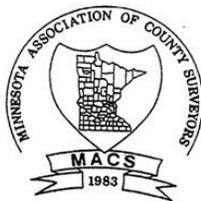




## Addendum

to the

# MANUAL OF GUIDELINES FOR PLATTING IN MINNESOTA



Inside cover

## Introduction

The **Washington County Addendum to the Manual of Guidelines for Platting in Minnesota** is a publication of the Survey and Land Management Division of Washington County Public Works. Hereinafter referred to as *the Addendum*, it provides guidance specific to platting in Washington County.

Please use the Addendum to identify areas where local requirements and/or county policies supplement (or differ from) the requirements set forth in the Manual of Guidelines for Platting in Minnesota [MSPS/MACS, 2009] hereinafter referred to as *the Manual*.

The Addendum (used with the Manual) supports compliance with Minnesota Statutes, professional standards, local requirements, and Washington County policies.

Part 1 of the Addendum covers *plat submittal* requirements and *review fees* for Washington County. Parts 2 and 3 follow particular sections or subsections on *documentation* and *graphics* in the Manual. Page numbers from the Manual are cross referenced in each applicable section of the Addendum. Part 4 covers the *steps to record* the plat and are specific to Washington County.

Always give careful consideration to any statute, ordinance, administrative rule, or policy that may be in conflict with the recommendations and guidelines contained in the Washington County Addendum.

Direct any questions or comments regarding this Addendum, and/or subdivision plats, to:

Washington County Public Works Department – Survey Division  
11660 Myeron Road North  
Stillwater, Minnesota 55082  
Telephone: (651) 430-4300

[surveyor@co.washington.mn.us](mailto:surveyor@co.washington.mn.us)

[www.co.washington.mn.us/surveyor](http://www.co.washington.mn.us/surveyor)

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# PART 1

## DOCUMENT SUBMITTAL

# 1. Preliminary Plan

## A. Cities; and Townships not subject to Chapter 3 of the Washington County Development Code

- If the proposed plat is located within any city in Washington County, or any township in Washington County that is not subject to Chapter 3 of the Washington County Development Code, prepare the preliminary plans according to the local government unit's subdivision ordinance.
- All approvals required by the city/township must be fulfilled prior to submitting the proposed plat to the County Surveyor. Approvals may include:
  - Planning Commission
  - City Council/Town Board
  - State and/or County Highway Engineer (See page 34, Appendix)
  - Watershed District approval/permit (See map on page 35, Appendix)

## B. Townships subject to Chapter 3 of the Washington County Development Code

- If the proposed plat is located within a township that has chosen to be subject to Chapter 3 of the Washington County Development Code, prepare the preliminary plans according to the county subdivision ordinance as well as the respective township subdivision ordinance.
- The Washington County Subdivision Ordinance is outlined in **Chapter 3 of the Washington County Development Code**. View the Development Code on the web at [www.co.washington.mn.us/surveyor](http://www.co.washington.mn.us/surveyor) under the heading for “**Zoning**.”
- Plats in subject townships will require approval by the Washington County Plat Commission. See page 36 of the Appendix.
- Various approvals may be necessary prior to recording the plat. Timing the approvals will be determined by the township subdivision ordinance; and may include:
  - Township Planning Commission
  - Town Board

- Washington County Plat Commission (See page 36, Appendix)
- State and/or County Highway Engineer (See page 34, Appendix)
- Watershed District approval/permit (See map on page 35, Appendix)

## 2. Proposed Plat

### A. County Surveyor's Review

After the preliminary plan is approved by the city/township, the proposed plat may be submitted to the County Surveyor to begin the review process. The County Surveyor's review will include the following:

- ✓ *Mathematical closure*
- ✓ *Compliance with applicable Minnesota Statutes*
- ✓ *Compliance with the Manual of Guidelines for Platting in Minnesota*
- ✓ *Compliance with Washington County specific rules/regulations and items outlined in this Addendum*

**Please check your plat for errors and omissions before you submit your plat to the County Surveyor.** Plats received with an excessive number of errors and omissions may result in the plat being returned *without* a complete review performed.

### B. Plat Review Fees

#### **Subdivision Plats, Minor Subdivisions, and Registered Land Surveys:**

- The base fee is \$400.00.
  - Add \$40.00 for each lot, outlot, or tract.
  - The minimum fee is \$600.00 (any plat with 1 to 5 lots, tracts, etc.).
- Minor Subdivision Plats are subject to the minimum fee.
- The review will not commence until the correct fee has been received.
- If more than 3 reviews are necessary, a \$450.00 fee will be charged for the fourth review and each additional review thereafter.

#### **Revision fees:**

- A \$160.00 fee will be charged when revisions are made that affect plat lines after the initial review is in progress.

- Plus \$40.00 per revised or additional lot, outlot, or tract.
- If **substantial revisions** are made after the initial review is in progress, an entirely new plat review fee may be charged.
  - Such revisions include, but are not limited to: revised plat description; revised exterior boundary; revised street, block, lot, or tract layout.
  - What constitutes substantial revisions will be determined by the County Surveyor's Office.

### C. Plat Submittal Requirements

- Calculate the initial review fee:
  - Use the fee schedule on page 3 for all Plats and Registered Land Surveys.
  - Minor Subdivision Plats are subject to the minimum review fee, and any potential revision fees, and any potential fees after the third review. See the fee schedule on page 3.
  - Any application fee paid to the Plat Commission is completely separate from plat review fees. (See page 36 in the Appendix for more information on the Washington County Plat Commission regarding land divisions in any township subject to Chapter 3 of the Washington County Development Code.)
- Make check payable to: **Washington County**
- Submit **two (2) copies** of the proposed plat/RLS/minor subdivision.
- Submit a current copy of one (1) of the following:
  - Opinion of Title – prepared by an attorney
  - Title Insurance Policy
  - Commitment to Insure
- Email ([publicworks@co.washington.mn.us](mailto:publicworks@co.washington.mn.us)), Mail or deliver proposed plat and fee to:

Washington County Public Works Department - Survey Division  
 11660 Myeron Road North  
 Stillwater, MN 55082

See page 40 in the Appendix for route locations.

**D. Subdividing Land in a Township subject to Chapter 3 of the Washington County Development Code:**

- Any major or minor subdivision of land in a township that has chosen to be subject to Chapter 3 of the Washington County Development Code must also receive to a separate review by the Washington County Plat Commission. Please refer to page 36 in the Appendix for more information on Plat Commission.
- For more information on minor subdivisions in townships, please refer to page 37 in the Appendix.

**E. Notes:**

- Title opinions, insurance policies, and commitments must be current within 30 days of *recording* the plat.
- All plats are reviewed in the order received and paid.
- No review will begin until the correct fee amount has been received.
- For any plat abutting state and/or county right-of-way, please refer to Plat Review by Transportation Department(s) on page 34 in the Appendix.
- Any proposed plat which has been inactive in the County Surveyor's Office for more than 120 days may be subject to further review and additional fees upon resuming activity.

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PART 2  
DOCUMENTATION

# 1. Plats

(Supplemental to page 4 of the MSPS/MACS Manual)

## A. Plat Name

- Make the plat name using capital letters from the English alphabet.
- Do not use punctuation marks or underline the plat name.
- A proposed plat name will be compared with plats of record in the office of the County Recorder/Registrar of Titles. The name of (unrecorded) proposed plats will be reserved and protected from duplication for a period of one (1) year. When one year has elapsed with no further activity on the proposed plat, the Surveyor's Office may discard the file and the plat name reservation will expire.

## B. Miscellaneous Notes:

- The County Recorder/Registrar of Titles will not record a plat that creates a parcel which is partially Torrens and partially abstract property. To comply with this requirement, lot lines on the proposed plat must coincide with existing boundaries of the registered property.
- When writing new land descriptions, the recommended guidebook is Fant, Freeman & Madson on Writing Land Descriptions [MSPS 2011]. Previous editions are known as Report Four.
- Partnerships apparently have no limitation to form. Therefore, each partnership will be regarded individually until such forms are standardized. Partnerships must identify in which state it is organized and the type of partnership (e.g., limited, etc.).
- If the owner is listed on the deed (*or contract, or mortgage*) individually, and the individual is married, the spouse must be included in the instrument of dedication.

*Example:*

Olaus S. Olson and Engeborg B. Olson, husband and wife, fee owners of . . .

- A plat executed under the statute must be joined in by any mortgagee (the bank or lender) as well as the fee owner. [Op. Atty. Gen. 311, June 16, 1925]  
Furthermore, when a mortgagee is included on the plat, the plat must then be signed by an authorized representative.  
[Section 505.021, Subd. 3, Minnesota Statutes]

### C. Local Planning Commission Review and Approval

Planning Commission approval and signatures are required on the plat for certain cities and townships. Refer to the list of on page 38 in the Appendix. Please confirm with local authorities, since requirements may change.

<p><u>(City or Township Name) Planning Commission</u></p> <p>Approved by the Planning Commission of the (City or Township) of <u>(City or Township name)</u>, Minnesota, this ____ day of _____, 20__.</p> <p>Signed _____ Chair, Planning Commission</p> <p>Signed _____ Secretary, Planning Commission</p>
--

### D. Governing Body Approval Certificates

Plats that subdivide land are subject to the approval of the elected body of the local government unit. [Section 505.03, Subd. 1, Minnesota Statutes]

- City Council

<p><u>(City Name)</u></p> <p>This plat was approved by the City Council of <u>(City)</u>, Minnesota, this ____ day of _____, 20__, and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subd. 2.</p> <p>Signed _____ Mayor</p> <p>Signed _____ Clerk</p>
---

- Town Board

<p><u>(Township Name)</u></p> <p>This plat was approved by the Town Board of <u>(Township)</u>, Minnesota, this ____ day of _____, 20____, and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subd. 2.</p> <p>Signed _____ Chair</p> <p>Signed _____ Clerk</p>
---

**E. County Board Approval**

- Plats within unincorporated areas of the county (townships) with a population not exceeding 5,000 people require county board approval. [Section 505.03, Subd. 1, Minnesota Statutes]
- The county board has the power to control and regulate the platting of subdivisions of land and the laying out of streets and other public ways without the boundaries of municipalities. [Section 505.09, Subd. 1, Minnesota Statutes]
- The county board is prohibited from approving any plat lying in a town, which has appointed a planning and zoning commission unless the town board approves the plat and the laying of streets and other public ways shown on it. The approval must be endorsed on the plat and signed by the chair of the town board. [Section 505.09, Subd. 1a., Minnesota Statutes]

<p><u>Washington County Board</u></p> <p>I hereby certify that on the ____ day of _____, 20____, the Board of Commissioners of Washington County, approved this plat.</p> <p>Signed _____ Chair, County Board</p>
---

## F. County Surveyor Approval

- All plats prepared for recording are subject to approval by the Washington County Surveyor pursuant to Chapter 820, Laws of Minnesota, 1971.  
(See page 30, Appendix)

County Surveyor

Pursuant to Chapter 820, Laws of Minnesota, 1971, and in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

By \_\_\_\_\_ By \_\_\_\_\_  
Washington County Surveyor

## G. County Auditor/Treasurer Approval

County Auditor/Treasurer

Pursuant to Minnesota Statutes, Section 505.021, Subd.9 and Section 272.12, taxes payable in the year 20\_\_\_\_, on real estate hereinbefore described, have been paid; and there are no delinquent taxes, and transfer has been entered on this \_\_\_\_\_, day of \_\_\_\_\_, 20 \_\_\_\_.

By \_\_\_\_\_ By \_\_\_\_\_  
Washington County Auditor / Treasurer Deputy

## H. Recording Certificates

- Abstract property

<p><u>County Recorder</u></p> <p>Document Number _____</p> <p>I hereby certify that this instrument was recorded in the Office of the County Recorder for record on this _____ day of _____, 20 ____ at _____ o'clock ____ .M. and was duly recorded in Washington County Records.</p> <p>By _____ By _____ Washington County Recorder Deputy</p>
---

- Torrens Property

<p><u>County Registrar of Titles</u></p> <p>Document Number _____</p> <p>I hereby certify that this instrument was filed in the Office of the Registrar of Titles for record on this _____ day of _____, 20 ____ at _____ o'clock ____ .M. and was duly recorded in Washington County Records.</p> <p>By _____ By _____ Washington County Registrar of Titles Deputy</p>
--

## **I. Recommended Order of Documentation**

1. Instrument of Dedication (not required on a Registered Land Survey)
2. Signature of Owner(s) - Acknowledged by Notary Public
3. Surveyor's Certification - Acknowledged by Notary Public
4. Advisory Review - Township or City Planning Commission Approval
5. Governing Body - Township or City Approval
6. Board of County Commissioners - If Applicable
7. County Surveyor Approval
8. Auditor/Treasurer Filing Statement
9. County Recorder and/or Registrar of Titles

## **2. Registered Land Surveys**

(Supplemental to page 22 of the MSPS/MACS Manual)

### **A. Additional Requirements for RLS**

- Approvals will be in the manner required for subdivision plats.
- No tract may be dedicated to the public.
- The survey must be certified by the Land Surveyor, licensed in Minnesota, who prepared the survey.
- Provide two (2) film transparencies (mylar) for recording:
  - One will become the **Official Plat**
  - The other will serve as a **Copy**
- Refer to Section 508.47, Subd. 5, Minnesota Statutes, for RLS requirements.

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PART 3  
GRAPHICS

# 1. Orientation of Bearings and Plats

(Supplemental to page 29 of the MSPS/MACS Manual)

## A. Bearing Orientation

- Orientation to the Washington County Coordinate System (NAD 83/1986) is preferred.
- If the bearing orientation of the plat is referenced to a specific line, show and label that line on the plat.

## B. Bearings or Directions

- Show bearings (or azimuths) on the graphic portion of the plat in the same direction as called for in the property description.
- Show bearings (or azimuths) on all lines of the plat except where they are interior lines and are clearly parallel with adjacent lines.

# 2. Monumentation

(Supplemental to page 31 of the MSPS/MACS Manual)

- Terminate lot lines and/or block lines, etc. at the circumference or outer edge of monument symbols.
- Washington County requires that outlots and lands dedicated to the public be monumented in the same manner as block boundaries.
- Show ties from the plat boundary to at least 2 U.S. Public Land Survey corners by direction and distance.  
Note: Ties to section corners are not necessary on a replat where the underlying plat has been tied to the U.S. Public Land Survey System.
- A plat monument must be set at all angle and curve points on the exterior boundary of the plat prior to recording. [Section 505.021, Subd. 10, Minnesota Statutes]  
**Washington County performs field checks to ensure that monuments have been set as required by statute.**
- When it is not practical to set a plat monument due to water, an existing thoroughfare, or other obstacle, a witness monument may be set as depicted on the plat. [Section 505.021, Subd. 10, Minnesota Statutes]

### **3. Lettering Size**

(Supplemental to page 33 of the MSPS/MACS Manual)

- A document presented for recording must be sufficiently legible to reproduce a readable copy using the county recorder’s method of reproduction.  
[Minnesota Document Standards – Section 507.093, (7), Minnesota Statutes]
- Recommended minimum text size is 8-point type. This is equivalent to 0.08 inches, or 80 template size. Larger text sizes are preferred.  
[Section 505.021, Subd. 5, Minnesota Statutes]

### **4. Block and Lot Numbers**

(Supplemental to page 33 of the MSPS/MACS Manual)

- Consecutive lot or block numbering must not be continued from one plat to another.

### **5. Parks**

(Supplemental to page 34 of the MSPS/MACS Manual)

- Dedicate parks within the Owner’s Dedication Statement.

### **6. Outlots**

(Supplemental to page 34 of the MSPS/MACS Manual)

- When an Outlot line adjoins several individual lot lines, please show the overall distance for the Outlot in addition to each lot dimension.

### **7. Public Ways**

(Supplemental to page 35 of the MSPS/MACS Manual)

#### **A. Uniform Street Naming and Property Numbering**

- Name all public ways on the plat in conformance with the local governing body.
- Certain cities and townships in Washington County participate in the Uniform Street Naming and Property Numbering System.  
See page 39 in the Appendix for a map of participating communities.
- Refer to the Index Map of the Street Naming and Numbering System.  
The map is available by calling the County Surveyor’s Office.
- For any specific question on street names and address numbers in participating communities, please call the County Surveyor’s Office.

## **B. Plat Review by Transportation Department(s)**

- Any proposed plat which abuts a state or county highway must be reviewed by the appropriate road authority. See page 34 in the Appendix.
- Flow Chart for road authority review appears on page 33 in the Appendix.

## **C. Miscellaneous note on Public Ways**

- Label any adjoining right-of-way plats with stippled lettering.
- When there is dual designation of public ways, show the municipality's name first, followed by the highway name in parenthesis.

*Examples:*

Osgood Avenue North (Washington County Road No. 67)

Dellwood Road North (State Highway No. 96)

- Existing Access Control may be shown.
- When the right-of-way is of varying widths, label the centerline as described (book and page) or as traveled (date).

## **8. Curve Data**

(Supplemental to page 37 of the MSPS/MACS Manual)

- The right-of-way radius need not be shown when the R/W is concentric with the centerline.
- Label non-tangential curves as "not tangent" at the point of curvature. Show the chord direction for non-tangential curves or for curved line segments that do not have at least one tangent plat line segment either entering or exiting the curve.

## **9. Water Boundaries**

(Supplemental to page 38 of the MSPS/MACS Manual)

### **A. Benchmark and Elevations**

- If the plat abuts a public body of water which does not have a known established high water elevation as determined by the Minnesota Department of Natural Resources (Division of Water, Soils and Minerals) or by the United States Army Corps of Engineers, Washington County may require that a 100-year flood elevation be established for the purpose of determining lowest finished floor

elevations. Therefore, the following statement may be required to be shown on said plat:

The 100-year flood elevation of     (Name of Lake)     has been determined to be     (elevation)    . National Geodetic Vertical Datum of 1929, (NGVD29) or North American Vertical Datum of 1988, (NAVD88).

Any building to be constructed on a lot in     (Name of Plat)     shall not have a finished floor elevation lower than 2 feet above the 100-year flood elevation.

This datum shall remain in effect until such time as the State Department of Natural Resources Division of Water, Soils and Minerals, (or the U.S. Army Corps of Engineers) establishes the 100-year flood elevation at a greater or lesser elevation.

## **B. Wet Land**

- The surveyor preparing the plat is responsible for correctly locating, plainly showing and designating all “wet lands”, i.e.: rivers, streams, creeks, drainage ditches, lakes, ponds, swamps, as defined in Section 505.01, Subd. 3, (I), Minnesota Statutes
- Most municipalities are more restrictive and in addition to the statutory requirements, also require the identification and delineation of existing “wetlands” that are not addressed in Section 505.01, Subd. 3, (I). If required, these wetlands should be identified and delineated by a wetlands specialist or wetlands delineation expert. Show and label these “wetlands” on the plat with the individual or agency responsible for their delineation. The basic difference between “wet lands” and “wetlands” is as follows: a “wet land” is one of the types listed in Section 505.01, Subd. 3. The qualifying test is whether water is visible to the layperson, or individuals not specifically trained in the identification of hydric soils or hydrophytic vegetation types. Whereas, a “wetland” is a more encompassing label that includes those types listed in Section 505.01, Subd. 3, in addition to all other wetlands such as those categorized by the U.S. Fish and Wildlife Service (Circular 39, 1971). Some of these wetlands do not have visible water and identifying them is more difficult or impossible for the layperson without specific training in the identification of hydric soils or vegetative changes.
- When showing “wetland” boundaries (types not covered by Chapter 505 definition), draft with a fine dashed line. Label “WETLAND” in all capital letters in fine solid font within the wetland boundary.

- If a plat contains a wet land, wetland, watercourse, or public ditch which is listed, shown, or categorized as a Minnesota DNR protected water, please label as such on the plat and show the DNR inventory number.

## 10. Easements

(Supplemental to page 40 of the MSPS/MACS Manual)

### A. Existing Easements

- Show any public easement existing prior to the plat, and which is an encumbrance on the property being platted.  
Examples include: power line, pipeline, telephone, railroad, scenic, etc.
- Tie the existing easement by distance and direction to the proposed plat boundary.
- Label the existing easement with the document number, or book and page, of the recorded document that created said easement.
- Distinguish between existing easements and those created by the plat by using dashed line types that differ.
- Do not reference existing easements within the Owner's Dedication Statement on the proposed plat.

### B. Vacated Easements

- Vacate any existing or underlying easement that may be in conflict with the proposed plat **before** the proposed plat is recorded.
- Do not show vacated easements on the proposed plat. Exceptions can be made if the boundary of the vacated easement is pertinent to the plat or necessary for boundary retracement.
- Proof of vacation must be provided for any street, alley, drainage and utility easement, etc. that is vacated prior to recording the proposed plat.
- A city or township resolution to vacate a street, alley, easement, etc., is not considered proof of vacation unless the resolution has been properly recorded in the office of the County Recorder or Registrar of Titles.

## C. Created Easements

- Easements created by the plat are limited to drainage easements, public ways, and public utility easements as defined in Section 505.01, Subd. 3 and Section 505.021, Subd. 7, Minnesota Statutes.
- New easements must be dedicated to “the public” and not to any specific entity.

## 11. Adjoining Property

(Supplemental to page 43 of the MSPS/MACS Manual)

- Show lot lines, or lot and block numbers, of adjoining plats only if they are referred to in the description of the land being platted.
- Show the name of any public road adjoining the plat in stippled letters.
- Please do not label any adjoining property which has not been platted.
- Show and label any adjoining railroads.

## 12. Replats

(Supplemental to page 43 of the MSPS/MACS Manual)

- If a proposed plat is a re-plat of a recently recorded plat or a portion thereof, it is not necessary to tie the proposed plat to the U.S. Public Land Survey System, provided that the underlying plat was tied to the U.S. Public Land Survey System.
- Vacate any existing or underlying easement that may be in conflict with the proposed plat **before** the proposed plat is recorded. (See 10. B. on page 20.)

## 13. Vicinity Map or Location Map

(Supplemental to page 43 of the MSPS/MACS Manual)

- Identify prominent physical features within the section, such as highways, rivers, lakes, railroads, etc., on a vicinity or location map.

## 14. Minnesota Coordinate System

(Not addressed in the MSPS/MACS Manual)

- Coordinates based on the Minnesota Coordinate System may be shown on one or more points for supplemental information.
- See Sections 505.18 thru 505.28, Minnesota Statutes, for additional information.

## **15. Arrowed Designation Lines**

(Not addressed in the MSPS/MACS Manual)

- Use a dashed or dotted line type for arrowed lines (leader lines) that differ from other dashed or dotted line types shown on the plat.

## PART 4

### RECORDING THE PLAT

## 1. Final Review

- Upon review, the County Surveyor’s Office will inform the submitting surveyor, in writing, that “the proposed plat (*or Registered Land Survey*) complies with current standards, and you may proceed toward its completion.” In other words: make mylars, get the required signatures, and prepare to record the plat.

## 2. Material, Quantity and Specifications

- Submit plats for recording on 22 inch x 34 inch x 4 mil (.004 inch minimum thickness) stable base, double matte finish transparent mylar film with a chemically fixed permanent black photographic image.
- Submit two (2) film transparencies (mylar) of each sheet for recording.
  - One will become the **Official Plat**
  - The other will serve as a **Copy**
  - Washington County will add such label at top center, outside the border line.
- Do not fold plats. Plats in unsatisfactory condition will not be approved for recording.
- Please use **permanent, water-proof, black ink** for all signatures and dates.  
[Section 505.021, Subdivision 3, Minnesota Statutes]  
**Note:** The professional surveyor preparing the plat is in the best position to assure that permanent, water-proof, black ink is used for all signatures.

## 3. Procedure for Recording

### Step One: Land Surveyor’s certification

- The land surveyor, licensed in Minnesota, who surveyed and prepared the plat must certify the plat with their signature. (Refer to page 16, MSPS/MACS Manual)  
[Minn. Administrative Rules, 1800.4200 Certify and Signature on Plans]  
[Section 505.021, Subd. 9, Minnesota Statutes]
- A Notary Public must acknowledge the signature of the licensed land surveyor. The notary must clearly print in black ink (or stamp) his or her name with their signature, and print the commission expiration date in the space provided.
- The *Month* of all dates must be **spelled out in full**.
- The left margin of the plat is for book binding only.

## Step Two: Owner's signature

- All parties having an ownership interest in the plat must sign the Official Plat and copy(s). This includes the owner's spouse and any mortgagee.
- The mortgagee may provide a *Consent to Plat* in lieu of their signature on the plat. (Refer to page 9, MSPS/MACS Manual)
- Corporations having seals must affix their seal in the area of the corporation signatures.
- All signatures must be **exactly as written in the dedication**.
- A Notary Public must acknowledge the signature of the owner(s). The notary must clearly print in black ink (or stamp) his or her name with their signature, and print the commission expiration date in the space provided.
- The *Month* of all dates must be **spelled out in full**.
- On a Registered Land Survey (RLS), the owner's signature is not a requirement.

## Step Three: Local Government Unit and Planning Commission

- Certification of approval by the local elected government unit or an authorized official is required. See pages 9 and 10 for City and Township approval blocks. [Section 505.021, Subd. 9, Minnesota Statutes]
- Some local government units require advisory review and approval of subdivision plats. Cities and Townships that require a Planning Commission signature on the proposed plat are listed on page 38 in the Appendix.

## Step Four: County Surveyor

- **You must make an appointment** with the County Surveyor's Office when it is time to record the plat. **Phone: (651) 430-4300**
- We will confirm with the County Recorder (PRTS) to ensure that all platting requirements have been met.
- The County Surveyor will notify all associated county offices regarding the appointment time.

- Deliver the plat mylars (and any associated documents) to the County Surveyor for final approval and signature at the following address:

Washington County Public Works Department – Survey Division  
11660 Myeron Road North  
Stillwater, MN 55082

See page 40 in the Appendix for route locations.

### **Step Five: Auditor / Treasurer**

- After approval by the County Surveyor, the plat mylars must be delivered to:

Property Records and Taxpayer Services Dept. (PRTS)  
Washington County Government Center  
14949 62<sup>nd</sup> Street North  
Stillwater, MN 55082-0006

\*See map (page 40) for **route between Surveyor’s Office and Government Center.**

- The PRTS Department will perform the duties of the County Auditor/Treasurer.
- All delinquent and current taxes, including Green Acres payback, must be paid before the plat can be recorded/filed.
- A letter from the local municipality showing the reallocation of Special Assessments is required.
- All processing fees must be paid prior to filing.

### **Step Six: Recorder / Registrar**

- The PRTS Department will finish the process by submitting the plat mylars to the County Recorder and/or the Registrar of Titles.
- If the plat is within an **unincorporated township**, it must be approved at a regular meeting of the Board of Washington County Commissioners and signed by the Chairman prior to recording. The plat should be left with the County Recorder/Registrar of Titles to be presented to the Board for approval and signature at their next regular meeting.
- All recording fees must be paid prior to recording.

# APPENDIX

# Washington County Plat Review Checklist

Name of Proposed Plat: \_\_\_\_\_

## Research Sources

- \_\_\_\_\_ Section breakdown worksheet (NAD 83 or NAD 27); for coord's. and section subdivision.
- \_\_\_\_\_ Half Section and/or Eighth Section Maps; to check adjoining and underlying plats.
- \_\_\_\_\_ Parcel Mapping Section Folders; for documents listed on Section Maps.
- \_\_\_\_\_ Underlying and/or Adjacent Plats.
- \_\_\_\_\_ Adjacent R.O.W. Plats (MnDOT, Wash. Co. or Municipal)
- \_\_\_\_\_ Recorder/Registrar of Titles Office for deed, Cert. of Title, or easement documentation.
- \_\_\_\_\_ AS 400 for copy of Auditor's description and to check ownership.
- \_\_\_\_\_ Certificates of Survey Folders; for copies of surveys in area.
- \_\_\_\_\_ Section Folder; for Cert. of Surveys prior to 1980, or other pertinent information.
- \_\_\_\_\_ Aerial Photos; to check for wet lands.
- \_\_\_\_\_ National Wetlands Inventory Map; for DNR protected wetlands.
- \_\_\_\_\_ Adjacent railroad alignments.
- \_\_\_\_\_ Plat Index; to check plat name for duplication.
- \_\_\_\_\_ MnDOT File; if abutting State Highway, to check for MnDOT comments and requirements.
- \_\_\_\_\_ County Engineer File; if abutting Co. Highway or Co. Rd., to check for comments and requirements.
- \_\_\_\_\_ Plat Commission File; for plats in Townships, to check Plat Commission requirements.

## **Review Items**

- \_\_\_ Section Subdivision; compare with Wash. Co. subdivision
- \_\_\_ C.O.L. and/or C.M.R. or field ties; verify monumentation
- \_\_\_ Closure of Outside Boundaries; all mathematical data shown
- \_\_\_ Closure of Blocks, Lots & Outlots; all mathematical data shown
- \_\_\_ Curve data; delta, radius, & arc (each lot and overall), chord bearing where necessary
- \_\_\_ All Blocks & Lots numbered and Outlots lettered
- \_\_\_ Underlying Plat names, Block & Lot numbers shown (stippled)
- \_\_\_ Adjacent Plat names shown (stippled)
- \_\_\_ Proposed streets; named, correct naming sequence and spelling, width shown
- \_\_\_ Existing Roads; correctly shown, named, R.O.W. Plat No., documented or platted R/W widths only
- \_\_\_ Existing easements; shown & labeled, width, compare plat with record description and underlying plat
- \_\_\_ Proposed easements; drainage & utility only, compare to standard detail, closure
- \_\_\_ Wet Lands; shown and labeled (“two words”), DNR protected?, non 505 wetlands delineated by biologist
- \_\_\_ Shorelines; shown, lake/river name, water elev., date, highest water elev., B.M.
- \_\_\_ Survey lines; monument(s) at angle point(s), distance(s) to shoreline, distance(s) between lot lines
- \_\_\_ Controlled Access shown; not “right of access”, refer to R.O.W. plats and Engineer’s or MnDOT’s file
- \_\_\_ Verify compliance with MS505.03, Subd. 2, if applicable. See Co. Engineer’s or MnDOT’s comments
- \_\_\_ Section and section subdivision lines and corners correctly labeled
- \_\_\_ Outside boundary lines; correctly drawn and designated
- \_\_\_ Compare plat boundary data with adjoining plats
- \_\_\_ Monuments; set, found, size, type, RLS No., shown at all statute required locations
- \_\_\_ Leader lines and Match lines
- \_\_\_ Vicinity Map; north arrow (orient same as plat), section break down, street names
- \_\_\_ Plat north arrow and bearing orientation
- \_\_\_ Legend; check monument information, etc.
- \_\_\_ Bar scale and plat scale
- \_\_\_ Plat size; 22 inches x 34 inches, border lines
- \_\_\_ Abstract or Torrens; Certificate of Title No. shown for Torrens property?
- \_\_\_ Owner’s Certificate; owners of record? and notary
- \_\_\_ Legal Description in Dedication; compare to recorded documentation
- \_\_\_ Dedication; compare description to plat boundary, all thoroughfares listed with correct spelling
- \_\_\_ Surveyor’s Certificate; wording (MSPS), RLS number, notary
- \_\_\_ All Certificates conform to County Resolution
- \_\_\_ Plat name; check for duplication
- \_\_\_ Place a copy of completed review letter in O:\Interdepartmental\ParcelMaint\Surveyors Drop Box\REVIEW LETTERS
- \_\_\_ Plat Commission items (review copy of plat commission meeting minutes) for plats located in a Township
- \_\_\_ Add Plat checking information to the Harris Book Excel file (.xls)
- \_\_\_ Add date review letter is mailed out to the plat database and update Plat Reviewer information
- \_\_\_ Rotate drawing to Wash. Co. NAD83 (if necessary)

## Chapter 820, Laws of Minnesota, 1971

All subdivision plats and registered land surveys prepared for recording are subject to approval by the Washington County Surveyor, pursuant to Chapter 820, Laws of Minnesota, 1971.

Note: This is special legislation specific to Washington County and must be used instead of Section 389.09, Subd. 1, Minnesota Statutes.

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### CHAPTER 820—H.F.No.3065

[Not Coded]

*An act relating to Washington county; providing for approval of plats by the county surveyor and for the payment of fees in connection therewith.*

Be it enacted by the Legislature of the State of Minnesota:

**Section 1. WASHINGTON COUNTY; PLATS; APPROVAL.**  
In the county of Washington, each subdivision plat or registered land survey plat shall be approved by the Washington county surveyor before recording. The proprietor of the plat shall be charged a fee for such service in accordance with a schedule established by the Washington county board of commissioners.

**Sec. 2.** This act shall become effective only after its approval by a majority of the governing body of the county of Washington, and upon compliance with Minnesota Statutes, Section 645.021.

Approved June 4, 1971.

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## **Filing Surveys in Washington County**

In accordance with Section 389.08, Minnesota Statutes, Washington County Ordinance No. 10 requires that any survey of land made by a licensed land surveyor be filed with the County Surveyor.

### **Section 389.08, Minnesota Statutes, Filing of Surveys in Certain Counties**

“In any county in which there is a county surveyor who maintains an office on a full-time basis in a building maintained by the county for county purposes, the county board may by ordinance adopted in accordance with section 375.51, require that a licensed land surveyor who performs a survey of land for an individual or corporation must file a true and correct copy of the survey in the office of the county surveyor within 30 days after completion of the survey. The county surveyor shall determine the manner of filing, and all incidents thereof. All surveys so filed are public records and must be made available by the county surveyor at all reasonable times for inspection by any person.”

See Washington County Ordinance No. 10 on page 32 of this Appendix.

### **Certificates of Survey on file**

The County Surveyor maintains a record of each survey of land that is filed by a licensed land surveyor. These land surveys are available for public view during offices hours.

**Copyright laws apply.** Only those surveys made before March 1, 1989 can be photocopied. All other surveys are copyright protected.

Washington County Ordinance No. 10

WASHINGTON COUNTY, MINNESOTA

ORDINANCE NO. 10

AN ORDINANCE PROVIDING FOR THE FILING OF SURVEYS WITH THE COUNTY SURVEYOR.

THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MINNESOTA, DOES ORDAIN:

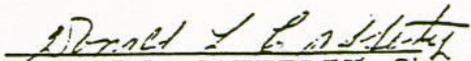
SECTION 1. Any registered land surveyor who shall perform a survey of land located within Washington County for an individual or corporation shall file a true and correct copy of the survey in the Office of the County Surveyor within 30 days after completion of said survey.

SECTION 2. The County Surveyor is hereby directed to draw up rules and regulations detailing the manner of said filing and incidents thereto..

SECTION 3. All surveys so filed shall be public records and shall be available at all reasonable times for inspection by any person under rules and regulations determined by the County Surveyor.

SECTION 4. This ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed by the Board of County Commissioners of Washington County, Minnesota, this 14 day of July, 1975.

  
DONALD L. CAFFERTY, Chairman  
BOARD OF COUNTY COMMISSIONERS

Attest:   
T. R. GREEDER  
County Auditor

Approved as to form and legality:  
  
Robert W. Kelly  
County Attorney

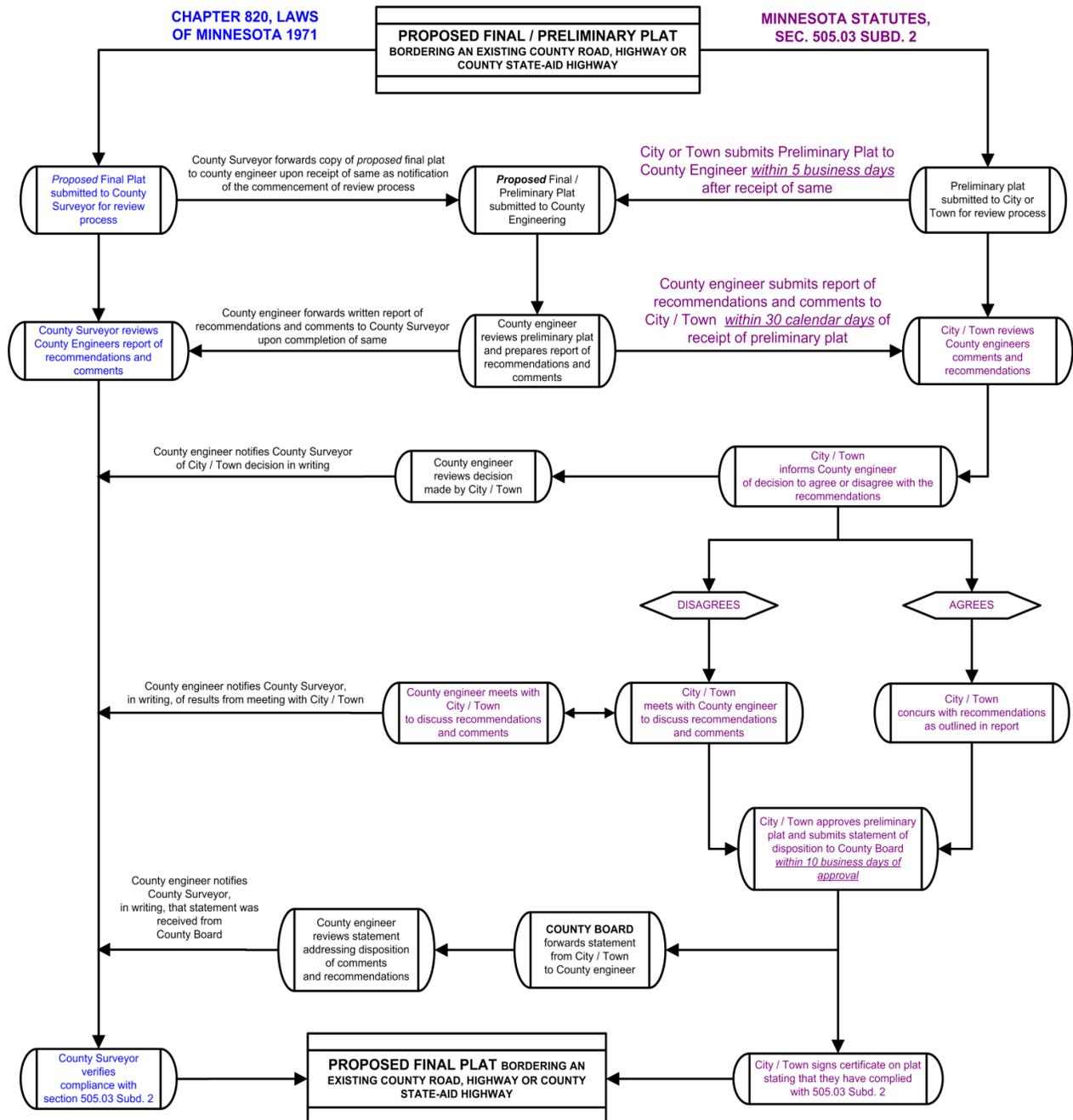
# Minnesota Statutes § 505.03 Subd. 2 Flow Chart



**WASHINGTON COUNTY**  
**PUBLIC WORKS DEPARTMENT**  
 SURVEY and LAND MANAGEMENT DIVISION

*Outline of required procedure  
 for*

## Minnesota Statutes, Sec. 505.03 Subd. 2



## Plat Review by Transportation Department(s)

- If land being platted abuts a **State Highway**:

Submit the proposed plat to the Minnesota Commissioner of Transportation for written comments and recommendations.

[Section 505.03, Subd. 2, Minnesota Statutes]

Development Reviews  
MnDOT Metro Division  
Waters Edge  
1500 West County Road B-2  
Roseville, MN 55113

- If land being platted abuts a **County Road** or **County State Aid Highway**:

Submit the proposed plat to the Washington County Highway Engineer for written comments and recommendations.

[Section 505.03, Subd. 2, Minnesota Statutes]

Transportation Engineer  
Washington County Public Works Dept.  
11660 Myeron Road North  
Stillwater, MN 55082-9573

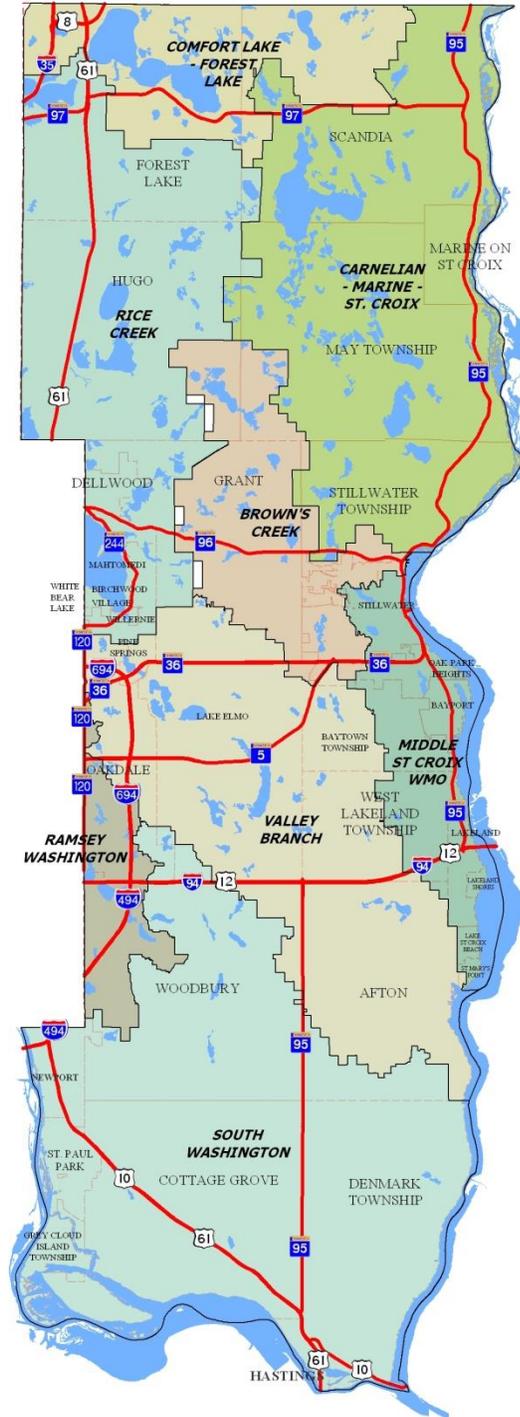
# Watershed District Map



-  BROWN'S CREEK
-  CARNELIAN - MARINE - ST. CROIX
-  COMFORT LAKE - FOREST LAKE
-  MIDDLE ST CROIX WMO
-  RAMSEY WASHINGTON
-  RICE CREEK
-  SOUTH WASHINGTON
-  VALLEY BRANCH



0 1 2 4 Miles  
|-----|-----|-----|-----|



Data current as of July, 2012

## Minor Subdivision Plat

The procedures for any minor subdivision of land apply only within a township that has chosen to be subject to Chapter 3 of the Washington County Development Code. Please refer to [Section 5](#) in Chapter 3 of the Development Code.

Note: All other townships (and cities) have their own process for subdivisions of land. Please consult with the township (or city) in which the land is located.

### **Definition of a Minor Subdivision:**

- Must be located within a township that has chosen to be subject to Chapter 3, of the Washington County Development Code.
- Contains 3 lots or less.
- Fronts on an existing street.
- Does not involve any new street or road, nor the extension of municipal facilities, nor the creation of any public improvements.
- Does not adversely affect the remainder of the parcel or adjoining property.
- Does not conflict with any provisions or portion of the Comprehensive Plan, Official Map, Zoning Ordinance, or Subdivision Regulations.
- More information can be found in the Washington County Development Code - Ordinance No. 177, Resolution No. 2008-096 (Exhibit A).

## **Local Planning Commission Review and Approval**

Cities and Townships that require Planning Commission approval/signatures on the proposed plat mylar are shown below. Please confirm with local authorities, since requirements may change. Use the signature block shown on page 9.

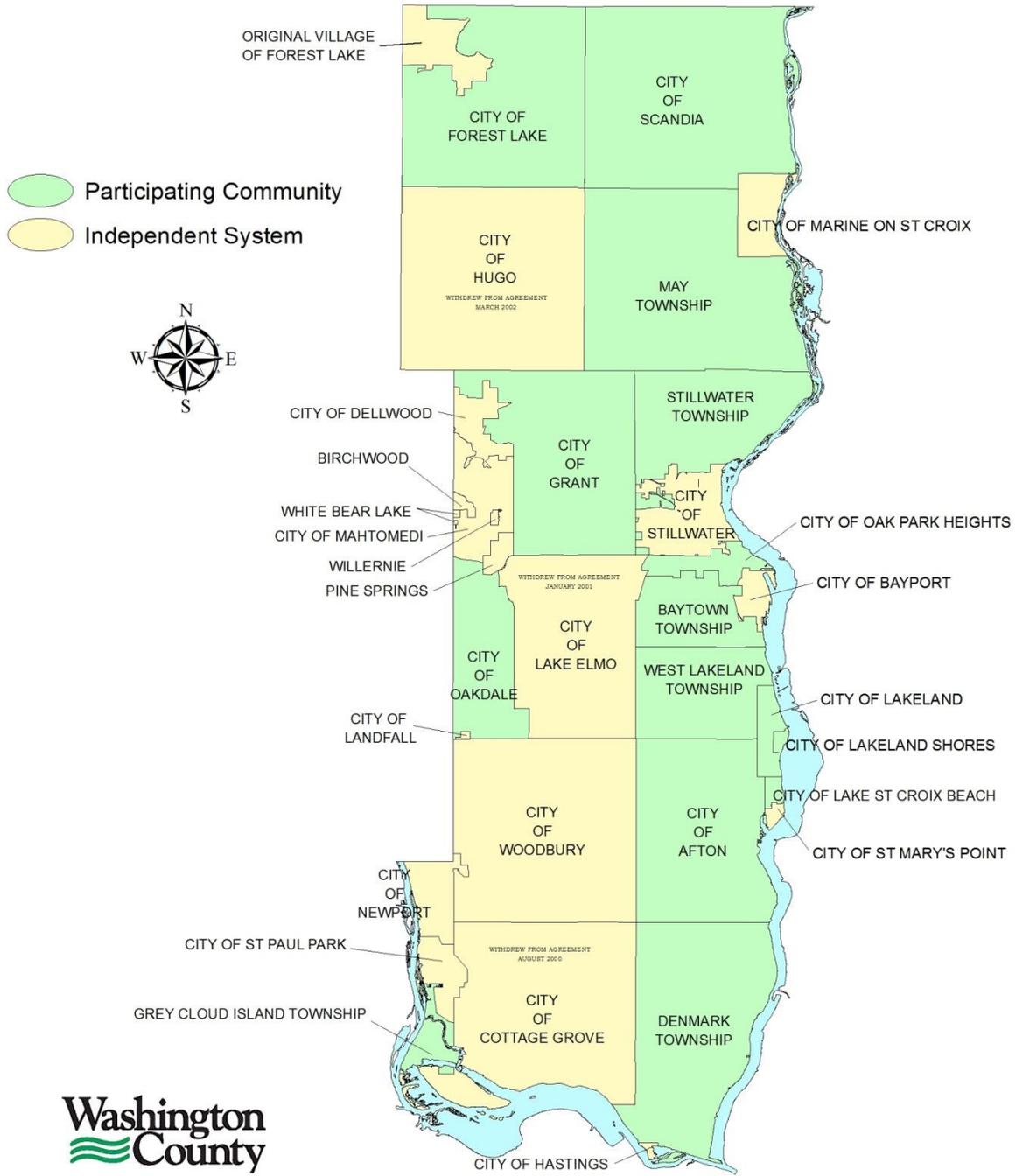
### **Cities:**

Afton  
Bayport  
Birchwood  
Cottage Grove  
Dellwood  
Forest Lake  
Hastings  
Lake Elmo  
Lake St. Croix Beach  
Lakeland  
Lakeland Shores  
Landfall  
Marine on St. Croix  
Newport  
Oak Park Heights  
Oakdale  
Pine Springs  
Scandia  
St. Mary's Point  
Stillwater  
White Bear Lake

### **Townships:**

Grey Cloud Island  
May  
Stillwater  
West Lakeland

# Uniform Street Naming and Property Numbering System



Data current as of December, 2014

# New office location for Survey and Land Management

