on the top center of each sheet outside the border.
  - c. Caption. Each sheet shall bear on the top center a caption as follows: CONDOMINIUM NUMBER \_\_\_\_\_ (Name of Condominium. The name of the condominium shall be exactly the same in the floor plans, declaration, and bylaws.
  - d. Numbering. Floor plans consisting of more than one sheet shall have sheets numbered consecutively designated in the lower right corner outside of the border and shall show the total number of sheets, as: Sheet (number) of (total) Sheets. Sheet 1 shall contain "site plan" and any certificates.
  - e. Weight and size of lines.
    1. Perimeter boundary lines of units shall be heavier than interior lines.
    2. Unit numbers shall be larger and heavier than the dimensions of
  - f. Scale.
    1. Each sheet of the floor plans shall contain the scale(s) of the drawings in both the narrative and graphic forms and shall be limited to commonly accepted architect or engineer scales.

2. The narrative form shall be similar to the example as follows: Scale: 1 inch = 10 feet.
  3. The graphic form shall be similar to the form as follows: (See Ordinance book on file with Chief Clerk.)
- g. Unit Numbers.
1. Unit numbers shall be logical and comprehensive with no duplication of numbers.
  2. A flexible condominium shall have a logical comprehensive unit numbering system.
- h. Unit Dimensions. The perimeter segments of a unit shall be dimensioned. The floor and ceiling of a unit shall have an elevation with reference to established datum.
- i. Direction of North. Whenever possible the orientation of North shall be toward the top (30 inch side). If this is not practical, North shall be toward the binding edge of the floor plans (left 20 inch side). In either case, all dimensions, unit numbers, etc., shall be shown in such a manner that they can be read from the bottom and the right side of the floor plans when placed in a book.
- j. Legibility. All letters and numbers on the floor plans shall be clear, open and uniform, that is 5, e, g, 8, 0, etc., to insure ease of reading and legibility on the transparencies.
- k. Floor Plan Transparencies. The one set of floor plan transparencies presented to the County Recorder/Registrar of Titles for filing shall only be made by a photographic reproduction process.
- l. Signatures. All signatures on the Floor Plans and Declaration shall be in black ink. No signatures in ballpoint or felt tip pens will be accepted.
- B. Site Plan. Each set of floor plans shall contain a "site plan" which shows the following:
1. The location of the building or buildings in relation to the boundary lines of the land.
  2. A legal description of the land.
  3. An arrow indicating the direction North.
  4. A narrative scale.
  5. A graphic scale.
  6. Lot dimensions.
  7. Dimensions of the outside perimeter of the building(s).
  8. The location of the lots and blocks, if any, shall be indicated by stippled lines on the drawing.
  9. The site plan shall be prepared and certified to be a registered land surveyor. Said certification shall conform to standards prescribed by the County Surveyor or Acting County Surveyor.

- 10. The legal description for abstract land shall be clear, concise, and easy to follow. If the land is Registered, the legal description shall conform to certificate of title or as approved by the Examiner of Titles.
  - 11. The word EXCEPTION shall be printed, in solid capital letters, where and only where a specific parcel is recited in the legal description as being excluded from the basic parcel.
- C. For the purpose of determining if any recorded easements are serving or burdening the condominium, as to Abstract (unregistered) land, an up-to-date abstract of title, as to Registered land, a copy of the outstanding certificate of Title shall be provided.
  - D. Names, addresses, and telephone numbers of the person submitting these documents shall be provided.

SECTION 3 – REVIEW & NOTIFICATION. The County Surveyor or Acting County Surveyor shall review the documents and within twenty (20) working days after receipt of all the documents required by this ordinance notify the responsible person as to any required corrections, except that in the case of Registered Land said Surveyor may, with the consent of the party(ies) submitting the documents, forward the documents within the 20-day period to the Examiner of Titles for his preliminary review and approval.

SECTION 4 – CORRECTIONS. After a responsible person has corrected the items noted by the County Surveyor or Acting County Surveyor the proprietor of the condominium shall return to the County Surveyor BOTH the original set of documents on which the reviewing offices have noted any corrections, and the revised or corrected set of documents.

SECTION 5 – UNAPPROVED PLANS. No condominium floor plan, which has not been approved pursuant to the provisions of subdivisions 1 and 2 of this ordinance, shall be accepted for recordation by the Ramsey County Recorder/Registrar of Titles Office.

SECTION 6 – FEES. Each person or entity seeking such approval of a condominium floor plan shall be charged a fee for the service in accordance with a schedule established by resolution of the Ramsey County Board of Commissioners.

SECTION 7 – EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed by the Board of Ramsey County Commissioners this 27<sup>th</sup> day of January 1986.

Diane Ahrens (S) \_\_\_\_\_  
 CHAIRPERSON  
 Board of Ramsey County Commissioners

James Van Houdt (S) \_\_\_\_\_  
 COUNTY EXECUTIVE DIRECTOR

STATE OF MINNESOTA    )  
                                  )  SS  
COUNTY OF RAMSEY    )

I, Harry E. Marshall, Chief Clerk – County Board, duly appointed and qualified for Ramsey County, Minnesota, do hereby certify that the foregoing copy is a true and correct transcript of a resolution (ordinance) adopted by the Board of Ramsey County Commissioners on January 27, 1986.

Dated at St. Paul, Minnesota this 27<sup>th</sup> day of January 1986.

Harry E. Marshall (S)  
Chief Clerk – County Board