



Common Interest Community
(CIC)
Plat Manual

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Introduction

The **Washington County CIC Plat Manual** is a publication of the Survey and Land Management Division of Washington County Public Works. Hereinafter referred to as *the Manual*, it provides guidance for the preparation of Common Interest Community (CIC) Plats in Washington County. The Manual was developed to produce standards for CIC plats that approach the professional standards that are used for subdivision plats and registered land surveys. Please use the Manual in conjunction with Chapter 515B in Minnesota Statutes, and the Minnesota Common Interest Ownership Act.

Please adhere to type specific statute guidelines for CIC plats created after August 1, 2010:

- If the proposed CIC is a **condominium**, the declaration and applicable certificates should be referenced to Section 515B.2-1101, Minnesota Statutes.
- If the proposed CIC is a **planned community** that creates more than two units, and does not refer to a recorded subdivision plat or Registered Land Survey for unit identifiers, a CIC plat is part of the declaration per Section 515B.2-1101, Minnesota Statutes, and Section 515B.1-102(e), Minnesota Statutes, as amended.
- If the proposed CIC is a **cooperative** that creates units whose owners' interests are characterized as real property, not personal property, a CIC plat is part of the declaration per Section 515B.2-1101, Minnesota Statutes.

Note: An Amended or Supplemental CIC plat, for a CIC that was created prior to August 1, 2010, is subject to Section 515B.2-110, Minnesota Statutes.

Any **subdivision plat** for a “planned community” that satisfies the requirements of Chapter 505, 508, or 508A in Minnesota Statutes, must be prepared in accordance with the Manual of Guidelines for Platting in Minnesota [MSPS/MACS, 2009] and the Washington County Addendum. After the subdivision plat is recorded, the Common Interest Community is created by recording the necessary declaration according to Section 515B.2-105, Minnesota Statutes.

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 CIC Plat Manual.

Direct questions or comments regarding the CIC Plat Manual, and/or CIC plats, to:

Washington County Survey and Land Management
11660 Myeron Road North
Stillwater, Minnesota 55082
(651) 430-4300 Telephone

surveyor@co.washington.mn.us

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 CIC 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 CIC ordinance.
- All approvals required by the city/township must be fulfilled prior to submitting the proposed CIC plat to the County Surveyor. Approvals may include:
 - Planning Commission
 - City Council/Town Board
 - State and/or County Highway Engineer (See page 45, Appendix)
 - Watershed District approval/permit (See map on page 46, Appendix)

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

- If the proposed CIC 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 under the heading for “**Zoning**.”
- CIC plats in subject townships will require approval by the Washington County Plat Commission. See page 47 of the Appendix.
- Various approvals may be necessary prior to recording the CIC 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 47, Appendix)
- State and/or County Highway Engineer (See page 45, Appendix)
- Watershed District approval/permit (See map on page 46, Appendix)

2. Proposed CIC Plat

A. County Surveyor's Review

After the preliminary plan is approved by the city/township, the proposed CIC 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 corresponding Declaration submitted for review*
- ✓ *Compliance with Washington County specific rules/regulations*

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. CIC Plat Review Fees

Review fee for CIC Plats:

- \$400.00 base fee, plus \$40.00 for each unit.
- The minimum fee is \$600.00.
- 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 each additional review.

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 unit.
- If **substantial revisions** are made once the initial review is in progress, an entirely new plat review fee may be charged.

- Such revisions include, but are not limited to: a revised CIC plat description; revised exterior boundary; revised unit layout; etc.
- What constitutes substantial revisions will be determined by the County Surveyor's Office.

C. Plat Submittal Requirements

- Calculate the initial review fee using the fee schedule on page 3.
- Make check payable to: **Washington County**
- Submit **two (2) copies** of the proposed CIC plat and the Declaration.
- Submit a current copy of one (1) of the following:
 - Opinion of Title – prepared by an attorney
 - Title Insurance Policy
 - Commitment to Insure
- Mail or deliver proposed plat and fee to:

Washington County Survey and Land Management
11660 Myeron Road North
Stillwater, MN 55082

See page 49 in the Appendix for route locations.

Notes:

- Title opinions, insurance policies, and commitments must be current within 30 days of **recording** the plat.
- No review will begin until the correct fee amount has been received.
- For any CIC plat abutting state and/or county right-of-way, please refer to Plat Review by Transportation Department(s) on page 45 of the Appendix.
- Any CIC 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.

PART 2

SITE PLAN GRAPHICS

1. Real Estate Boundaries

- Show the number of the common interest community; and the boundaries, dimensions, and a legally sufficient description of the land included therein on any CIC plat for a condominium. [Section 515B.2-1101(c)(1), Minnesota Statutes]
- The CIC description and the real estate boundary shown on the CIC plat must be consistent. If they are not consistent, a note must be included to explain the inconsistency (e.g. “plat” dimensions versus “measured” dimensions, etc.).
- Show all U.S. Public Land Survey corners which constitute a portion of the boundary of the CIC plat. Label the corners relative to Section, Township and Range. Include the type of monument (such as a Cast Iron Monument, Stone Monument, etc.) at each monument location or within the CIC plat legend.

A. Boundary and Property Lines

- Draft the boundary lines of the real estate comprising the CIC plat in a heavy weight solid line type that is easily identified.
- Draft the boundary lines of "Additional Real Estate" in a medium weight solid line type.
- Draft the underlying lot lines as well as description lines within the real estate boundary in a light weight dashed line type.
- Designate all underlying platted property within the CIC plat by a stippled line type and text, including lots, blocks, streets and subdivision names.
- Designate all boundaries and/or corners of the land included within the CIC plat in the same manner as recited in the description.
- When the CIC plat description consists of an entire Lot, Outlot or Registered Land Survey Tract, its designation may be stippled across said parcel eliminating the need for individually labeling boundary lines or lot corners.
- Designations of boundaries and corners may be shown in an acceptable abbreviated form.
- Terminate all plat lines at the circumference or outer edge of all monument symbols.

B. Buildings and Location of Improvements

- Measure and show all perimeter dimensions of existing buildings on the CIC plat in feet and tenths of a foot.
- Show all building designations on the CIC plat with a reference to the sheet number of the CIC plat that will further detail the building(s), layout, and dimensions.

Example:

UNIT 5 (See Floor Plans on Sheet 4 of 4 Sheets)

- Show the dimensions and location of all existing roadways and material structural improvements that are part of the common elements on any CIC plat for a condominium. [Section 515B.2-1101(c)(2), Minnesota Statutes]
- Show all public thoroughfares and alleys abutting the CIC plat. Include the width of the street and/or alley.
- Entire thoroughfare widths must be shown when they are one hundred (100) feet or less from the CIC plat boundary.
- Show all parking lots, sidewalks, and driveways on the CIC plat to scale and dimensioned accordingly by length and width.
- Show the location of all existing material structural improvements (noticeable), such as: swimming pools, tennis courts, and playgrounds, on the CIC plat.
- Show the relationship of existing material structural improvements to surrounding buildings and/or improvements to the nearest foot. Also, the actual improvements themselves must be dimensioned to the nearest foot.
- Do NOT show natural improvements, such as: landscaping, trees, shrubs, and flowers, on the CIC plat.

C. Encroachments

- Show the extent of any encroachments by or upon any portion of the common interest community for any CIC plat for a condominium. [Section 515B.2-1101(c)(5), Minnesota Statutes]

2. Additional Real Estate

- Show and label the location and dimensions of any additional real estate, along with a legally sufficient description of the additional real estate on the CIC plat and recited within the declaration on any CIC plat for a condominium.
[Section 515B.2-1101(c)(4), Minnesota Statutes]
- Show the location and dimensions of any additional real estate in relation to the original CIC real estate.
- Label all "ADDITIONAL REAL ESTATE" in solid capital letters.
- Additional real estate need not be contiguous, but must have distance and direction ties between all noncontiguous parcels.

3. Underlying Plat

- Show the lines of platted property lying within the boundary of the CIC plat in a dashed line type.
- Show the underlying plat name, lot numbers, block numbers and public ways designations in stippled lettering.
- Do not show underlying plat bearings, angles, and dimensions unless they are referenced within the CIC plat description or are part of the CIC plat boundary.
- Use a dashed or dotted line for arrowed leader lines that correspond to dimensions or description labels.

4. Adjoining Real Estate

- Stipple the name and boundary lines of adjoining platted property.
- Lot lines, along with lot and block numbers of adjoining subdivision plats, are considered additional information and are not required to be shown on the CIC plat.
- Do not designate adjoining unplatted real estate as "UNPLATTED."
- Show and label any adjoining railroads, lakes, streams, and rivers.
- Show the name of any public way adjoining the CIC plat with stippled lettering. Also, show the width (if documented) of adjoining public ways in solid Arabic numerals.

- Dual designation of public ways should have the municipality's name listed first.

Examples:

Dellwood Road North (State Highway No. 96)

Manning Avenue North (Washington County Road No. 15)

5. Mathematical Data

- Show the distance and direction between noncontiguous parcels or real estate for any CIC plat for a condominium. [Section 515B.2-1101(c)(7), Minnesota Statutes]
- Show distance and direction units on all individual boundary lines and show all real estate boundary distances to the hundredth of a foot.
- Tie the existing building into the CIC plat boundary, by distance and direction, at a minimum of two (2) locations.
- The CIC plat must have sufficient mathematical data to form a closed figure and the mathematical closure tolerance of the CIC plat boundary should not exceed 0.02 feet.
- Curve data must include the arc length, central angle (delta angle), and radius length all to the hundredth of foot on each segment of curve.
- Label non-tangential curves "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 segment either entering or exiting the curve.
- Extend dashed radial lines toward the radius point at the beginning and end of all curves to clearly indicate the direction of curvature.
- Show the dimensions and locations of all existing material (noticeable) structural improvements and roadways.
- Public way widths (if documented) and right angle easement widths may be expressed to the foot if they are exact values, i.e. 33, 66, etc. These widths may be defined within the legend.
- When a distance is recited in the legal description as chains, rods, etc., show the equivalent distance in feet and hundredths of a foot.

6. Line Weights and Lettering Sizes

- Make line weights as listed from heaviest to lightest:
 - Real estate boundaries and unit boundaries
 - Additional real estate boundaries
 - Common elements, limited common elements, and building perimeter
 - Dashed underlying descriptions, and easement lines

- Make lettering sizes as listed from largest to smallest:
 - CIC Name/Title
 - Stippled underlying subdivision names
 - Stippled street names
 - Additional real estate
 - Elevations and associated text
 - Dimensions
 - Easement text and similar data

- The recommended **Minimum Text Size** is 8-point type.
This is equivalent to 0.08 inches, or 80 template size. Larger text sizes are preferred.
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]

7. Easements

- Show the location and dimensions of all recorded easements within the land included in the common interest community burdening any portion of the land on any CIC plat for a condominium. [Section 515B.2-1101(c)(6), Minnesota Statutes]

- Show existing easements on the CIC plat that are over or appurtenant to ADDITIONAL REAL ESTATE.

- Easements may be identified by adding a label at each easement location or by placing a general easement statement within the CIC plat legend.

- Identify all easements by the document number or the name of the plat which created them.

Examples:

Drainage and Utility easements shown are per the plat of (plat name).

Drainage and Utility easement per document number _____.

8. Water Boundaries and Wet Lands

A. Water Boundary Lines

- Use a solid line to delineate any water boundary abutting or lying within the plat boundaries.
- Use a dashed line to show the shore or margin of wet lands which do not form a boundary of or within the plat.

B. Survey Line

- Show a dashed survey line in any instance where a river, stream, creek, lake or pond constitutes a boundary line within, or of, the CIC plat. Label the survey line with sufficient mathematical data to compute the closure of each parcel.
- Label the "Survey Line" shown on the CIC plat as such.
- Set monuments at each change of direction along the survey line and at all locations where the survey line intersects a plat line.
- Set survey line plat monuments within one year after recording the plat.
- Show the bearing and distance on each segment of the survey line. Showing the angle at each change of direction is also acceptable.
- Show the distance rounded to the nearest foot, along any parcel line, from the survey line to the shoreline, as of the day of the survey.
- Position the survey line as near as practicable to the shoreline so the survey line monuments placed on the intersecting boundary lines will provide an adequate direction of line for the intersecting boundary lines. Intersecting boundary lines should be a continuous direction from the point of intersection with the survey line to the shoreline. Do not deflect boundary lines at the survey line or at any point between the survey line and the body of water.

C. Bench Mark and Water Elevation

- Reference all elevations to a durable bench mark described on the plat together with its general location and the bench mark elevation to the hundredth of a foot. If a mean sea level adjusted datum bench mark is available within two miles of the land being platted, all elevations must be referenced to that datum.
- Plot and label the bench mark on the plat graphics if it falls within the proposed plat.

Example 1:

Bench mark assumed elevation 100.00 feet.

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

Example 2:

Bench Mark

Top nut of hydrant located in the Northwest quadrant of the intersection of Osgood Avenue and 50th Street North.

Elevation = 931.71 feet (NAVD 1988)

- Show and identify on the plat any water boundary abutting or lying within the CIC plat boundary with a solid contour line delineating the present shoreline. Also, show the water elevation and the date of survey.
- Indicate the highest known water elevation on the plat by numerical figures if this data is available from the Department of Natural Resources, the U. S. Army Corps of Engineers, or other appropriate governmental unit.
See examples on next page.

Example 1:

Water Elevation: As of March 10, 20__, = 929.36 feet (NAVD 88)

Example 2:

Highest Known Water Elevation: 930.51 feet (NGVD29)

According to records of Minnesota Department of Natural Resources.

Note:

NGVD29 = National Geodetic Vertical Datum of 1929

NAVD88 = North American Vertical Datum of 1988

- The declaration shall contain a statement as to whether the common interest community includes any shoreland, as defined in Minn. Stat. § 103F.205, and, if the common interest community includes shoreland, a statement that the common interest community may be subject to county, township, or municipal ordinances or rules affecting the development and use of the shoreland area. [Section 515B.2-105(a)(13), Minnesota Statutes]

D. Wet Land

- Show and label all "wet land," i.e.: rivers, streams, creeks, drainage ditches, lakes, ponds, swamps, as defined in Section 505.01, Subd. 3, (1), Minnesota Statutes within the site plan of the CIC plat.
- The determination of whether an area is a "wet land" is the professional judgment and responsibility of the Licensed Land Surveyor in the field.
- Use a dashed line to designate the boundary of any wet land shown on the CIC plat. To avoid confusion, it may be necessary to include the label "edge of wet land."
- Label all "wet lands" shown on the plat as follows: WET LAND, RIVER, STREAM, CREEK, DRAINAGE DITCH, LAKE, POND, or SWAMP, etc., as appropriate, in solid, fine line capital letters.

9. Monuments

- Set a durable iron monument at all angle and curve points on the outside boundary lines of the CIC plat.
- An iron pipe monument must be one-half ($\frac{1}{2}$) inch inside diameter, or greater. An iron rod must be one-half ($\frac{1}{2}$) inch diameter, or greater. The minimum length of any monument is fourteen (14) inches.
- Any monuments or permanent evidence of the survey shall have inscribed thereon the license number of the land surveyor that certifies the plat. No previously existing survey or reference monument or landmark evidencing property lines or corner posts will be removed or destroyed by the land surveyor performing the new survey.
- Identify the size, the type of monuments set, and the license number inscribed thereon within the CIC plat legend.

Example:

- Denotes set, 1/2 inch by 14 inch iron pipe with plastic cap inscribed License Number _____.
- Show all found monuments that are relative to the boundary of the CIC plat or that were used to determine the location of the boundary or a portion thereof. Describe found monuments in the CIC plat legend or at each monument location identifying the size, type, and license number inscribed thereon.

Example:

- Denotes found, 1/2 inch iron pipe with plastic cap inscribed RLS 12279, unless otherwise shown.
- It is recommended that an open circle be used to denote monuments set and a solid circle be used to denote monuments found. Differing symbols may be used to identify differing types of found monuments.
- Show and label Judicial Landmarks called for in the description and found as “JLM Found.” Also, identify the size and type of monument. When the description calls for a JLM and the JLM is not found, the note “JLM not found” should be placed at the appropriate location on the CIC plat.

- Show all U.S. Public Land Survey corners, which constitute a portion of the boundary of the CIC plat. Label the corners relative to Section, Township and Range. State the type of monument within the legend or at each monument location on the plat.

Examples:

⊙ East 1/4 Corner Section 17, T27N, R21W
Found Washington County Cast Iron Monument

◻ Northeast Corner Section 21, T30N, R20W
Found 8 Inch x 8 Inch Stone Monument

- Terminate any plat line at the circumference or outer edge of the monument symbol.

A. Witness Monuments

- Show a witness monument in any instance where a CIC plat monument will not be set due to lakes, ponds, wet lands, etc.

10. Section Subdivision Lines

- Show and label all section, quarter section, quarter-quarter section and government lot lines that are directly linked to the plat boundary.
- In the case of a CIC plat located within an older subdivision, every effort should be made to reference the CIC plat into the corresponding section or quarter section lines.
- Identify all quarter-quarter sections and government lots by stippled lettering on the CIC plat. Quarter-quarter section lines and government lot lines may be labeled in lieu thereof.

11. Sheet Size, Numbering, and Border Lines

- Washington County requires that CIC plats be prepared on 22 inch by 34 inch sheets of four mil transparent reproducible film, or the equivalent, by a photographic process to be consistent with Section 505.021, Subd. 1, Minnesota Statutes for subdivision plats and registered land surveys.

- For CIC plats consisting of more than one sheet, place the sheet number and the total number of sheets in the lower right hand corner of each sheet, outside of the borderline. See examples below:

Sheet 1 of 3 Sheets

Sheet 2 of 3 Sheets

Sheet 3 of 3 Sheets

- Place all certificates on Sheet 1, for CIC plats consisting of more than one sheet.
- Place a border line 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 left 22-inch side of the sheet.

12. Plat Orientation and North Arrow

- Orient North toward the top of the CIC plat (34-inch side). If this is not possible, orient North toward the left side of the plat (22-inch side).
- Orient all dimensions, designations, lot and block numbers, etc. so they read from the bottom (preferred) or the right side of the plat.
- Place a north arrow on each sheet that contains is a graphic representation of the plat.

13. CIC Plat Scale

- Use a standard Engineer's Scale to establish the scale of the CIC plat.
- Show a graphic (bar) scale on each sheet that contains a graphic representation of the CIC plat.
- Spell out SCALE IN FEET below the bar scale on the CIC plat.
- State the actual scale above the bar scale.

Example:

1 INCH = 100 FEET



SCALE IN FEET

14. Bearing Orientation

- State the basis of the directional orientation by adding a note on the CIC plat. See examples below:

The orientation of this bearing system is assumed.

Orientation of this bearing system is based on the Washington County Coordinate System NAD 83/1986. (or NAD 27)

The west line of the NW $\frac{1}{4}$ of the SW $\frac{1}{4}$, Section 18, T.29N., R.20W. is assumed to bear of N 00° 00' 00" W.

Orientation of this bearing system is based on the north line of Lot 1, Block 1, RED OAK ADDITION, which is assumed to have a bearing of N 90° 00' 00" E.

- Orientation to the Washington County Coordinate System NAD83/1986 is preferred.
- If the bearing orientation of the CIC plat is referenced to a specific line, show and label that line on the plat.
- Do not use the statement "all bearings are assumed" for the directional orientation. This statement negates the directional relationship of plat lines.

15. Vicinity Map

- Include a vicinity map showing the location of the property being platted. Orient the vicinity map to match the north orientation of the plat.
- Show a full section with enough information to locate the CIC plat in a quarter-quarter section or a government lot. Identify complete Section, Township and Range information.
- Identify prominent physical features within the section, such as: highways, rivers, lakes, and railroads, etc.

16. Details

- Details of small congested areas may be needed. If more than one detail is used, label each detail consecutively beginning with the letter “A.”

Example: Detail A, Detail B, etc.

- Show the north orientation the same as the plat and draw the detail to scale if possible. Indicate the scale of the detail. If gross exaggeration is needed, note that the detail is “not to scale.”

17. Match Lines, Insets and Overviews

- If it is necessary to separate the graphics portion of the plat with match lines or insets, said match lines or insets should follow easily recognizable, obvious division lines within the CIC plat. Technical data must be shown in a manner that prevents confusion.
- When there is more than one (1) match line (or inset), label each consecutively beginning with the letter “A.”

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

- When there are more than two (2) match lines, it may be preferable to provide an additional sheet that shows an **overview** of the plat to illustrate which part of the plat is on which sheet.
- Utilizing an overview sheet and insets may be preferable to using match lines. If an overview and insets are used, follow the criteria described above with regard to labeling and showing technical data.

PART 3

UNIT GRAPHICS

1. Unit Boundaries

- Describe the boundaries of the units as provided in Section 515B.2-105(5), within the Declaration. The boundaries need not be delineated by a physical structure. The unit may consist of noncontiguous portions of the common interest community. [Section 515B.2-102(a), Minnesota Statutes]
- In a CIC plat for a condominium, a cooperative, or a planned community utilizing a CIC plat complying with Section 515B.2-1101(c) (except as the declaration otherwise provides), if the walls, floors, or ceilings of a unit are designated as its boundaries, then the boundaries shall be the interior, unfinished surfaces of the perimeter walls, floors, ceilings, doors, windows, and door and window frames of the unit. [Section 515B.2-102(b)(1), Minnesota Statutes]

A. Vertical Boundaries – Lower and Upper Boundaries (Floor to Ceiling)

- Show all unit boundary dimensions on the CIC plat.
- Vertical measurements are from the interior, unfinished surface of the floor to the interior, unfinished surface of the ceiling of the unit; unless alternate unit boundaries are designated in the declaration.
- Show elevations for each floor and ceiling surface and list in feet and tenths of a foot within each unit or within the CIC plat legend.

Example:

Unit Number 5, First Floor Elevation = 922.5 feet
Ceiling Elevation = 930.6 feet

- Reference all elevations to a durable bench mark described on the CIC plat, together with the bench mark elevation and general location. If a mean sea level adjusted datum bench mark is available within two miles of the CIC plat, all elevations must be referenced to that datum. Otherwise, any other datum used must be defined.
- Plot and label the location of the bench mark within the CIC plat boundary, if applicable.
- Floor to ceiling heights (vertical dimensions) may be shown for each unit as supplemental information, but NOT in lieu of the floor and/or ceiling elevation, and if shown, the dimensions must be in feet and tenths of a foot.

- Units with variable floor to ceiling heights will require a note stating the same, or the label “Vault,” or “Vaulted” as appropriate. Place any label within the unit, along with sufficient information at the various locations to illustrate the different elevations (ceiling heights).
- Vaulted ceilings and variable ceiling heights may require a cross sectional view for added clarity. If a cross sectional view is utilized, the location of the cross section through a specific unit or entire building must be clearly shown and illustrated on the CIC plat.

B. Horizontal Boundaries – Front, Rear, and Side Boundaries (Wall to Wall)

- Show all unit boundary dimensions on the CIC plat.
- Horizontal measurements are to the interior, unfinished surface of the perimeter walls of the unit; unless alternate unit boundaries are designated in the declaration.
- Show unit boundary dimensions in feet and tenths of a foot.

C. General

- The CIC plat must represent the unit boundaries as they are described in the corresponding CIC declaration.
- Unless otherwise specified, all spaces, windows, interior partitions, fixtures, and improvements within the bounds of a unit are a part of the unit and need not be shown on the CIC plat.
- If the declaration provides the declarant (or a unit owner) the right to subdivide or convert units into additional units, common elements, or limited common elements; then label these units as such on the floor plans. Also, state the maximum number of units allowed to be created. For example: “Unit(s) _____ may be subdivided or converted into _____ additional units.”

2. Common Element and Limited Common Element

- Pursuant to Section 515B.2-109(a), Minnesota Statutes, common elements other than limited common elements may be used in common by all unit owners, except as limited by the declaration or this section. Limited common elements are designated for the exclusive use of the unit owners of the unit or units to which the limited common elements are allocated, subject to subsection (b) and the rights of the association as set forth in the declaration, the bylaws or this chapter.
- Show and label the items designated in the declaration as common elements and limited common elements within the CIC site plan and floor plan.

A. Common Element

- Show and dimension all common element improvements such as streets, parking lots, driveways, sidewalks and retaining walls, etc., which are generally outside of the building. An appropriate abbreviation for a Common Element area is "C.E."
- All common element improvements to be constructed or intended to be constructed after the CIC plat is recorded are to be shown and labeled "MUST BE BUILT" where appropriate within the unit graphics.
- Tie the intended location of the common element areas to the buildings and/or real estate boundaries with distance and direction.
- Common elements cannot be defined, designated, or dedicated on more than one condominium plat.

B. Limited Common Element

- The location and dimensions of all limited common elements must be shown and labeled on the CIC plat. An appropriate abbreviation for a Limited Common Element area is "L.C.E."
- Examples of limited common element areas are as follows: porches, decks, patios, balconies, stoops, door steps and storage lockers, etc.

- The label must specify as to which unit or units each limited common element is allocated.

Examples:

Patio
L.C.E. Unit 311
(Must Be Built)

Driveway
Unit 605 L.C.E.
(Must Be Built)

Limited Common Element Stoop, Unit 933

- All limited common element improvements to be constructed (or intended to be constructed) after the CIC plat is recorded, must be shown and labeled "MUST BE BUILT" where appropriate within the unit graphics.
- All awnings, windows, shutters, exterior doors, chutes, ducts, flues, pipes, conduits, wires, columns, bearing walls, or any other fixtures designed to serve a single unit, but located outside the unit, need not be shown.
- An allocation of limited common elements may be changed by an amendment to the declaration executed by the unit owners between or among whose units the reallocation is made and the association. The amendment shall be effective when recorded. The association may require the unit owners requesting the reallocation to pay all fees and costs for reviewing, preparing and recording the amendment and any amended CIC plat. [Section 515B.2-109(c), Minnesota Statutes]

3. Building, Unit and Garage Identifiers

- A description of a unit is legally sufficient if it sets forth (i) the unit identifier of the unit, (ii) the number assigned to the common interest community by the County Recorder's Office, and (iii) the county in which the unit is located.
[Section 515B.2-104(a), Minnesota Statutes]
- In planned communities, where CIC plats comply with Section 515B.2-110(c), and in all condominiums and cooperatives created under this chapter, a unit identifier shall contain no more than six characters, only one of which may be a letter.
[Section 515B.2-104(b), Minnesota Statutes]

- If the CIC plat for a planned community complies with Chapter 505, 508, or 508A, Minnesota Statutes, then the description of a unit in the planned community is legally sufficient if it is stated in terms of a plat or registered land survey. Any instrument conveying or asserting an interest in a unit shall reference the county and the common interest community number immediately following the name of the plat or registered land survey.
- The unit identifier (number) should be shown within the unit's boundary on the CIC plat and should be preceded by the word "UNIT."
- The numbering of each building is optional. However, if the buildings are to be numbered, the numbers must be shown within the building boundary and must be preceded by the word "BUILDING."
- There cannot be a duplication of unit identifiers for buildings and units within the original CIC plat, and/or any supplemental CIC plat, or any amended CIC plat.
- The word "UNIT" means a portion of the CIC plat designated for separate ownership or occupancy.
- Do **not** label garage spaces, which are designated as limited common elements, as "Garage Unit."

4. Line Weights and Lettering Sizes

- Make line weights as listed from heaviest to lightest:
 - Unit boundaries
 - Building boundaries
 - Common Elements and Limited Common Elements
 - Dashed underlying descriptions, and easement lines
- Make lettering sizes as listed from largest to smallest:
 - CIC Name/Title
 - Stippled underlying subdivision names
 - Stippled street names
 - Additional real estate
 - Elevations and associated text
 - Dimensions
 - Easement text and similar data
- The recommended **Minimum Text Size** is 8-point type. This is equivalent to 0.08 inches, or 80 template size. Larger text sizes are preferred.

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]

5. Details

- See page 18 for information regarding Details on CIC plats.

6. Supplemental CIC Plat, Flexible CIC

- Common Interest Community Plats of additional real estate in a flexible Common Interest Community require the preparation of a supplemental CIC plat showing the real estate being added to the CIC.
- The technical standards that apply to the original CIC plat will also apply to all supplemental CIC plats.
- Supplemental CIC plats are labeled as such on each sheet below the CIC name within the CIC title; and if there is a series of supplemental CIC plats added to a flexible CIC, they should be sequentially labeled starting with:
FIRST SUPPLEMENTAL CIC PLAT,
SECOND SUPPLEMENTAL CIC PLAT,
THIRD SUPPLEMENTAL CIC PLAT, etc.
- Describe any remaining additional real estate on each supplemental CIC plat.
- When less than all of the additional real estate is included in the FIRST SUPPLEMENTAL CIC PLAT, the location and dimensions of the remaining additional real estate will be shown and outlined by a medium weight solid line and labeled ADDITIONAL REAL ESTATE within its boundary.
- Any use of the term "Phase I" or similar wording is not permitted on the CIC plat nor within the declaration.
- Include the full CIC title, including the correct supplemental number in all certifications being utilized on a supplemental CIC plat.

7. Amended CIC Plats

- Adjoining unit owners, with the approval of the owners association, may relocate the boundary between their units by recording an amended CIC plat to show the altered unit boundaries.
- The unanimous written consent of the unit owners is required for any amendment which (i) creates or increases special declarant rights, (ii) increases the number of units, (iii) changes the boundaries of any unit, (iv) changes the allocated interests of a unit, (v) changes common elements to limited common elements or units, (vi) changes the authorized use of a unit from residential to nonresidential, or conversely. [Section 515B.2-118(a)(3), Minnesota Statutes]
- The boundary of that portion of the CIC that is being changed by the amended CIC plat must be described in the Surveyor's Certificate and the Amendment to the Declaration.
- Show the location and dimensions of any new or altered units, common elements or limited common elements created within the amended CIC plat.
- Label amended CIC plats consecutively beginning with:
FIRST AMENDED CIC PLAT,
SECOND AMENDED CIC PLAT,
THIRD AMENDED CIC PLAT, etc. and position the label on each sheet below the CIC name.

PART 4

DOCUMENTATION

1. Title

- The recording officer shall upon request promptly assign a number (CIC number) to a common interest community to be formed or to a common interest community resulting from the merger of two or more common interest communities.
[Section 515B.1-116(b), Minnesota Statutes]
- Show the number, type and name of the CIC at the top center of all sheets in bold capital letters in all instances; whether the common interest community is a condominium, a planned community not complying with Chapter 505, 508, 508A, Minnesota Statutes; or a real estate cooperative.
- The number, type, and name of the CIC plat, as shown for the CIC plat title, the Surveyor's Certificate, and the Architect's/Engineer's Certificate, must exactly match the title of the CIC plat (number, type, and name) as it appears within the CIC declaration and be shown in capital letters in all circumstances.
- Always spell out the word "NUMBER" in the CIC title.

Example of 4 line title:

Line 1: COMMON INTEREST COMMUNITY NUMBER _____

Line 2: A CONDOMINIUM (or Planned Community or Cooperative)

Line 3: Name of Common Interest Community Plat

Line 4: Supplemental or Amendment Number

- Keep plat names short and concise. Limit to 60 letters and spaces.
Use English alphabet upper case letters and Arabic numerals only.
Do not use hyphens, apostrophes, commas, etc., in the CIC plat name.

2. Property Description

- The property description (legal description) on the CIC plat must be consistent with the boundaries shown on the CIC plat and consistent with the description included in the corresponding CIC declaration.
- The description of registered property (Torrens) must be shown in the CIC plat exactly as recited within the Certificate of Title, unless only a portion of the property covered by the Certificate of Title is being platted.
- If the CIC is a flexible CIC, the description of the Additional Real Estate boundaries must be included in the Surveyor's Certificate.

3. Certificates, Signatures, and Notarial Acknowledgements

- The CIC plat (or supplemental or amended CIC plat) for condominiums, planned communities using a plat complying with subsection (c), and for cooperatives in which the unit owners' interests are characterized as real estate, shall contain certifications by a licensed professional land surveyor and licensed professional architect, as to the parts of the CIC plat prepared by each, that (i) the CIC plat accurately depicts all information required by this section, and (ii) the work was undertaken by, or reviewed and approved by, the certifying land surveyor or architect. [Section 515B.2-1101(b), Minnesota Statutes]
- The portions of the CIC plat depicting the dimensions of the portions of the common interest community described in subsection (c), clauses (8), (9), and (10), may be prepared by either a land surveyor or an architect. The other portions of the CIC plat shall be prepared only by a land surveyor. A certification of the CIC plat or supplemental CIC plat, or an amendment to it, under this subsection by an architect is *not* required if all parts of the CIC plat, supplemental CIC plat, or amendment are prepared by a land surveyor. [Section 515B.2-1101(b), Minnesota Statutes]

Notes:

- The land surveyor should be aware that when executing the Surveyor's Certificate, the surveyor is certifying not only to the land boundaries, but also the location of all existing and contemplated improvements, the location of Additional Real Estate, the extent of any encroachments, the location of all recorded easements, the location and dimensions of limited common elements, and the location of the front, rear, side, upper and lower boundaries of each unit.
- Certification by the land surveyor or architect does not constitute a guaranty or warranty of the nature, suitability, or quality of construction of any improvements located or to be located in the common interest community. [Section 515B.2-1101(b), Minnesota Statutes]
- The source of recorded easement data must be shown on the CIC plat.
- Do **not** label garage spaces, which are designated as limited common elements, as "Garage Unit."

A. Surveyor Certificate and Acknowledgement

The following certificate is required on all CIC plats complying with Section 515B.2-1101, Minnesota Statutes. Place on Sheet 1 and word as follows:

I, (*surveyor's name*), do hereby certify that the work was undertaken by or reviewed and approved by me for this CIC plat of COMMON INTEREST COMMUNITY NUMBER _____, (*name of CIC as it appears in title*), being located upon:
(description of property)

[add for flexible CIC]

And the Additional Real Estate described as follows:

(description of property)

And that this CIC plat fully and accurately depicts all information required by Minnesota Statutes, Section 515B.2-1101 (subsections if any); and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this _____ day of _____, 20____.

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

STATE of _____ (State in which notarial act is performed)
COUNTY of _____ (County in which notarial act is performed)

This instrument was acknowledged before me on (*date*) by (*name of surveyor*).

(Signature of Notary)

(Printed name of Notary)

Notary Public, (*State*)

My Commission expires (*date*)

Note: If a Notary Stamp is used on the plat, use black, quick-drying, and non-smearing ink.

Note: An Amended or Supplemental CIC plat, for a CIC that was created prior to August 1, 2010, is subject to Section 515B.2-110, Minnesota Statutes.

B. Architect Certificate and Acknowledgement

The following certificate is required on any CIC plats complying with Section 515B.2-1101, Minnesota Statutes, where an architect's signature is required. Place on Sheet 1 and word as follows:

I, (*architect's name*), do hereby certify that the work was undertaken by or reviewed and approved by me for this CIC plat of COMMON INTEREST COMMUNITY NUMBER _____, (*name of CIC as it appears in title*), as described herein, that I am a duly Licensed Architect under the laws of Minnesota; and that this CIC plat fully and accurately depicts all information required by Minnesota Statutes, Section 515B.2-1101(c) (other subsections).

Dated this _____ day of _____, 20__.

(*Name of Architect*), Licensed Professional Architect
Minnesota License Number _____

STATE of _____ (State in which notarial act is performed)

COUNTY of _____ (County in which notarial act is performed)

This instrument was acknowledged before me on (*date*) by (*name of architect*).

(Signature of Notary)

(Printed name of Notary)

Notary Public, (*State*)

My Commission Expires (*date*)

Note: This Architect's Certificate differs from the "Engineer's/Architect's Certificate" as shown on Page 32, and is not needed if all parts of the CIC plat are prepared by a Licensed Land Surveyor.

Note: If a Notary Stamp is used on the plat, use black, quick-drying, and non-smearing ink.

Note: An Amended or Supplemental CIC plat, for a CIC that was created prior to August 1, 2010, is subject to Section 515B.2-110, Minnesota Statutes.

C. Engineer's/Architect's Certificate and Acknowledgement

- Pursuant to Section 515B.2-101(c), Minnesota Statutes, in a condominium, a planned community utilizing a CIC plat complying with Section 515B.2-1101(c), or a cooperative where the unit boundaries are delineated by a structure, a declaration, or an amendment to a declaration adding units, shall not be recorded unless the structural components of the structures containing the units and the mechanical systems serving more than one unit are substantially completed, as evidenced by a recorded certificate executed by a licensed engineer or architect.

This Engineer's/Architect's Certificate is required on a condominium, a planned community, or a cooperative in which the unit boundaries are delineated by structures that are physical in nature (e.g. a floor, a wall, a ceiling, etc.).

I, *(Engineer's/Architect's name)*, pursuant to Minnesota Statutes, Section 515B.2-101(c), do hereby certify that the structural components of the structures containing the units and the mechanical systems serving more than one unit are substantially completed, and that I am a duly Licensed Engineer/Architect under the laws of the State of Minnesota.

Dated this _____ day of _____, 20__.

(Name of Engineer/Architect), Licensed Professional Engineer/Architect
Minnesota License Number _____

STATE of _____ (State in which notarial act is performed)

COUNTY of _____ (County in which notarial act is performed)

This instrument was acknowledged before me on *(date)* by *(name of engineer/architect)*.

(Signature of Notary)

(Printed name of Notary)

Notary Public, *(State)*

My Commission Expires *(date)*

Note: If a Notary Stamp is used on the plat, use black, quick-drying, and non-smearing ink.

D. County Surveyor Approval

- A county board may, by ordinance adopted in accordance with Section 375.51, Minnesota Statutes, require that each common interest community plat submitted for recording after July 31, 1985, be approved by the county surveyor or other licensed land surveyor hired for this purpose by the county, for compliance with Section 515B.2-1101, before recording.
[Section 389.09, Subd. 2, Minnesota Statutes]

County Surveyor

Pursuant to Minnesota Statutes, Section 389.09, Subdivision 2, this CIC plat has been reviewed and is approved this _____ day of _____, 20__.

By _____ By _____
Washington County Surveyor

E. County Auditor / Treasurer Approval

- An amendment to or restatement of a declaration or bylaws, or an amended CIC plat, approved by the required vote of unit owners of an association may be recorded without the necessity of paying the current or delinquent taxes on any of the units in the common interest community, provided the amendment to or restatement of the declaration, bylaws, or CIC plat does not create or change a unit or common area boundaries.

County Auditor/Treasurer

Pursuant to Minnesota Statutes, Section 515B.1-116 and Section 272.12, taxes payable in the year _____, on real estate hereinbefore described, have been paid; there are no delinquent taxes and transfer has been entered, on this _____, day of _____, 20__.

By _____ By _____
Washington County Auditor / Treasurer Deputy

4. Recording

- The County Recorder statement within the Recorder's Block takes the place of the written recording/filing statement (County Recorder/Registrar approval statement) shown on subdivision plats, and it is subject to the requirements set forth by Washington County.
- Place the Recorder's Block only on Sheet 1, in the upper right hand corner and inside the sheet border line, and it will measure approximately six (6) inches by two (2) inches with at least a half (1/2) inch by two (2) inch space for the document number.
- The Recorder's Block will be in one of the following forms as shown within this section, and shall use the wording, "recorded" and "Recorder" in reference to Abstract property; and the wording, "filed" and "Registrar of Titles" for Torrens properties that have a corresponding Certificate of Title.

A. Original CIC Plat

Abstract Example:

This CIC plat is part of the Declaration for CIC Number _____ (CIC name optional) recorded as Document Number (leave ½ inch by 2 inch space) on this _____ day of _____, 20__.

Washington County Recorder

Torrens Example:

This CIC plat is part of the Declaration for CIC Number _____ (CIC name optional) filed as Document Number (leave ½ inch x 2 inch space) on this _____ day of _____, 20__.

Certificate of Title Number(s). _____

Washington County Registrar of Titles

B. Supplemental CIC Plat

- The following forms should be used on CIC plats (Supplemental) when adding Additional Real Estate. The Recorder's Block should reflect the wording as listed within the Declaration. Please refer to Minnesota Statutes, Section 515B.2-106 (DECLARATION OF FLEXIBLE COMMON INTEREST COMMUNITIES), Section 515B.2-111 (EXPANSION OF FLEXIBLE COMMON INTEREST COMMUNITY) and Section 515B.2-118 (AMENDMENT OF DECLARATION) for information on when a CIC plat is regarded as a "Supplemental" or an "Amendment."

Abstract Example:

This (First, Second, etc.) Supplemental CIC plat is part of the (First, Second, etc.) Supplemental to the Declaration for CIC Number ____ (CIC name optional) recorded as Document Number (leave ½ inch by 2 inch space) on this ____ day of _____, 20__.

Washington County Recorder

Torrens Example:

This (First, Second, etc.) Supplemental CIC plat is part of the (First, Second, etc.) Supplemental to the Declaration for CIC Number ____ (CIC name optional) filed as Document Number (leave ½ inch by 2 inch space) on this ____ day of _____, 20__.

Certificate of Title Number(s). _____

Washington County Registrar of Titles

C. Amended CIC Plat

- An owner or declarant may decide to subdivide or convert a unit into two (2) or more units, common elements or limited common elements or combine two (2) or more units.

Abstract Example:

This (First, Second, etc.) Amended CIC plat is part of the (First, Second, etc.) Amendment to the Declaration for CIC Number ____ (CIC name optional) recorded as Document Number (leave ½ inch by 2 inch space) on this ____ day of _____, 20__.

Washington County Recorder

Torrens Example:

This (First, Second, etc.) Amended CIC plat is part of the (First, Second, etc.) Amendment to the Declaration for CIC Number ____ (CIC name optional) filed as Document Number (leave ½ inch by 2 inch space) on this ____ day of _____, 20__.

Certificate of Title Number(s). _____

Washington County Registrar of Titles

PART 5

RECORDING THE CIC PLAT

1. Final Review

- Upon review, the County Surveyor's Office will inform the submitting surveyor, in writing, that "the proposed plat 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 CIC 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.
- One (1) film transparency mylar of each sheet is required for recording.
- Please label each sheet as "Official Plat," at the top center of the 34 inch side, 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: Certifications

- The CIC plat shall contain a certification by the land surveyor, licensed in Minnesota, who prepared the plat, and (if applicable) the architect, licensed in Minnesota. [Section 515B.2-1101(b), Minnesota Statutes]
- All parties (surveyor, architect, and/or engineer, etc.) must sign the Official Plat.
- A Notary Public must acknowledge the signature of the licensed professional. 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: 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**
Please inform your client of this recommendation.
- 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, the declaration, and any associated documents to the County Surveyor for final approval and signature at the following address:

Washington County Survey and Land Management
11660 Myeron Road North
Stillwater, MN 55082

See page 49 in the Appendix for route locations.

Step Three: Auditor / Treasurer

- After approval by the County Surveyor the plat mylars, the declaration, and any associated documents must to delivered to:

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

*See map (page 49) 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 Four: Recorder / Registrar

- The PRTS Department will finish the process by submitting the plat mylars and the declaration to the County Recorder and/or the Registrar of Titles
- Record the declaration, bylaws, any amendment to a declaration or bylaws, and any other instrument affecting a common interest community.
- Documents recorded pursuant to Section 515B.1-116, shall in the case of registered property be filed, and references to the recording of documents shall mean filed in the case of registered land.
- The declaration and CIC plat for condominiums and real estate cooperatives are recorded/filed as one document.
- A condominium cannot include both registered and unregistered land.
[Minn. Supreme Court General Rules of Practice for the District Courts 222(e)]
- If the CIC is registered property (Torrens), a residuary certificate description will be required if the property described in the certificate is not all platted.
- If the CIC is registered property (Torrens), prior to filing with the registrar of titles of a declaration or bylaws for a condominium, or an amendment to the declaration or bylaws, a determination must be made by an order of court in a proceeding subsequent to initial registration or by written directive of the examiner of titles that the documents comply with the requirements of applicable condominium statute. [Section 508.351(1), Minnesota Statutes]
- All property taxes, delinquent taxes, special assessments, and recording fees must be paid prior to recording/filing.
[Sections 272.12(e) and 272.121, Minnesota Statutes]

APPENDIX

Minnesota Common Interest Community Statutes

- Applicability [Minn. Stat. § 515B.1-102]
- Definitions [Minn. Stat. § 515B.1-103]
- Applicability of Local Requirements [Minn. Stat. § 515B.1-106]
- Recording [Minn. Stat. § 515B.1-116]
- Creation of Common Interest Communities [Minn. Stat. § 515B.2-101]
- Unit Boundaries [Minn. Stat. § 515B.2-102]
- Description of Units [Minn. Stat. § 515B.2-104]
- Declaration Contents; All CIC's [Minn. Stat. § 515B.2-105]
- Declaration of Flexible Common Interest Communities [Minn. Stat. § 515B.2-106]
- Declaration of Leasehold Common Interest Communities [Minn. Stat. § 515B.2-107]
- Allocation of Interests [Minn. Stat. § 515B.2-108]
- Common Elements And Limited Common Elements [Minn. Stat. § 515B.2-109]
- Common Interest Community Plat (CIC Plat) [Minn. Stat. § 515B.2-1101]
- Expansion of Flexible Common Interest Community [Minn. Stat. § 515B.2-111]
- Subdivision, Combination, or Conversion of Units [Minn. Stat. § 515B.2-112]
- Alterations of Units [Minn. Stat. § 515B.2-113]
- Relocation of Boundaries Between Adjoining Units [Minn. Stat. § 515B.2-114]
- Severance of Common Interest Community [Minn. Stat. § 515B.2-124]

Note: This list of Minnesota Statutes, pertaining to Common Interest Communities, is not intended to be all-inclusive.

Common Interest Community Definitions [Minn. Stat. § 515B.1-103]

1. "**Additional real estate**" means real estate that may be added to a flexible common interest community.
2. "**Association**" means the unit owners' association organized under Section 515B.3-101.
3. "**CIC plat**" means a common interest community plat described in Section 515B.2-1101.
4. "**Common elements**" means all portions of the common interest community other than the units.
5. "**Common Interest Community**" or "**CIC**" means contiguous or noncontiguous real estate within Minnesota that is subject to an instrument which obligates persons owning a separately described parcel of the real estate, or occupying a part of the real estate pursuant to a proprietary lease, by reason of their ownership or occupancy, to pay for (i) real estate taxes levied against; (ii) insurance premiums payable with respect to; (iii) maintenance of; or (iv) construction, maintenance, repair, or replacement of improvements located on, one or more parcels or parts of the real estate other than the parcel or part that the person owns or occupies. Real estate which satisfies the definition of a common interest community is a common interest community whether or not it is subject to this chapter.
6. "**Condominium**" means a common interest community in which (i) portions of the real estate are designed as units, (ii) the remainder of the real estate is designated for common ownership solely by the owners of the units, and (iii) undivided interests in the common elements are vested in the unit owners.
7. "**Cooperative**" means a common interest community in which the real estate is owned by an association, each of whose members is entitled by virtue of the member's ownership interest in the association to a proprietary lease.
8. "**Declaration**" means any instrument, however denominated, that creates a common interest community.
9. "**Flexible common interest community**" means a common interest community to which additional real estate may be added.

10. "**Leasehold common interest community**" means a common interest community in which all or a portion of the real estate is subject to a lease the expiration or termination of which will terminate the common interest community or reduce its size.
11. "**Limited common element**" means a portion of the common elements allocated by the declaration or by operation of Section 515B.2-102(d) or (f) for the exclusive use of one or more but fewer than all of the units.
12. "**Planned community**" means a common interest community that is not a condominium or a cooperative. A condominium or cooperative may be a part of a planned community.
13. "**Real estate**" means any fee simple, leasehold or other estate or interest in, over, or under land, including structures, fixtures, and other improvements and interests that by custom, usage, or law pass with a conveyance of land though not described in the contract of sale or instrument of conveyance. "Real estate" may include spaces with or without upper or lower boundaries, or spaces without physical boundaries.
14. "**Unit**" means a portion of a common interest community the boundaries of which are described in the common interest community's declaration and which is intended for separate ownership or separate occupancy pursuant to a proprietary lease.
15. "**Unit identifier**" means English letters or Arabic numerals, or a combination thereof, which identify only one unit in a common interest community and which meet the requirements of Section 515B.2-104.

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.

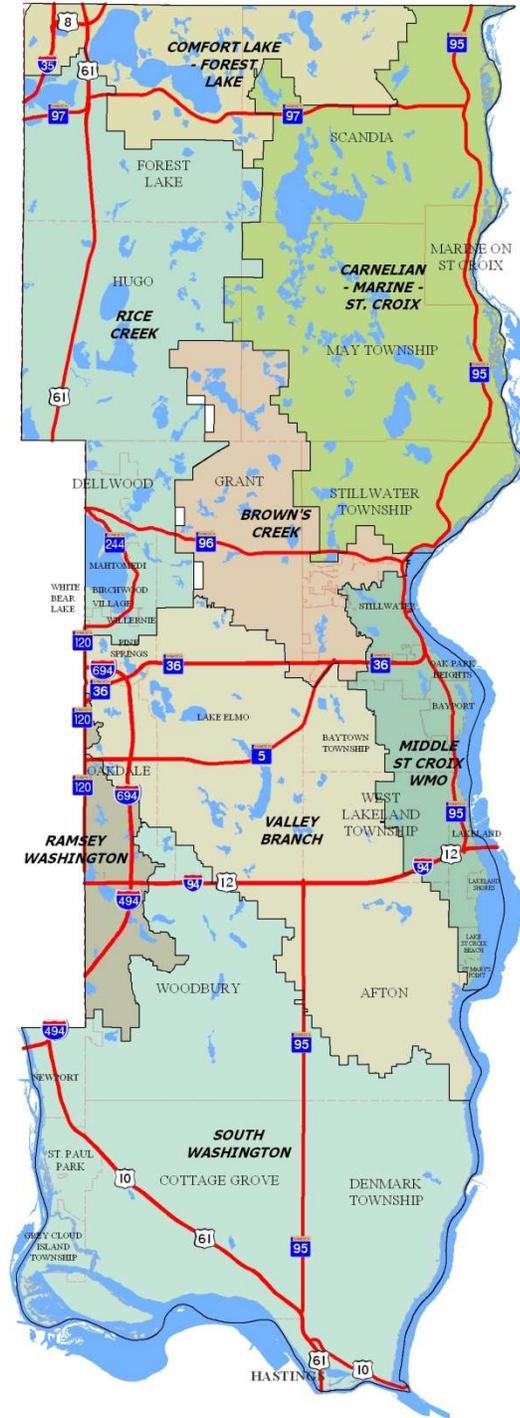
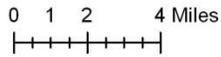
[Section 505.03, Subd. 2, Minnesota Statutes]

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



Data current as of July, 2012

Washington County Plat Commission

The Plat Commission is an advisory panel that makes recommendations to the Washington County Board regarding land subdivision and platting in any township that has chosen to be subject to Chapter 3 of the Washington County Development Code. All other townships have their own process for orderly development.

The application process:

- Subdivision Application Forms
 - Subdivision Plat (aka major subdivision) - Refer to [Section 6](#), Chapter 3, Washington County Development Code for the forms and procedures.
 - Minor Subdivision - Refer to [Section 5](#), Chapter 3, Washington County Development Code for the forms and procedures.

- Application Fee
 - Subdivision Plat (aka major subdivision) = \$300 plus \$20 per lot
 - Minor Subdivision = \$100 flat fee
 - The fee for Plat Commission is *separate* from any fee submitted to the County Surveyor for plat review.

- Additional information may be requested by county staff during the processing of your application.

- Once the application is received and processed, your project will be placed on the meeting agenda. The Plat Commission meets at 9:30 a.m. on the first and third Wednesday of each month.

Direct any questions regarding the application process for land subdivision plats in a civil township, minor subdivisions in a civil township, or Plat Commission to:

Washington County Survey and Land Management
11660 Myeron Road North
Stillwater, Minnesota 55082
(651) 430-4300 Telephone
surveyor@co.washington.mn.us

CIC / Condominium Checklist

Research Sources

- Declaration
- Underlying Plat
- Half Section or Eighth Section Maps
- Recorder's Office for CIC plat name & number confirmation

Review Items

- Plat Name matches name listed within the Declaration
- Amendment Number or Supplemental Number matches number listed within the Declaration
- Number of Units added matches the number of Units stated within the Declaration
- Unit Identifiers are stated in the Declaration and on the CIC plat in the correct locations
- Description of Additional Real Estate in the Surveyor's Certificate matches the Declaration
- CIC plat Description matches the description recited within the Declaration
- CIC plat Name is the same on all sheets; correctly spelled; correctly formatted
- Plat Number is correct on all sheets, in the Recorder's Block, Surveyor's Cert., Eng.'s/Arch.'s Cert. and in the County Surveyor's Approval statement
- Sheet numbers are correct on all sheets and in Match Line and Reference labels
- Certificates & Recorder's Box conform to County and MSPS standards
- Easements shown and labeled as dedicated on the underlying plat
- Benchmark listed and referred to on all Sheets with elevations
- Vicinity Map lists correct section, north arrow same as plat, and correctly depicts site graphic and its location within the Vicinity Map
- Bearing Orientation statement matches underlying plat
- CIC plat boundary and Additional Real Estate's bearings and distances match underlying plat
- Chord Bearings added and shown where necessary on the CIC plat boundary
- Ties shown between noncontiguous parcels of the CIC plat
- Site Plan shows proposed plat, additional real estate, prior supplementals, existing foundation & ties, Unit No.'s, material structural improvements, & references other sheets for details
- Monumentation: found & set statements, RLS No.'s, shown on all sheets of the Site Plan
- Common Elements and Limited Common Elements are labeled, dimensioned, and tied to the CIC plat or to the foundation
- Foundation dimensions add up and all ties form a mathematical closure
- Unit No.'s on Unit Detail sheets match Site Plan
- Unit dimensions add up along outside and inside walls, fit within the Site Plan dimensions, and are relative from floor to floor (level to level)
- Elevations are listed for floor and ceiling in each Unit, and are relative from floor to floor
- Notation is included on the CIC plat stating interior dimensions are measured to unfinished surfaces
- Bar Scale is shown on each sheet that has dimensions; matches graphic scale
- Plat Size: 22 inches x 34 inches, border lines correctly shown (dimensioned)
- Cross-sectional Detail shown if necessary for varied vaulted ceiling elevations
- Line weights match current County standards
- Text heights correctly utilized, along with spelling, no words missing, etc.

New office location for Survey and Land Management

