

# MANUAL OF GUIDELINES FOR SUBDIVISION PLATS

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June, 2017

## INTRODUCTION

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

These standard procedures are intended as a supplement to Minnesota Statutes Chapter 505, 508, 508A and other applicable statutes and ordinances. If other statutes, ordinances or administrative rules are in conflict with these procedures, the more restrictive shall apply.

This 2017 **MANUAL OF GUIDELINES FOR SUBDIVISION PLATS** supersedes the 2007, 2004 and the 1992 versions of the *MANUAL OF MINIMUM GUIDELINES FOR SUBDIVISION PLATS* and also supersedes the *MANUAL OF PROCEDURE FOR LAND SUBDIVISION* published in November, 1938, republished September, 1941, and the *RAMSEY COUNTY PLAT MANUAL* published in April, 1981.

This 2017 manual updates the Property Tax Certificate of the 2016 manual that was approved and adopted by the Ramsey County Board of Commissioners by adoption of Resolution 92-554, which also allows the Ramsey County Surveyor to administratively implement maintenance revisions to this manual.

All questions regarding this manual may be directed to:

**Ramsey County Surveyors Office  
1425 Paul Kirkwold Drive  
Arden Hills, MN 55112-3933  
(651) 266-7100**

Or use the Contact Form at:

[www.ramseycounty.us/surveyor](http://www.ramseycounty.us/surveyor)

### PLEASE NOTE:

The words "May", "Must" and "Shall" found in this manual are words as defined in Minnesota Statutes, [Section 645.44, Subdivisions 15, 15a and 16.](#)

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# **PART I**

## **DOCUMENT SUBMITTAL**

## PLAT/REGISTERED LAND SURVEY APPROVAL PROCEDURES

1. Submit to the Ramsey County Surveyor one print of the preliminary plat or preliminary registered land survey (RLS) as submitted to the City or Township.
  - a. Preliminary plats/registered land surveys (RLS) shall conform to the requirements of [Minnesota Statutes, Section 505.03, Subdivision 2 \(d\)](#) and should show existing contour lines, proposed grading contour lines, existing topography, utility locations, together with proposed parcel and easement boundaries and dimensions.
  - b. The Ramsey County Surveyor will forward those prints of the preliminary plat or preliminary registered land survey (RLS) to various organizations. After approximately 30 days, comments sent to us by these organizations will be forwarded to the preparer of the preliminary plat/registered land survey (RLS).
2. Submit 3 prints of the proposed final plat or registered land survey to the Ramsey County Surveyor.
  - a. All plats and registered land surveys (RLS) submitted for review must be accompanied by:
    1. Copies of current title insurance policy.
    2. Copies of recorded documents of all relevant public easements encumbering the property.
    3. Mathematical solutions for closure of all lots, outlots, parks, tracts, boundaries and ties to lot clusters.
    4. A copy of any relevant certificate(s) of title. See Page 42 of this manual for additional instructions pertaining to platting of registered land.
  - b. **A review fee** shall be paid to the County Surveyor's Office when the proposed final plat or registered land survey (RLS) is submitted to the County Surveyor's Office for review. Please go to [www.ramseycounty.us/surveyor](http://www.ramseycounty.us/surveyor) for the current review fee schedule. Make checks payable to Ramsey County. Review of the final plat or RLS may not be initiated prior to the payment of the review fee.
  - c. A **minor revisions to plat or RLS fee** may be assessed when lots, outlots, parks, or tracts have been redesigned after the initial review of the plat or RLS is completed.
  - d. A **substantial revisions to plat or RLS fee** may be assessed when the plat or registered land survey (RLS) has been changed for the following reasons after the initial review of the plat or RLS is completed:
    1. Revisions to the legal description not requested by us.
    2. Revisions to the plat or RLS boundary not requested by us.
    3. Redesigned public way alignment and/or block configuration.
    4. Other revisions to the document causing a reexamination similar to an initial review.
  - e. A **non-compliance with plat or RLS requirements fee** may be assessed when the plat or RLS is returned to the surveyor more than twice while major deficiencies on the document remain unresolved.

**Commencement of plat or RLS review may be delayed if any of these requirements are not fulfilled or if the requested documents are not furnished.**

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

1. Submit an official plat and a copy of the plat (see [Minnesota Statutes, Section 505.08](#)) both signed by the fee owner(s) of the land being platted, with Notarial Act(s), signed by the contract for deed vendee(s), if any, with Notarial Act(s), signed by the mortgagee(s), if any, with Notarial Act(s) (when not consenting by separate document), signed by the responsible Land Surveyor with Notarial Act and signed by the appropriate officials of the approving municipality (who may require a third mylar copy of the plat).
2. All plats shall be prepared on transparent reproducible film or the equivalent with a minimum thickness of four mil, and shall be prepared by a photographic process. Plat sheet size shall be 22 inches by 34 inches ([Minnesota Statutes, Section 505.021, Subdivision 1](#)). The plats shall be identical reproductions of the approved proposed final plat.
3. Only the official plat shall be labeled "OFFICIAL PLAT" and any copy shall be labeled "copy" in the center of the top margin ([Minnesota Statutes, Section 505.021, Subdivision 1](#)). (See page 24 for more details)
4. All required fees must be paid in full prior to the time the plat is accepted for filing.

## **MEDIA REQUIREMENTS FOR FILING A REGISTERED LAND SURVEY (RLS)**

1. Submit an official and a copy of the RLS both signed by the responsible land surveyor with Notarial Act and signed by the appropriate officials of the approving municipality (who may require a third mylar copy of the RLS).
2. All RLSs shall be prepared on transparent reproducible film or the equivalent with a minimum thickness of four mil, and shall be prepared by a photographic process. RLS sheet size shall be 22 inches by 34 inches (Minnesota Statutes, [Section 508.47, Subdivision 4](#), and [Section 508A.47, Subdivision 4](#)). All RLSs shall be identical reproductions of the approved proposed final RLS.
3. The registered land survey shall be labeled "OFFICIAL" and any copy shall be labeled "copy" in the center of the top margin (Minnesota Statutes, [Section 508.47, Subdivision 4](#), and [Section 508A.47, Subdivision 4](#)). (See page 24 for more details)
4. All required fees must be paid in full prior to the time the registered land survey is accepted for filing.

## **FIELD VERIFICATION OF PLAT MONUMENTS**

The existence of plat monuments at the outside boundary corners of the platted lands may be field verified prior to the County Surveyor approving and executing the final plat. The responsible land surveyor will notify the County Surveyor when the plat boundary monuments have been set per [Minnesota Statutes, Section 505.021, Subd. 10](#). The existence of other plat monuments, depicted on the plat as set, may be similarly field verified. Within one year after the recording of the official plat, the responsible land surveyor will set all statute required plat monuments where indicated on the plat as will be set. Please notify the Ramsey County Surveyor within 5 days of the date these plat monuments have been set. The County Surveyor may verify the existence of all plat monuments.

# **PART II**

## **DOCUMENTATION**



# 1. PLATS

## A. PLAT NAME

- 1) The plat name shall appear across the top portion (34 inch side) of the plat in CAPITAL LETTERS, without underlines, and shall be identical to the name of the plat as recited in the dedication paragraph of the plat and in the recording certificate(s). The plat name shall be in capital letters in all locations that the name appears on the plat (Minnesota Statutes, [Section 505.021, Subdivision 2](#)). The name of the municipality shall not be shown adjacent to the plat name at the top portion of the plat.
- 2) The plat name shall not duplicate or be similar to the name of any plat that is in the office of the county recorder or registrar of titles in the county in which the land is located. (Minnesota Statutes, [Section 505.021, Subdivision 2](#))

Examples of unacceptable similarities:

**ANDERSENS ADDITION  
FISCHER ADDITION  
HAYES ADDITION**

**ANDERSONS ADDITION  
FISHER ADDITION  
HAYS ADDITION**

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

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

## B. ALL PLATS MUST CONTAIN

- Notification of Interest (*pages 7-15*)
- Dedication or Donation (*pages 7-15*)
- Owner(s) Signature(s) and Notarial Act(s) (*pages 7-15*)
- Surveyor Certificate and Notarial Act (*page 16*)
- Governing Body Approval Certificates (*pages 16 & 17*)
- Property Tax Certificate (*page 17*)
- County Surveyor Certificate (*page 17*)
- Recording Certificates (*page 18*)
- Graphic Representation of Survey

(see next page for notes)

***NOTES:***

The plat shall contain a complete and accurate description of each tract of land being platted (Minnesota Statutes, [Section 505.021, Subdivision 2](#)). The words degrees, minutes, seconds and references to fractions shall be spelled out in all legal descriptions.

Plat description text shall be indented one-half inch from the left hand and right hand margins of the notification of interest and dedication paragraphs.

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

The marital status of individual owners shall appear on the plat (Minnesota Statutes, [Section 505.021, Subdivision 3](#)). The statement of dedication on the plat may not be properly executed without all spouses' signatures and acknowledgments. [See Atty. Gen. Opinion, 18d-19610830]

A plat executed under Chapter 505 must be joined in, or consented to, by mortgagees as well as executed by the fee owner(s) and any contract for deed vendee(s) (Minnesota Statutes, [Section 505.021, Subdivision 3](#)).

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

Entities shall identify the specific type of entity and the jurisdiction in which the entity is organized. Agents or officers for an entity shall state their position with the entity. Every signature of fee owners, contract for deed vendees and mortgage holders of record, or their agents or officers, must be acknowledged.

See Section 31 on Page 40 for Certificate of Notarial Act requirements.

All signatures on the plat shall be written with black ink (not ball point). (Minnesota Statutes, [Section 505.021, Subdivision 3](#))

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

*Example 1: Individual*

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

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

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

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

\_\_\_\_\_  
Sean C. Quast

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

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

*(Signature of person taking acknowledgement)*  
\_\_\_\_\_  
*(Print Notary's name)*  
\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, \_\_\_\_  
My commission expires \_\_\_\_\_

OR

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

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

*(Signature of person taking acknowledgement)*  
\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, \_\_\_\_  
My commission expires \_\_\_\_\_

Legible Notary Stamp  
(See [Minnesota Statutes, Section 358.48](#))

Example 2: Married Persons

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

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

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

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

\_\_\_\_\_  
John W. Doe

\_\_\_\_\_  
Mary K. Doe

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

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

*(Signature of person taking acknowledgement)*

\_\_\_\_\_  
*(Print Notary's name)*

Notary Public, \_\_\_\_\_ County, \_\_\_\_  
My commission expires \_\_\_\_\_

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

Signed: Premier Banks

\_\_\_\_\_  
Douglas A. Schultz, President

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

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

*(Signature of person taking acknowledgement)*

\_\_\_\_\_  
*(Print Notary's name)*

Notary Public, \_\_\_\_\_ County, \_\_\_\_  
My commission expires \_\_\_\_\_

*Example 3: Corporate*

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

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

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

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

Signed: National Realty Company

\_\_\_\_\_  
John Q. Smith, President

\_\_\_\_\_  
James L. Lake, Vice President

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

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

*(Signature of person taking acknowledgement)*

\_\_\_\_\_

*(Print Notary's name)*

\_\_\_\_\_  
Notary Public, Minnesota

My commission expires \_\_\_\_\_

*Example 4: Limited Liability Company (LLC)*

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

Lot 7, Block 1, SILVER LAKE CENTER;  
*(Indent  
1/2 inch)* And

That part of vacated 39<sup>th</sup> Avenue N.E. lying easterly of the southerly extension of the west line of said Lot 7, Block 1, SILVER LAKE CENTER. *(Indent  
1/2 inch)*

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

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

Signed: Apache Redevelopment, LLC

\_\_\_\_\_, Chief Manager

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

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

*(Signature of person taking acknowledgement)*

\_\_\_\_\_

*(Print Notary's name)*

\_\_\_\_\_  
Notary Public, Minnesota

My commission expires \_\_\_\_\_

The above example reflects the requirements of [Minnesota Statutes, Section 322B.673](#), the governing statute regarding limited liability companies, unless the articles of organization, a member control agreement or the bylaws provide otherwise, or is required by law to be exercised by another person.

*Example 5: Partnership*

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

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

*(Indent  
1/2 inch)* And

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

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

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

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

\_\_\_\_\_  
Sherman E. George, President

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

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

*(Signature of person taking acknowledgement)*

\_\_\_\_\_

*(Print Notary's name)*

\_\_\_\_\_  
Notary Public, Minnesota  
My commission expires \_\_\_\_\_

*Example 6: Trust*

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

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

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

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

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

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

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

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

*(Signature of person taking acknowledgement)*

\_\_\_\_\_

*(Print Notary’s name)*

\_\_\_\_\_  
Notary Public, Minnesota  
My commission expires \_\_\_\_\_

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

**NOTE:** Whenever any part of the land included in the plat is 1) owned by a trustee and is 2) registered property (Torrens) and on the plat is 3) language of conveyance (such as a dedication of easements) affecting the registered property an Examiner of Titles Directive may be required according to [Minnesota Statutes, Section 508.62](#). Please consult the [Examiner of Titles, Ramsey County](#), for details.



*Example 7: Attorney-In-Fact*

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

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

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

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

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

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

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

*(Signature of person taking acknowledgement)*

\_\_\_\_\_

*(Print Notary's name)*

\_\_\_\_\_

Notary Public, Minnesota

My commission expires \_\_\_\_\_

*Example 8: Incorporated Municipality*

KNOW ALL MEN (or PERSONS) BY THESE PRESENTS: That the City of New Brighton, a Minnesota municipal corporation, owner of the following described property situated in the City of New Brighton, County of Ramsey, State of Minnesota:

*(Indent 1/2 inch)* OUTLOT A, ENCLAVE AT NEW BRIGHTON, Ramsey County, Minnesota.

Has caused the same to be surveyed and platted as ENCLAVE AT NEW BRIGHTON THIRD ADDITION and does hereby dedicate (or donate) to the public for public use the public way(s) and the drainage and utility easement(s) as shown on this plat.

In witness whereof said City of New Brighton, a Minnesota municipal corporation, has caused these presents to be signed by its proper officers this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: City of New Brighton

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Manager

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, Mayor and by \_\_\_\_\_, City Manager of the City of New Brighton, a Minnesota municipal corporation, on behalf of said corporation.

*(Signature of person taking acknowledgement)*

\_\_\_\_\_

*(Print Notary's name)*

\_\_\_\_\_  
Notary Public, Minnesota

My commission expires \_\_\_\_\_

*Example 9: Housing and Redevelopment Authority*

KNOW ALL MEN (or PERSONS) BY THESE PRESENTS: That the Housing and Redevelopment Authority of the City of Saint Paul, Minnesota, a body corporate and politic under the laws of the State of Minnesota, owner of the following described property situated in the City of Saint Paul, County of Ramsey, State of Minnesota:

*(Indent 1/2 inch)* Lots 25 through 34, Block 7, Warren and Winslows Addition, according to the *(Indent 1/2 inch)* Recorded plat thereof, Ramsey County, Minnesota.

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

In witness whereof said Housing and Redevelopment Authority of the City of Saint Paul, Minnesota, a body corporate and politic under the laws of the State of Minnesota, has caused these presents to be signed by its proper officer this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: Housing and Redevelopment Authority of the City of Saint Paul, Minnesota

\_\_\_\_\_ , \_\_\_\_\_

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ the \_\_\_\_\_ of the Housing and Redevelopment Authority of the City of Saint Paul, Minnesota, a body corporate and politic under the laws of the State of Minnesota, on behalf of said body.

*(Signature of person taking acknowledgement)*

\_\_\_\_\_

*(Print Notary's name)*

\_\_\_\_\_  
Notary Public, Minnesota

My commission expires \_\_\_\_\_

B-2. SURVEYOR CERTIFICATE AND NOTARIAL ACT

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(*Print name of surveyor*), Land Surveyor  
Minnesota License No. \_\_\_\_\_

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by (*name of surveyor*), a Licensed Land Surveyor.

(*Signature of person taking acknowledgement*)  
\_\_\_\_\_

\_\_\_\_\_  
(*Print Notary's name*)  
Notary Public, Minnesota  
My commission expires \_\_\_\_\_

B-3. GOVERNING BODY APPROVAL CERTIFICATES

**Notes:**

A plat may be prepared and recorded in compliance with minor subdivision procedures of the local elected unit of government and shall contain a certification of approval executed by an authorized official designated by the local elected governmental unit (see Minnesota Statutes, [Section 505.021, Subdivision 9 \(b\)](#)). Consult the local unit of government for appropriate language used in a certificate of approval of a plat complying with minor subdivision procedures of that local unit of government.

Use the examples below for local elected governmental unit approval of a plat.

A 2 inch by 2 inch space should be provided for the application of the local elected governmental unit seal adjacent to the local elected governmental unit approval certificate, should they choose to affix it to the plat.

(continued on next page)

1) City Council

City of \_\_\_\_\_

We (or I) do hereby certify that on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the City Council of the City of \_\_\_\_\_, Minnesota, approved this plat. Also, the conditions of Minnesota Statutes, [Section 505.03, Subd. 2](#), have been fulfilled **(if applicable)**.

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

\_\_\_\_\_  
*(Signature of person and title designated by approving authority, if needed)*

2) Township Board of Supervisors

Township of White Bear

We do hereby certify that on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the Board of Supervisors for the Township of White Bear, Ramsey County, Minnesota, approved this plat. Also, the conditions of Minnesota Statutes, [Section 505.03, Subd. 2](#), have been fulfilled **(if applicable)**.

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

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

B-4. PROPERTY TAX CERTIFICATE

Property Tax, Records and Election Services Department

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

Christopher A. Samuel, Ramsey County Auditor/Treasurer

By \_\_\_\_\_, Deputy

B-5. COUNTY SURVEYOR CERTIFICATE

County Surveyor

Pursuant to [Minnesota Statutes, Section 383A.42](#), this plat is approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
Craig W. Hinzman, L.S,  
Ramsey County Surveyor

B-6. RECORDING CERTIFICATES

1) County Recorder

County Recorder, County of Ramsey, State of Minnesota

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

\_\_\_\_\_  
Deputy County Recorder

2) Registrar of Titles

Registrar of Titles, County of Ramsey, State of Minnesota

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

\_\_\_\_\_  
Deputy Registrar of Titles

**NOTES:**

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

If a plat consists of more than one sheet then enough blanks must be provided in the recording certificate(s) to indicate a page in the County Recorder/Registrar of Titles Books of Plats for each sheet of the plat.

*Examples:* ..... Book \_\_\_\_\_ of Plats, Pages \_\_\_\_\_ and \_\_\_\_\_,  
..... Book \_\_\_\_\_ of Plats, Pages \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_,

## 2. REGISTERED LAND SURVEYS (RLS)

Registered land surveys identify registered (Torrens) lands in accordance with Minnesota Statutes, Sections [508.47](#) and [508A.47](#). RLSs shall be approved in the manner required for the approval of subdivision plats (see Minnesota Statutes, [Section 508.47, Subdivision 4, paragraph 3](#)). RLSs are not signed by landowners thus no part of an RLS may be dedicated to the public by the RLS.

### A. ALL REGISTERED LAND SURVEYS MUST:

- 1) Be 22 inches by 34 inches in size. See page 3 for media requirements. A border line shall be placed one-half inch inside the outer edge of the sheet on the top and bottom 34-inch sides; and the right 22-inch side; and two inches inside the outer edge of the sheet on the left 22-inch side.
- 2) Recite the legal description exactly as it appears on the current Certificate(s) of Title.
- 3) Show all boundary measurements.
- 4) Show measurements of all tracts.
- 5) Show the direction of all lines.
- 6) Show a durable monument at all appropriate corners.
- 7) Show all tracts lettered consecutively beginning with “A”.
- 8) Show multi-level tracts with an elevation view referenced to a mean sea level adjusted datum benchmark.
- 9) Number each sheet consecutively when the RLS consists of more than one sheet.
- 10) The RLS shall be labeled “OFFICIAL”, and any copy shall be labeled “copy” in the center of the top margin.
- 11) Text used on an RLS shall not be smaller than eight-point type.
- 12) All signatures on the RLS shall be written with black ink (not ball point ink).

Showing a vicinity or location map is recommended.

The aforementioned items are an overview of County recommendations together with the requirements of Minnesota Statutes, [Section 508.47, Subd. 4](#), and Section [508A.47, Subd. 4](#).

### B. CERTIFICATES

- Surveyor Certificate and Notarial Act (*page 20*)
- Governing Body Approval Certificate(s) (*pages 20 and 21*)
- Property Tax Certificate (*page 21*)
- County Surveyor Certificate (*page 21*)
- Registrar of Titles Certificate (*page 22*)

1) Surveyor Certificate and Notarial Act

I, *(name of surveyor)*, Licensed Land Surveyor, do hereby certify that, in accordance with the provisions of Minnesota Statutes, [Section 508.47](#) (and/or [Section 508A.47](#)), have surveyed the following described property situated in the County of Ramsey, State of Minnesota:

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

I hereby certify that this registered land survey is a correct representation of said parcel(s) of land.  
Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
*(Print name of surveyor)*, Land Surveyor

Minnesota License No. \_\_\_\_\_

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_, by *(name of surveyor)*, a Licensed Land Surveyor.

\_\_\_\_\_  
*(Signature of person taking acknowledgement)*

\_\_\_\_\_  
*(Print Notary's name)*

Notary Public, Minnesota

My commission expires \_\_\_\_\_

2) Governing Body Approval Certificates

**Notes:**

Registered land surveys shall be approved in the manner required for the approval of subdivision plats (see Minnesota Statutes, [Section 508.47, Subdivision 4, paragraph 3](#)).

Therefore, a registered land survey may be prepared and recorded in compliance with minor subdivision procedures of the local elected unit of government and shall contain a certification of approval executed by an authorized official designated by the local elected governmental unit (see Minnesota Statutes, [Section 505.021, Subdivision 9 \(b\)](#)). Consult the local unit of government for appropriate language used in a certificate of approval of a plat complying with minor subdivision procedures of that local unit of government.

Use the examples below for local elected governmental unit approval of an RLS.

A 2 inch by 2 inch space should be provided for the application of the local elected governmental unit seal adjacent to the local elected governmental unit approval certificate, should they choose to affix it to the plat.

(continued on next page)



a) City Council

City of \_\_\_\_\_

We (or I) do hereby certify that on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the City Council of the City of \_\_\_\_\_, Minnesota, approved this registered land survey.

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

\_\_\_\_\_  
*(Signature of person and title designated by approving authority, if needed)*

b) Township Board of Supervisors

Township of White Bear

We do hereby certify that on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the Board of Supervisors for the Township of White Bear, Ramsey County, Minnesota, approved this registered land survey.

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

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

3) Property Tax Certificate

Property Tax, Records and Election Services Department

Pursuant to Minnesota Statutes, [Section 508.47, Subd. 4](#) (and/or [Section 508A.47, Subd. 4](#)), taxes payable in the year \_\_\_\_\_ on the land hereinbefore described have been paid. Also, pursuant to [Minnesota Statutes, Section 272.12](#), there are no delinquent taxes and transfer entered this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

Christopher A. Samuel, Ramsey County Auditor/Treasurer

By \_\_\_\_\_, Deputy

4) County Surveyor Certificate

County Surveyor

Pursuant to Minnesota Statutes, [Section 383A.42](#), this registered land survey is approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
Craig W. Hinzman, L.S.  
Ramsey County Surveyor

5) Registrar of Titles Certificate

Registrar of Titles, County of Ramsey, State of Minnesota

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

\_\_\_\_\_  
Deputy Registrar of Titles

# **PART III**

## **GRAPHICS**

## 1. SHEET SIZE

Plat and RLS sheet size shall be 22 inches by 34 inches. (Minnesota Statutes, [Section 505.021, Subd. 1](#)) (Also see Minnesota Statutes, Sections [508.47](#) and [508A.47](#), Subdivision 4, for an RLS).

## 2. BORDER

A border line shall be placed one-half inch inside the outer edge of the sheet on the top and bottom 34-inch sides; and the right 22-inch side; and two inches inside the outer edge of the sheet on the left 22-inch side. (Minnesota Statutes, [Section 505.021, Subd. 1](#)) (Also see Minnesota Statutes, Sections [508.47](#) and [508A.47](#), Subdivision 4, for an RLS)

## 3. DIRECTIONS, ORIENTATION OF DIRECTIONS AND PLAT ORIENTATION

### A. DIRECTIONS

- 1) All straight line segments of the plat shall be labeled with the length of the line and bearing or azimuth. (Minnesota Statutes, [Section 505.021, Subd. 5](#))
- 2) All bearings or azimuths shall be expressed to the nearest second.

### B. ORIENTATION OF DIRECTIONS

- 1) A north arrow and directional orientation note shall be shown. (Minnesota Statutes, [Section 505.021, Subd. 5](#))
- 2) A monumented line shown on the plat may be used as a directional orientation reference.
- 3) The statement, ***all bearings are on an assumed datum, shall not*** be used.

*Examples of acceptable form:*

- a) The west line of the NW 1/4, Sec. 3, T.30, R.22, is assumed to have a bearing of N 00°00'00" E.
- b) For the purposes of this plat, the north line of Block 1, J. D. ADDITION, is assumed to have a bearing of N 90°00'00" E.
- c) Orientation of the bearing system of this plat is based upon the west line of the NW 1/4, Sec. 3, T.30, R.22, which has an assumed bearing of N 00°00'00" E.
- d) Orientation of this bearing system is based upon Minnesota State Plane Coordinate System, South Zone, NAD 1983, 1986 Adjustment
- e) Orientation of this bearing system is based upon Ramsey County Coordinates, North American Datum of 1983, 1986 Adjustment.

(continued on next page)

### C. PLAT ORIENTATION

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

### 4. MONUMENTATION

- A. The plat must depict that durable magnetic markers have been set at all angle and curve points, where practical, on the outside boundary lines of the platted lands prior to recording the plat. Durable magnetic markers may be set at other angle and curve points, or must be set where required by the local governmental unit, prior to recording the plat. Where durable magnetic markers were not set at all other block, lot, outlot, park, survey line, and witness locations prior to the recording of the plat, the plat must also indicate that they shall be set within one year after recording the plat (Minnesota Statutes, [Section 505.021, Subd. 10](#)). A symbol shall indicate the position of all found and set plat monuments, along with a description of each (Minnesota Statutes, [Section 505.021, Subd. 5](#)).
  - B. Any monument or permanent evidence of the survey shall have affixed thereon the license number of the land surveyor certifying the plat. (Minnesota Statutes, [Section 505.021, Subd. 10](#)) No previously existing survey corner posts, reference monuments or landmarks evidencing property lines will be removed or destroyed by the land surveyor making the new survey. ([Minnesota Statutes, Section 505.32](#)).
- 1) A statement or note on the plat shall identify the type and size of monument set, or that will be set, with the license number of the land surveyor certifying the plat affixed thereto. All plat monuments should be durable monuments made of ferrous material. Whenever or wherever a plat monument is not practical to set, the County Surveyor and the local governmental unit may determine what type of durable magnetic witness monument should be placed, and its location.

*Example:*       ○ – denotes 1/2 inch by 14-inch iron pipe monument set and marked by License No. \_\_\_\_\_.

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

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

*Example:*       ● – denotes a 1/2 inch iron pipe monument found and marked by License No. \_\_\_\_\_, unless shown otherwise.

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

- 3) There should not be any monument symbol shown at angle and curve points on the plat where monuments will be set after the recording of the plat.

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

*Example:*

Any block, lot, outlot, park, and survey line angle and/or curve point location on this plat, and any witness monument location on this plat, where no monument symbol is shown, indicates where a \_\_\_\_ inch by \_\_\_\_ inch iron pipe with a cap marked by License No. \_\_\_\_\_ will be set, and which shall be in place within one year after the recording of this plat.

- D. All boundary lines shown on the plat shall terminate at the perimeter of the symbols which depict found or set plat monuments.
- E. Any judicial landmark, used as a plat monument, must be shown and designated as *J.L.M* on the plat. If a judicial landmark is called for in the description and was not found, there shall be no judicial landmark monument symbol shown and the location shall indicate *J.L.M. Not Found*.
- F. All United States Public Land Survey corners, including witness monuments, which controls the location of the boundary of the platted lands shall be shown. These corners shall be labeled with reference to section, township and range. The type of monument and by whom set, if known, shall also be designated. These corners and monuments shall also be referenced on the plat by distance and direction.

*Examples:*

- – NW Cor. Sec. 8, T.29N, R.22W, found 3/4 inch Iron Pipe
- ⊙ – W1/4 Cor. Sec. 17, T.30N, R.22W, Ramsey County Cast Iron Monument
- – NW Cor. Sec. 6, T.30N, R.23W, 8 inch x 8 inch Ramsey County Granite Monument
- ⊙ – Witness Monument to NE Cor. Sec. 25, T.30N, R.23W, Ramsey County Cast Iron Monument

- G. All plats must show references by distance and direction to at least two existing United States Public Land Survey corners or other reference monuments as determined by the County Surveyor.
- H. Monuments found in place from previous surveys that determine the location of the boundary of the platted lands should be shown. These monuments should be referenced on, or to, the new plat boundary by distance and direction.
- I. Wherever the boundary lines of the platted lands extend into any existing public way plat monuments **may** be set at those outside boundary corners, or witnessed where impracticable to set. The road authority should be consulted regarding the type of monuments allowed set in road surfaces. Permits may be required to do so **and the proper number and placement of safety cones, signs, devices, vehicles and personnel, with proper safety attire, should be deployed according to the Minnesota Manual on Uniform Traffic Control Devices.**

## 5. LINE WIDTHS

All lot, block, and outlot lines shall be drawn as a solid line (Minnesota Statutes, [Section 505.021, Subdivision 4](#)). The plat should have at least four distinct line widths according to the following:

<i>Widest</i>	Boundary of Platted Lands
.	Blocks, Outlots and Parks
.	Lots and Tracts
<i>Narrowest</i>	Easements, Center Lines, Survey Lines, Wet Land Edges, Section Lines, Description Lines, etc.

## 6. TEXT SIZE

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

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

Text used on the plat shall not be smaller than eight-point type (Minnesota Statutes, [Section 505.021, Subdivision 5](#)).

## 7. BLOCK AND LOT NUMBERS

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

## 8. PARKS

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

*Example:* Park

*Example:* Rice Park

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

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

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

## 9. OUTLOTS

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

## 10. DETAILS

- A. Details of small congested areas may be needed. If more than one detail is necessary, label each detail consecutively beginning with the letter "A".
- Example:* Detail A, Detail B, etc.
- B. Details shall indicate its north orientation and be drawn to scale if possible and the scale shall be shown on the detail. If gross exaggeration is necessary, note that the detail is not drawn to scale.

## 11. MATCH LINES

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

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

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



## 12. PUBLIC WAYS

- A. All public ways shall be named or identified on the plat (Minnesota Statutes, [Section 505.021, Subdivision 6](#)).
- B. Double designation of any public way will have the road authority shown.  
  
*Examples:*      Plumb Drive (C.S.A.H. No. 6)              Transit Blvd. (S.T.H. No. 25)
- C. The name of any vacated and described underlying platted public way shall be dotted on the plat. See Section 19, on Page 36, when the plat includes a vacated platted public way.
- D. The name of any public way adjoining the plat boundary, not within the plat boundary, shall be shown in dotted letters. The width of any adjoining public way must be shown in solid Arabic numerals (Minnesota Statutes, [Section 505.021, Subdivision 6](#)).
- E. If an adjoining public way is intersected by another public way that is also outside the plat boundary, the name of any intersecting public way must also be dotted on the plat, but its width need not be shown.
- F. Adjoining railroads will be treated in the same manner as above.
- G. The center lines of public ways may be shown on the plat with all corresponding data.
- H. Where an adjoining right-of-way has been surveyed according to the description of record and is shown upon the plat or registered land survey, the Document Number or Book and Page numbers of the recorded description shall be shown. The plat shall also show all courses of the location line described in the instrument that will control that portion of the right-of-way pertinent to the plat.
- I. When the boundary of a plat is the center line of a public way, traveled or vacated, that center line must be labeled.
- J. When a right-of-way line has been monumented by the road authority, that right of way line must be labeled and the controlling monumentation must be shown and identified.

## 13. DIMENSIONS

- A. Distances shall be shown for each individual line of each lot within the plat.
- B. All distances shall be expressed in feet and hundredths of a foot.
- C. Public way widths or easement widths need not be expressed to the hundredth of a foot if they are exact values, i.e. 66 or 33, etc. These widths may be defined in the legend.
- D. Distances recited in the description as chains, rods, etc., must be shown on the plat together with the equivalent distance in feet and hundredths of a foot.
- E. Ditto marks and foot and inch symbols shall not be used on a plat (Minnesota Statutes, [Section 505.021, Subdivision 5](#)).

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

#### 14. CURVE DATA

- A. All curved lines shall show the central angle expressed to the nearest second, and radius and arc lengths expressed to the nearest hundredth of a foot.
- B. Segments of center line curves may show arc length and central angle only. Each arc length and central angle shall be shown to the same technical precision as noted in Subsection 14A above.
- C. All curved line segments of the plat shall be labeled with the central angle, arc length, and radius length (Minnesota Statutes, [Section 505.021, Subdivision 5](#)).
- D. Non-tangential curves must be labeled **“not tangent”** at its non-tangential end(s). The long chord direction must be shown. Abbreviate as follows:
  - C. **Brg.** denotes chord bearing
  - C. **Az.** denotes chord azimuth
  - C. denotes chord distance (if voluntarily shown)
- E. The use of **L=** for the length of curve is optional, however, if the length of any curve is labeled **L=** then every length of curve on the plat must be so labeled.
- F. Dashed radial lines at the ends of all curves shall be extended far enough toward the radius point to clearly indicate the direction of curvature. The dashed radial lines are not meant to indicate a tangent curve.
- G. If a curved line constitutes a line of more than one lot or outlot, the central angle and arc length for each segment must be shown.
- H. Tabulation of curve data is discouraged.
- I. Curve data may be shown along the center line of public ways. Curve data shall be complete on both sides of public ways within the plat boundaries.

## 15. WATER BOUNDARIES

### A. WATER BOUNDARY LINES

Any water boundary abutting or lying within the plat boundaries shall be shown and identified on the plat as a solid line delineating the then existing shore line (Minnesota Statutes, [Section 505.021, Subdivision 8](#)). The shore or margin of wet lands which do not form a boundary of or within the plat shall be shown as a dashed line. See Section 5 herein for line width hierarchy.

### B. SURVEY LINE (See Minnesota Statutes, [Section 505.021, Subdivision 8](#))

- 1) When any parcel depicted on the plat includes water as a boundary, a dashed survey line shall be shown and labeled with sufficient mathematical data to compute a closure of said parcel.
- 2) Every survey line shall be shown as a dashed line on the plat and must be labeled "SURVEY LINE."
- 3) The bearing or azimuth between angle points of the survey line shall be shown.
- 4) The overall distance between angle points of the survey line shall be shown.
- 5) The distance between lot lines, as measured along the survey line, shall be shown.
- 6) The approximate distance along each lot and boundary line from the survey line to the water boundary shall be shown; the approximate distance from all angle points on the survey line to the water boundary shall be shown.
- 7) Plat monuments must be placed at any location where the survey line intersects plat boundary lines, block, lot, outlot and park lines, and at all angle points along the survey line.
- 8) The angle points of all survey lines associated with a plat exterior water boundary should be monumented prior to recording the plat. All other plat monuments on the survey line(s) shall be set when interior block, lot, outlot, park corners and witness monuments are set.

### C. BENCHMARK AND ELEVATIONS (Minnesota Statutes, [Section 505.021, Subdivision 8](#))

- The water elevation of any lake, stream, or river depicted on the plat shall be expressed to the tenth of a foot along with the date the elevation was measured.
- The highest known water elevation shall be indicated on the plat if the data is available from the Department of Natural Resources, the United States Army Corps of Engineers, or another appropriate governmental unit.
- If the highest known water elevation data is unavailable from the agencies listed above, the plat must so state.

(continued on next page)

- All elevations shall be referenced to a durable benchmark described on the plat together with its location shown and benchmark elevation to the hundredth of a foot. If a mean sea level adjusted datum benchmark is available within two miles of the land being platted, all elevations shall be referenced to the datum. Whenever obtaining a mean sea level elevation on the benchmark is impractical, a local datum may be used.

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

*EXAMPLES OF WORDING FOR LAKE DATA:*

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

WATER ELEVATION:        As of June 10, 2015 = 929.4 feet (N.A.V.D.-1988)

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

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

D. WET LAND

- 1) The determination of whether an area is wet land shall be the professional judgment and responsibility of the land surveyor signing the plat.
- 2) Where it's impracticable to set a plat monument at a plat boundary corner or any block, lot, outlot, park or tract corner that is located within a wet land, a witness monument shall be set. A survey line and all other pertinent data, as set forth in Subsection 15B above, may be required.

**NOTES:**

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

## 16. EASEMENTS

TEMPORARY EASEMENTS SHALL NOT BE SHOWN ON THE PLAT.  
(Minnesota Statutes, [Section 505.021, Subdivision 7](#))

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

### A. EXISTING DRAINAGE AND UTILITY EASEMENTS

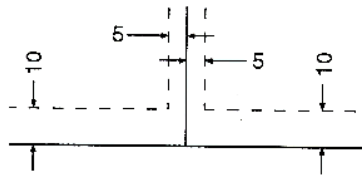
- 1) Any recorded drainage easement and/or public utility easement existing prior to platting, are encumbrances upon the property being platted and should be shown on the plat.
- 2) These existing drainage and utility easements together with the record document number should be shown on the graphic portion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

### B. CREATED DRAINAGE AND UTILITY EASEMENTS

All easements to be dedicated on the plat shall be depicted on the plat with purpose, identification, and sufficient mathematical data to locate the boundaries of the easements. Easements created on the plat shall be limited to drainage easements, public ways, and utility easements as defined in Minnesota Statutes, [Section 505.01, Subdivision 3, paragraphs \(b\), \(h\), and \(j\)](#).

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

Drainage and utility easements are shown thus:

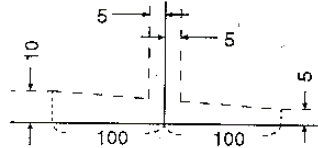


Being five feet in width and adjoining side lot lines and being 10 feet in width and adjoining public ways and rear lot lines, unless otherwise indicated on this plat.

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

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

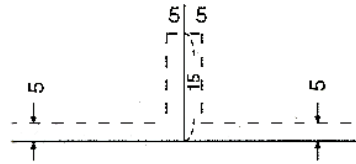
Drainage and utility easements are shown thus:



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

*Example 3:* Typical statement and illustration where boundary lines of easements are uniform in width wherever shown on the plat.

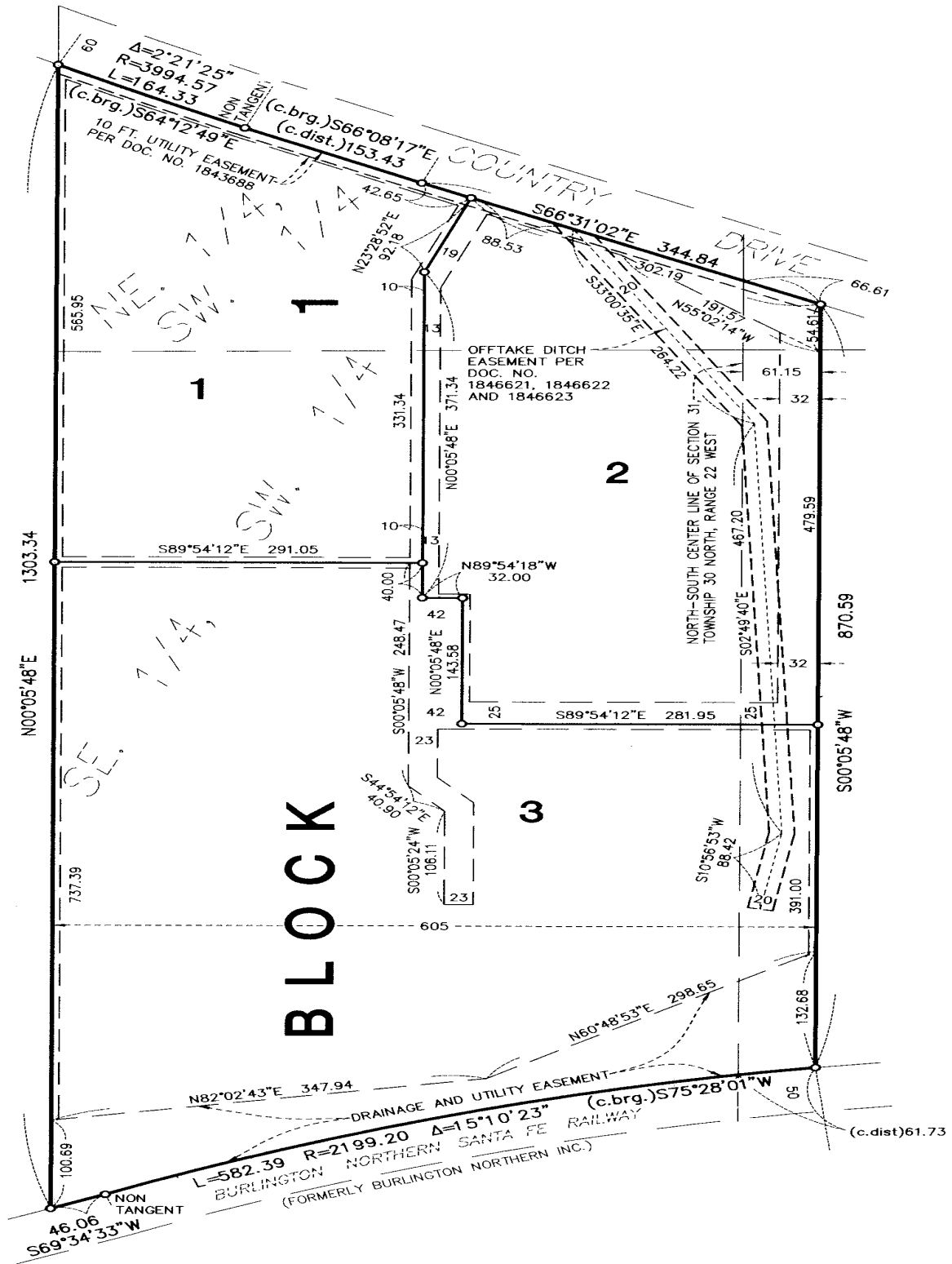
Drainage and utility easements are shown thus:



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

(See next page for another example)

Example 4: When drainage and/or utility easements are shown on a plat and cross each other, this example may serve as a guideline.



## 17. ADJOINING PROPERTY

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

## 18. ADJOINING AND/OR UNDERLYING PLAT DIMENSIONS

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

*Example:* 237.65 Plat                      or                      237.65 MOYER ADDITION

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

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

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

*Example:* 300.00 Deed                      300.00 Described  
                  298.85                              298.85

A note in the legend shall identify the deed referred to. See example below:

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

## 19. REPLATS

- A. Relevant underlying platted property must be shown including plat name, blocks, lots, outlots, tracts, parks, and public ways with names and widths.
- B. Refer to plat distance only, as shown in Subsection 18A above. Do NOT include bearings, delta angles or angles from underlying plats.
- C. Any active underlying platted public way and public utility and/or drainage easements should be shown on the new plat. If any of those easements have been vacated this should be noted on the new plat together with the vacation resolution’s recorded document number.



## 20. BOUNDARY DESIGNATION

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

## 21. ARROWED LINES

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

## 22. SECTION SUBDIVISION LINES

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

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

All quarter-quarter sections and government lots within the boundary lines of the plat should be identified by dotted lettering on the plat.

*Example:*

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

**24. LEGEND**

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

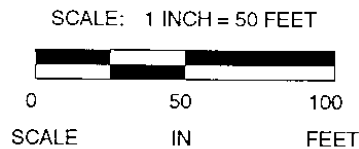
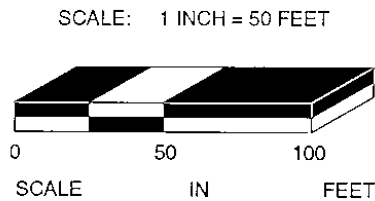
- Denotes monument set (*define*)
- Denotes monument found (*define*)
- Dashed line Shore or margin of wet lands which do not form a parcel boundary
- Benchmark
- Utility easement detail

Any block, lot, outlot, park, and survey line angle and/or curve point location on this plat, and any witness monument location on this plat, where no monument symbol is shown, indicates where a \_\_\_\_ inch by \_\_\_\_ inch iron pipe with a cap marked by License No. \_\_\_\_\_ will be set, and which shall be in place within one year after the recording of this plat.

**25. PLAT SCALE**

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

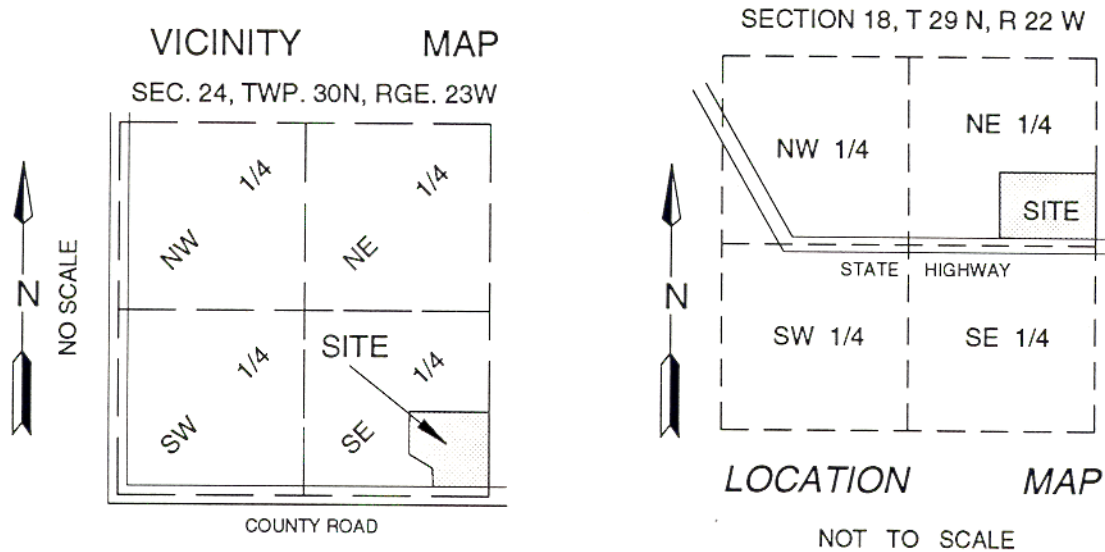
*Examples:*



## 26. VICINITY OR LOCATION MAP

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

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



## 27. SHEET NUMBERING

- A. Plats consisting of more than one sheet shall be numbered consecutively (Minnesota Statutes, [Section 505.021, Subdivision 1](#)) with the individual sheet number and the total number of sheets shown in the lower right corner of the plat outside of the border.

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

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

## 28. CLOSURE TOLERANCE

The mathematical closure tolerance of the plat boundary, the blocks, the lots, the outlots and parks must not exceed 2/100 of a foot (Minnesota Statutes, [Section 505.021, Subdivision 5](#)).

## 29. CONTROLLED ACCESS

Since all roads within Ramsey County have some sort of controlled access, no symbology of "controlled access" is allowed to be shown on the plat. Showing controlled access along one public way and not along other public ways may be misleading.

### 30. EXCEPTIONS

- A. Where a specific parcel is recited in the description text as being an exclusion to the basic plat parcel the word *EXCEPTION* should be used to label and identify the excluded parcel.
- B. Where a specific parcel is recited in the description text as being an exclusion to the basic plat parcel and a portion of that excluded area is subsequently included in the plat description text the remaining portion of the excluded area should be identified and labeled with the word *EXCEPTION*.
- C. On the graphic portion of the plat the word *EXCEPTION* should be shown in solid, fine lined capital letters in the area being excluded.

### 31. NOTARIAL ACT

A notarial act must be evidenced by a certificate physically or electronically signed and dated by a notarial officer in a manner that attributes such signature to the notary public. The notary's name as it appears on the official notarial stamp and on any jurat or certificate of acknowledgment and in the notary's commission must be identical ([Minnesota Statutes, Section 358.47](#)).

The seal of every notary **may** be affixed by a stamp that consists of the seal of the state of Minnesota, the name of the notary as it appears on the commission or the name of the ex officio notary, the words "Notary Public," or "Notarial Officer" in the case of an ex officio notary, and the words "My commission expires ..... (or where applicable) My term is indeterminate," with the expiration date shown on it, and must be able to be reproduced in any legibly reproducible manner if used ([Minnesota Statutes, Section 359.03, Subdivision 3](#)).

**Out of state jurisdictions may differ from this and may differ from the examples provided in Part II of this manual.**

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

### 32. AUDITOR'S SUBDIVISION

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

**NOTE:**

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

### 33. THREE DIMENSIONAL PLATS

Consult the land subdivision authority regarding any restrictions and requirements on three dimensional plats within its jurisdiction.

Multi-level plats must include a profile view or cross sectional view, with elevations.

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

All standards set forth in this manual shall apply.

### 34. LEGIBILITY

All letters, numbers and symbols that have spherical parts i.e., 5, e, g, 8, 0, etc., which shall also include degree symbols, must be open to insure legibility of the photographically reproduced official plat. Also see Section 6 above regarding text size.

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

### 35. ABBREVIATIONS

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

*Examples:*

R = Radius of curve	L = Length of curve		
T = Tangent of curve	C. = Chord of curve		
C. Brg. = Chord Bearing	$\Delta$ = Central angle		
Addition	ADD.	Parkway	PKWY.
Auditor	AUD.	Place	PL.
Avenue	AVE.	Point of curvature	P.C.
Benchmark	BM.	Point of compound curvature	P.C.C.
Block	BLK.	Point of reverse curvature	P.R.C.
Book	BK.	Point of tangency	P.T.
Boulevard	BLVD.	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.
Page	PG.	Vacated	VAC.

## 36. SIGNATURES

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

## 37. PLATTING REGISTERED LAND (TORRENS)

When a plat includes registered land:

The owner(s) who sign(s) the plat must use the identical name(s) that appear(s) on the relevant Certificate(s) of Title.

Unless allowed by the Registrar of Titles “also known as” phrases may not be used.

The parcel description text on the plat should be identical to the land description on the relevant Certificate(s) of Title. Arabic numerals shall be used on the plat to designate distances, degrees, minutes, seconds, government lots, sections, townships and ranges, etc.

The descriptions of vacated public ways must become a part of the description body on the Certificate of Title as determined by a Court Order or by Examiner of Titles directive.

When part of the lands described in the body of the Certificate(s) of Title is subject to a fee title taking by eminent domain proceedings, as memorialized on the Certificate(s), a Directive issued by the Examiner of Titles, Ramsey County, may be necessary to create a residue Certificate of Title for the land owner. The parcel description on the plat must be amended to conform to the land description on the residue Certificate(s) of Title. Please contact [the Examiner’s office](#) for details.

The description of any part of a Torrens parcel when electively not included in the plat (*the residue*) should be a simple fraction or quantity of the Torrens Parcel.

If the residue is not described by a simple fraction or quantity, the land surveyor, who prepared the proposed final plat, should provide a legal description of the remnant Torrens parcel. If the residue is not described by a simple fraction or quantity, recording a registered land survey may be required by the Registrar of Titles prior to recording the plat. Recording that RLS will change the legal description text on the plat. Consider including within the plat any proposed residue Torrens parcel as an individual lot or outlot.

See page 12 when the lands being platted are owned by a trustee.

See page 18 for the Registrar of Titles recording certificate on a plat.

See pages 19 through 22 for registered land survey requirements.

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