



**HENNEPIN COUNTY
ADDENDUM**

to the

**MANUAL
OF GUIDELINES
FOR PLATTING
IN MINNESOTA**

February 2015

August 2014 added note on Certificate of Correction

December 2015 changed Document block size, Certificate of Correction text

February 2016 Added Check list

January 2017 Added Examiner Of Titles signature block for Trusts on Torrens property

April 2018 added text requesting Lake Shore points as part of the ascii file.

July 2018 Update Contact Information

October 2018-Added info regarding Public Roadway Easements

INTRODUCTION

The Hennepin County Addendum to the “Manual of Guidelines for Platting in Minnesota” is a publication drafted by the Hennepin County Surveyors Office. This Addendum provides guidance specific to platting in Hennepin County and supplements the Manual of Guidelines for Platting in Minnesota produced by MSPS and MACS (MSPS Manual). It is suggested that this Addendum be used in combination with the MSPS Manual to identify areas where local requirements or policies differ from requirements stated in the MSPS Manual. The MSPS Manual and this Addendum support compliance with Minnesota State Statutes, Minnesota Administrative rules Chapter 1800, Minnesota Attorney General Opinions, Hennepin County policies as well as other local governmental and professional standards.

- The outline of this addendum follows the table of contents found in the MSPS Manual.
- This addendum is considered a living document and may be subject to change.

Please direct any questions or comments in reference to this Addendum to:

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The current versions Hennepin County Subdivision Plat and CIC manuals can be found on the Hennepin County web site, Hennepin.us, or via e-mail.

The Plat Checking E-mail address is: surveyor.plats@hennepin.us

PART I

DOCUMENT SUBMITTAL

SUBDIVISION PLAT & R.L.S. APPROVAL PROCEDURES

Requirements for submitting a plat:

- One full size legible paper copy of the plat that complies with Minnesota State Statutes.
- The plat checking fee payable to the Hennepin County Treasurer. Lot revisions adding lots after the initial review will require a re-check fee. Changes to the legal description or boundary may require a new plat fee.
- A title opinion, title insurance commitment or similar document current within 90 days, showing the legal description of the property being platted, current owners, mortgagees, contract purchasers, partnerships, easement rights and any others having an interest in the property.
- An ASCII point file (P,N,E: to an accuracy of four decimal places) for plat boundary lines, lot corners, angle points, radius points, survey lines, irregular easement lines and lake shore points (if applicable) on a disk or sent via E-mail to: surveyor.plats@hennepin.us

Any plat, registered land survey or common interest community plat submitted for checking, that upon cursory inspection, fails to meet the requirements of the applicable statute or is not accompanied by the required supporting documents will not be accepted for review and will be returned to the submitter along with the fees and supporting documents. These plats are not logged into the plat checking data base and retain no place in the county work load queue.

* Plats that are accepted for checking are subject to two separate reviews for content and compliance with statute prior to sending corrections (red lined copy of plat) to the land surveyor. Each of these reviews gives the surveyor an opportunity to correct substantial errors and submit additional information. These submittals are required to clarify deficiencies not discovered during the cursory inspection.

After completion of two reviews by Hennepin County, a fee may be assessed for any Plat, RLS, or CIC that still contains substantial error in title, documentation, or graphics that cause the Plat, RLS, or CIC to be non compliant with applicable statutes.

**Revisions: A fee as shown in the current fee schedule, per affected lot, tract, or unit may be assessed for any subdivision plat, registered land survey, or common interest community that is resubmitted with substantial changes after completion of review by the county. Changes include; new legal description, boundary, street alignment, or changes in the number of lots and/or blocks, units or tracts.

Check List

The check list should be used as a guide and does not include all requirements of platting in Hennepin County. This is an example of the items that the plat checking unit will look for when reviewing a submitted plat.

CHECK LIST FOR SUBDIVISION PLAT:

Required by 505 ([Minn. Stat. §505.021](#))

PART 2

DOCUMENTATION

- Plat name is in CAPITAL LETTERS at all locations where the plat name appears.
- Complete & accurate description for all tracts being platted. Description matches the title opinion or certificate of title
- Notification of interest: check that the owners names in the title opinion or certificate of title match the plat where the ownership appears.
- Dedication: check if the plat shows public ways or drainage and utility easements being dedicated and that the proper verbiage is used.
- Witness clause, Acknowledgements (notarial act) check that the owners names are listed correctly.
- Mortgagee consent to plat: If the title work references a mortgage check that the Mortgagee is signing on the plat or make a note asking that a copy of the mortgagees consent be furnished for review.
- Surveyors certification. See MSPS manual
- Approvals, City /Auditor/ Co. Surveyor /Registrar/Recorder

PART 3

GRAPHICS

- Border Size: 2" on left, ½ " on top, right and bottom.
- Sheet No. (Sheet_of_Sheets) No sheet number on a one sheet plat. Sheet of Sheets should be located in the ½" border at the bottom right corner of the each page of a multi-page plat.
- Scale (Scale In Feet) Use a standard Engineers scale.
- Bearing Assumption: a call to a lot or government line is the preferred method.
- North arrow and directional orientation

LEGAL DESCRIPTION DEPICTION

- Description & dimension recitals (calls) All calls in the description should be shown on the plat.
- Underlying and adjoining plat names should be stippled on the plat.
- Labeling: all lines such as government subdivision lines should be labeled for clarity.

- Exceptions called out in the description should be labeled on the plat in fine line letters.
- Plat and measured distances on the boundary of the plat should be labeled along with the plat name of the platted distance being shown.

MONUMENTATION

- Monuments shown at appropriate MN State statue required positions.
- Legend symbols should be the same size and type as that on the drawing.
- Judicial monuments called for in a description or referred to on a certificate of title should be labeled on the plat as found or not found and cite the Torrens case number.
- Public Land Survey corners when required to be shown should be labeled with the monument type, found or not found and have the Sec. Twp. and Rge.
- Witness corners should be labeled and shown on the plat.
- Right-of-way Monuments shown on a County or State highway plat should be labeled with data such as Plat name and number.

LINE WIDTHS

- Line Types and Weights
- Text Size (minimum is .08)

GRAPHICS

- Lot numbers shown in each lot. Block numbers shown inside each Block and slightly larger than lot numbers.
- Parks should be labeled on the plat and shown as donated in the dedication.
- Outlot(s) should be lettered consecutively.

DETAILS & MATCH LINES

- Details and Insets should have enough information to identify what in the plat they represent along with a reference to scale and a north arrow.
- Match lines labeled on each sheet.

PUBLIC WAYS

- Existing Public Ways not vacated whether platted or opened by a document must be shown.

- Names of Public Ways to be dedicated must be shown on the plat.
- Widths of Public Ways within the plat must be shown. Platted widths of adjoining roads must be shown.
- Vacated Platted Public Ways must be shown along with the Doc. No. vacating the Public Way.
- Adjoining road names must be stippled on the plat.
- Public Ways within the plat that were opened by Document number and not vacated should have the line shown and labeled.
- State\County correspondence: If the plat includes or abuts a State or County road, Look in: [w:\plats\R-O-W Review Letters](#) for a review letter from the reviewing authority. If a letter is present move the letter to the corresponding job folder. If no letter is present, Contact the Co. or State agency and ask if the plat has been reviewed. Review the letter and compare any requests for additional right of way to that shown on the plat.

DIMENSIONS

- Math Check
- Mathematical Data (tie-in, description)
- Lot, Block & Boundary Bearings and Distances
- Mathematical Closure of the boundary and lots: refer to MN. State Statute 505 for current closure requirements.
- Leader lines & Arrowheads associated with text should be dashed .

centerlines

WATER

- Line types Solid if a boundary of a plat or lot, Dashed if its inside a plat and the lot extends past the shoreline
- Label names of lakes and streams along with date of shoreline location.
- Survey Line dimensions overall and segments, bearings and monuments.
- Plus/Minus distances to shoreline from survey line angle points and along plat boundary and lot lines
- Benchmarks in feet with datum and location.
- Elevations shown in feet and a date elevation was measured.

- Wet land(s) two words. Compare wet lands and locations shown on the plat to the current aerial photo.

- Aerial photo: overall aerial photo review.

EASEMENTS (limited to Right of way, Drainage or Utility)

- Line types. Easement lines should be dashed. Overlapping easements may require multiple styles of dashed lines for clarity.
- Show Existing Drainage & Utility Easements from underlying plats not vacated prior to recording of the new plat.
- Document Numbers should be shown on the plat for existing easements opened by filed documents.
- Created Drainage and/ or Utility Easements: check legend for scale. Review plat and add dimensions as required.
- Purpose: Label on the plat the purpose of any easement not covered by the legend.
- Mathematical data: Plat should show enough mathematical data to establish and retrace and easements shown.
- Statement and Illustration (Legend) compare dimensions shown on the legend to the dimensions called out in the text.

ADJOINING PROPERTY

- Adjoining plat names stippled on the drawing.
- Adjoining legal descriptions of metes and bounds, area and part of a subdivided lot descriptions should match without overlaps and gaps. Gaps and overlaps between descriptions and owners should be brought to the attention of the plating Surveyor.
- Division by area.
- Adjoining prop (Torrens) check for gap/overlap with Torrens certificates.

MISCELLANEOUS

- Document Block: See examples in Hennepin County Addendum.

RESEARCH

- Section folder
- Plat folder
- C.S.P. folder

CHECK LIST FOR REGISTERED LAND SURVEYS

Required by 508 and 505 ([Minn. Stat. § 508.46](#)) ([Minn. Stat. § 505](#))

[Minn. Stat. § 508A.46](#) All laws with reference to the subdivision and platting of unregistered land shall apply with like force and effect to registered land excepting only that the surveyor's plat thereof shall be filed with the registrar.

DESCRIPTIONS

- correctly show legal description
- Gaps and Overlaps
- Measurements (tie-in, descriptive)
- Division by area
- Adjoining prop (Torrens) check for gap/overlap
- Exception

FORMS

- Surveyors Certification
- City Approval
- Tax Approval
- County Surveyor Approval
- Registrar of Titles

DIMENSIONS

- Boundary and tract
- Closure
- Plat and measured
- Text size (minimum is .08)
- Leader lines (dashed with arrowheads)
- Centerlines

GRAPHICS

- Registered Land Survey No.* caps throughout
- Underlying Plat names
- Adjoining plats stippled
- Line types and weights

ROADS

- Names
- Vacated
- Document number
- Widths
- State\co. review/correspondence
- Adjoining road names

EASEMENTS

- Mathematical data
- Purpose
- Document number

WATER

- Benchmarks (in feet with datum and location)
- Elevations
- Labeling
- Wet lands
- Survey lines
- Line types
- Plus/minus distances to shoreline.
- Aerial photo

MONUMENTS

- Shown at appropriate positions
- Right-of-way
- Judicial
- Government

MISCELLANEOUS

- Document block
- North arrow
- Scale (scale in feet)
- Bearing assumption
- Sheet no. (sheet of sheets)
- Match lines (labeled and tied in)
- Details and insets

RESEARCH

- Section folder
- Plat folder
- C.S.P. folder
- Adjoining legal descriptions

PART II

DOCUMENTATION

1. PLATS

A. PLAT NAME

3) Use of Symbols or Punctuation:

Plat names can use periods in planned unit developments (_____ P.U.D. No. __) as part of the name.

5) Plat submissions will be kept for 2 years. If the proposed plat has not been filed by then, the surveyor will be notified that the plat will be discarded. After 2 years the surveyor must resubmit the plat, along with the appropriate checking fee and documentation, as required.

6.) Avoid the use of First, as in JOHNSON FIRST ADDITION

7.) Leading number in a plat name is not allowed as in 645 THIRD AVENUE ADDITION

B. ALL PLATS MUST CONTAIN

- Notification of Interest
- Owner(s) Acknowledgment
- Surveyor Certificate and Acknowledgment
- Advisory Review and/or Approvals
- Governing Body - City Approval certificates
- Taxation Form
- County Surveyor Approval
- Recording Certificates
 - Registrar of Titles
 - County Recorder
- Graphic Representation of Survey
- Legal Description
- Dedication
- Witness Clause
- Signature Line

TORRENS PLATS

Notes:

The description on the plat must be the same as the description on the Certificate of Title. Torrens Certificates for registered property are found in the Registrar of Titles Office on the 5th floor, Hennepin County Government Center. Older certificates and other Torrens documents may be on microfilm in the 5th floor document room.

Abstract property that is subject to an initial proceeding for registration must be described using a description approved by the Hennepin County Examiner of Titles.

1. A Torrens plat adjacent to a vacated platted street that will accrue to the registered land must have an Examiners Directive adding it to the Certificate of Title prior to the plat being filed. The description on the plat should match the one on the directive.
2. Plats of registered land which describe property “lying south (north, east, west) of (a) roadway” are subject to review by the Examiner of Titles, and the boundary of lands so described may be uncertain. Platters may be required to pursue a proceeding subsequent to clarify the location of the boundary as “centerline” or “right-of-way.” Land surveyors preparing plats with these descriptions should give early notice to their clients that this type of description is problematic and may cause delay in recording their plat.
3. In a case where an abstract description needs additional information, such as: a metes and bounds centerline description, an assumed bearing, or an additional explanatory call to a point or line in the description; the surveyor may add to the plat in a clause following the deed description the phrase: “For purposes of this description, the... etc.”

Plat descriptions that go to the centerline of a public way should have a note added to the drawing. (Example: "to the centerline of State Highway No. 12" should be "to the centerline of State Highway No. 12 as shown on Final Certificate C.R. Document No. 4270945")

C. NOTIFICATION OF INTEREST, DEDICATION OR DONATION AND OWNER(S) ACKNOWLEDGEMENT(S)

Owners and all others with possessory interest must join in the plat as fee owners or owners and proprietors (one who occupies).

A spouse may indicate an inchoate interest as in the plat of ENGSTROM MARNIE ADDITION in lieu of fee ownership:

List parcels in the description separately as to the owners, mortgagees, etc.

Example 7: Partnerships

Partnerships apparently have no limitation to form. Therefore each partnership will be regarded individually until such forms are standardized.

ADDITIONAL EXAMPLES:

Example 8: Trusts:

(For Plats containing Torrens property being signed by a Trustee of a Trust, see the Examiner Of Titles Signature block under Recording Certificates)

KNOW ALL PERSONS BY THESE PRESENTS: That Mary R. Doe, Trustee of the John W. Doe revocable trust dated July 31st, 1998, fee owner of the following described property to wit:

(A trust is not an entity on its own and must have a trustee named as above)

Example 11: Deceased Property Owner

KNOW ALL PERSONS BY THESE PRESENTS: That Jane B. Doe, Personal Representative of the estate of John E. Doe, single, fee owner of the following described property:

Example 12: Personal Representative:

KNOW ALL PERSONS BY THESE PRESENTS: That Mary R. Doe, Personal Representative of the John W. Doe revocable trust dated July 31st, 1998, fee owner of the following described property to wit:

Example 13: Guardianship

KNOW ALL PERSONS BY THESE PRESENTS: That Mary R. Doe, Guardian of the John W. Doe revocable trust dated July 31st, 1998, fee owner of the following described property to wit:

MCDA:

The Minneapolis Community Development Agency is “a public body corporate and politic” under Minnesota law.

ACKNOWLEDGEMENT

1. You **MUST** add a line for the notary to print their name if they cannot use the stamp.
2. The location requested in the acknowledgement is the county and state in which the notarial act was performed ([Minn. Stat. § 358.47](#))
3. Marital status, company designation, or partnership designation must be stated in the acknowledgement.

E. Approvals for City of Minneapolis Planning Commission

Planning Commission – No Appeal

Required Format:

MINNEAPOLIS, MINNESOTA

I, The Secretary of the Planning Commission of the City of Minneapolis, Minnesota, do hereby certify that on this ___ day of _____, 20___, the City of Minneapolis acting by and through its City Planning Commission duly approved (the plat of _____ / this Registered Land Survey), and duly authorized such action of the Commission by its Secretary. The prescribed ten-day period for appeal has elapsed without receipt of an appeal, as provided by Title 22, Section 598.320 of the Minneapolis Code of Ordinances.

_____ Secretary of Planning Commission

Planning Commission – Filing An Appeal

Required Format:

MINNEAPOLIS, MINNESOTA

I, The Secretary of the Planning Commission of the City of Minneapolis, Minnesota, do hereby certify that on this ___ day of _____, 20___, the City of Minneapolis acting by and through its City Planning Commission duly approved the (plat of _____ / this Registered Land Survey), and duly authorized such action of the Commission by its Secretary. Approval reflects action taken by the City of Minneapolis following the filing of an appeal, as provided by Title 22, Section 598.320 of the Minneapolis Code of Ordinances.

_____ Secretary of Planning Commission

F. GOVERNING BODY Approval certificates

1. General approval Form for Municipalities

Subdivision Plat (see MSPS/MACS manual)

Registered Land Survey (see MSPS/MACS manual)

2. Approval Forms for Minneapolis

Subdivision Plat

Required Format:

MINNEAPOLIS, MINNESOTA

I hereby certify that this plat of (NAME OF PLAT) was approved by the City Planning Commission of the City of Minneapolis at a meeting thereof held this _____ day of _____, 20__ . If applicable, the written comments and recommendations of the Commissioner of Transportation and the County Highway Engineer have been received by the City or the prescribed 30 day period has elapsed without receipt of such comments and recommendations, as provided by Minn. Statutes Section 505.03, Subd. 2.

CITY CLERK OF MINNEAPOLIS, MINNESOTA

_____ City Clerk

Registered Land Survey

Required Format:

MINNEAPOLIS, MINNESOTA

I hereby certify that this Registered Land Survey was approved by the City Planning Commission of the City of Minneapolis at a meeting thereof held this ____ day of _____, 20__ .

CITY CLERK OF MINNEAPOLIS, MINNESOTA

_____ City Clerk

Municipality Instructions

Check to see that the plat actually lies within the city as listed.

3. COUNTY AND STATE HIGHWAYS

[Minn. Stat. § 505.03, Subd. 2](#) requires any preliminary plat abutting upon state or county highways or state rail bank property to be submitted to the Commissioner of Transportation or the County Engineer, respectively, for review. A certificate or other evidence attesting to said submission must accompany or be part of the final plat. The Hennepin County plat checking unit will contact the appropriate road authorities upon receipt of proposed plats submitted for our review. These plats will be approved or rejected based on conformance with this subdivision.

G. TAXATION FORMS

Required Format:

RESIDENT AND REAL ESTATE SERVICES, Hennepin County, Minnesota

I hereby certify that taxes payable in 20__ and prior years have been paid for land described on this (Plat/Registered Land Survey), dated this ____ day of _____, 20__ .

Mark V. Chapin, County Auditor by _____ Deputy

1. The certification for taxes paid follows the city signatures.
2. Taxes must be paid for the year in which the plat or R.L.S. is filed.

3. Taxes must be paid and the plat certified before the County Surveyor's Office will sign the plat or R.L.S.

H. COUNTY SURVEYOR APPROVALS

Required Format:

SURVEY DIVISION, Hennepin County, Minnesota
Pursuant to MN. STAT. Sec. 383B.565 (1969), this (plat/registered land survey) has been approved this ___ day of _____, 20__ .

Chris F. Mavis, County Surveyor by _____

I. RECORDING CERTIFICATES

For Torrens property signed by the Trustee of a Trust the Examiner of Titles signature block should be added to the plat following the County Surveyors signature block.

EXAMINER OF TITLES

Required Format:

EXAMINER OF TITLES, Hennepin County, Minnesota
Pursuant to Minn. Stat. Sec. 508.62, I certify that this plat is approved for filing for lands described herein owned by the dedicators and included in Certificate of Title No. _____ upon the prior filing of Certificate of Trust and Affidavit of Trustee marked _____.
Dated this _____ day of _____ 20__ .

Susan T. Ledray, Examiner of Titles by _____ Deputy Examiner

REGISTRAR OF TITLES

1. Plats of registered property are signed by the Registrar of Titles (or deputy) as follows:

Required Format:

REGISTRAR OF TITLES, Hennepin County, Minnesota
I hereby certify that the within (plat of PLAT NAME / Registered Land Survey No. _____) was filed in this office this ___ day of _____, 20__ , at ___ o'clock __.m.

Martin McCormick, Registrar of Titles by _____ Deputy

COUNTY RECORDER

1. Plats of abstract property are signed by the County Recorder (or deputy) as follows:

Required Format:

COUNTY RECORDER, Hennepin County, Minnesota

I hereby certify that the within plat of (PLAT NAME) was recorded in this office this ___ day of _____, 20___, at ___ o'clock __.m.

Martin McCormick, County Recorder by _____ Deputy

2. REGISTERED LAND SURVEYS

A. Registered Land Survey Requirements

County Recommendations and Requirements by Law ([Minn. Stat. § 508.47, Subd. 4](#)):

7. All tracts lettered consecutively beginning with the letter "A". In cases of Registered Land Surveys containing more than 26 Tracts the following Tract lettering system may be used:

First pass thru alphabet: A-Z

Second pass thru alphabet: AA-AZ

Third pass thru alphabet: BA-BZ

Fourth pass thru alphabet: CA-CZ

Fifth pass thru alphabet: DA-DZ

Sixth pass thru alphabet: EA-EZ

Etc...

11. R.L.S. shall be made on photo mylar.
12. Must be a black and white drawing.
13. Scale must be no smaller than one inch equals 200 feet.
14. Must be certified by the surveyor.
15. The surveyor certification shall be properly acknowledged by the land surveyor on the registered land survey before a notarial officer.

Vertically stacked Registered Land Surveys are enabled by [Minn. Stat. § 508.47, Subd. 4](#)

The stacked concept is not allowable for subdivision plats recorded under [Minn. Stat. § 505](#).

3. RECORDING NOTES (Plats / Registered Land Surveys)

1. The certificates for the Registrar of Titles and/or the County Recorder follow the County Surveyor's signature clause.
2. Hennepin County requires a single mylar for plats and registered land surveys that are filed with the Registrar of Titles and County Recorder.
3. To facilitate the county's approval process the Registrar's certification is placed before the County Recorder's certification.
4. A city resolution accepting the plat is only needed for plats and registered land surveys in the City of Minneapolis.

PART III

GRAPHICS

5. PLAT SCALE

- C. A graphic scale must be shown on the plat.
Do not use "1 inch = xx feet" wording on the bar scale because this may cause confusion if the plat is scanned and reduced in size for printing.

6. ORIENTATION OF BEARINGS AND PLATS

A. BEARING ORIENTATION

1. b) If the orientation of the bearing system is based on the Hennepin County coordinate system, show on the plat the location of two monuments maintained by the county in that system.

9. MONUMENTATION

A. PLAT MONUMENTS

Show all government corners that determine the plat boundaries whether or not said corners are a part of the plat. These corners shall be referenced to the plat by distance and direction.

F. JUDICIAL LANDMARKS MN Statutes Chapter 559.25

1. Surveys found in the Torrens Case for initial registration will be referenced as a part of the plat review. Torrens cases may be ordered from District Court (612-348-3170) located at the Hennepin County Government Center in Minneapolis.
2. Label a found Judicial Landmark as:
"JLM set per Torrens Case No. ____." (Found)
3. Label a missing Judicial Landmark as:
"JLM set per Torrens Case No. ____." (Not found)
4. It is also acceptable to show Judicial Landmarks on the drawing by legend statement.
5. Any Judicial Landmark that controls the boundary of the plat must be shown whether it falls within the boundary of the plat or not.

I. COUNTY AND STATE RIGHT-OF-WAY MONUMENTS

1. Show R/W monuments within or near the property. Indicate by label or legend.
 - a) Label County R/W monuments "Henn. Co. R/W Mon."
 - b) Label State R/W monuments "MN DOT R/W Mon."
 - c) Label right-of-way monuments that have not been found;"Not Found".
2. State Highway R/W on the new plat must agree with State Highway Plat Maps and other filed documents.

10. LINE WIDTHS

Use unique broken line types consistently throughout the plat in identifying the following lines:

- Drainage and Utility Easement
- Drainage Easement
- Edge of Wetland
- Underlying Platting, Adjacent Plat Boundary and Right of Way
- Description
- Dimensioning, Leader and Radial
- Government Subdivision

12. BLOCK AND LOT NUMBERS

For clarity we recommend that lot and block numbers should follow the word LOT or BLOCK on the drawing and not be below or apart from them.

Townhouse Lots and Blocks may be numbered using one of two methods:

1) Number all the building squares consecutively, such as Lots 1 thru 4, 5 thru 8, 9 thru 12, number the overall lot as Lot 13, and make it all as Block 1.

2) Number all the building squares as separate blocks, such as: Lots 1 thru 4, Block 1; Lots 1 thru 4, Block 2; Lots 1 thru 4, Block 3; and letter the overall lot as Outlot A.

6. MATCH LINES, OVERVIEWS AND INSETS

MATCH LINES

1. Match lines may use different scales when necessary.
2. A single match line can be labeled simply MATCHLINE but more than one match line must be labeled MATCHLINE A, MATCHLINE B, etc.
3. Match lines on separate sheets must also refer to the other sheet.
Example: MATCHLINE A (See Sheet 3 of 3 Sheets)

INSETS

1. Insets are used to detail lots, blocks, and streets within an area on the plat. If more than one inset is necessary, identify each with a letter.
2. Insets may be at a different scale than the overall plat.
3. Label the inset area on the overall plat as INSET (See Sheet 3 of 3 Sheets). Label the sheet on which the inset appears as INSET.
4. Dimension the boundaries of the inset on the inset area of the overall plat. Interior lot lines, block lines or dimensions within the inset need not be shown on the inset area of the overall plat.
5. Data outside of the inset boundary need not be shown on the inset drawing unless otherwise required.

17. PUBLIC WAYS

Any public way easement opened by document or City resolution for public use shall either be dedicated as road right of way on the plat or vacated prior to filing the plat.

K. CONTROLLED ACCESS

Do not show controlled access restrictions on the plat.

L. STREET NAMES

Do not dedicate "County Road" except in cases when there is not a municipal street name or when the municipal street name is "County Road No. ___." State aid designation should not be included in the labels for County Roads.

Do not dedicate "State Highway" except in cases when there is not a municipal frontage street name or when the frontage street name is "State Highway No. ___". It is permissible to separate the state highway with the frontage road to dedicate separately.

Do not stipple "H.C.S.A.H. No." or "County Highway Plat No." as part of the adjoining county road name.

Stipple the names of existing streets that lie within tracts of new Registered Land Surveys. (Do not dedicate).

M. STREET VACATIONS

For TORRENS property see [Minn. Stat. § 508.73 Subd. 2.](#)

Vacated platted streets being included in a new plat must have a description that describes the boundary and cannot be described simply as "accruing thereto".

Public Ways being replatted in an abstract plat must be vacated prior to the filing of the new plat.

1. Denote the Document Number of the vacated street on the new plat.
2. Hennepin County will review the description of the vacation to ensure that it is consistent with existing boundaries.

Caution: For Public Ways being replatted into a Tract on a registered land:

1. Check the Certificate of Title to be sure the description of the vacated street has been added to either the face of the Certificate or to the memorial of the Certificate.
2. The new plat must use the same description as the certificate unless the new plat takes only a portion of the vacated street.
3. Document numbers of these vacated streets that have been added to the certificate of title need not be shown on the plat.
4. Label lines if called for in the description.

COUNTY, STATE and RAILROAD RIGHT-OF-WAY

N. COUNTY ROADS

1. When labeling right of ways per document number use Torrens document numbers for Torrens R/W parcels (“Northerly Right of way line per R.T. DOC NO. ___”) and Abstract document numbers for Abstract R/W parcels (“Northerly right of way line per C.R.DOC. NO. ___”).
2. If there are two or more R/W lines on a plat intended to be the same line the plat must go to the line which is "per filed document" and not to a line which is shown "as monumented" or "as traveled."
3. Check to see that labels of platted County Road R/W which adjoin or fall within a new plat are exactly the same as the recorded road plat name as they represent.

O. COUNTY ROAD PLAT

Right-of-way acquisition maps or plats created under [Minn. Stat. § 160.085](#) by state and county road authorities are not subject to conditions of [Minn. Stat. § 505](#) and are not subject to review by the county surveyor under [Minn. Stat. § 389.09](#).

Right-of-way maps or plats created under [Minn. Stat. § 505.1792](#) (supplemental information as to the location of streets, county roads, county and state-aid highways, town roads and other transportation corridors) by the governing body of any city, town or county, are subject to all provisions of [Minn. Stat. 505](#) and will be reviewed and approved by the county surveyor under [Minn. Stat. § 389.09](#).

Right-of-way acquisition maps or plats created under [Minn. Stat. § 505.1793](#) by the governing body of a statutory or home rule charter city or town are not subject to provisions of [Minn. Stat. § 505](#) and need not be reviewed and approved by the county surveyor under [Minn. Stat. § 389.09](#).

P. STATE HIGHWAYS

1. Parcel numbers shown on State Highway Maps are the same as the parcel numbers on the Final Certificate.

Q. STREET CENTERLINES

1. When a right-of-way has varying widths, label the centerline as described in (Book and page) or as traveled (date).
2. Called centerlines of streets which are not actually the center of the street must also show a designation such as per document or per plat or there must be a metes and bounds description within the description on the plat describing said centerline.

20. WATER AND BOUNDARIES

E. MEANDERED LAKES

Any meander lines used in calculations or when accretions are cited in the description shall be shown on the plat.

21. EASEMENTS

INDIAN MOUNDS

Indian mounds are not required to be shown on the plat; however, restrictive covenants should be written and filed. Easements should not cross the mounds or the buffer zones to the mounds. See [Minn. Stat. § 307.08 Subd. 10](#) for additional information on burial sites.

EASEMENT DETAILS

Arrowed leader lines used with dimensions should be dashed or dotted lines, including those contained within Easement Details.

PUBLIC WAYS

Any public way easement opened by document or City resolution for public use shall either be dedicated as road right of way on the plat or vacated prior to filing the plat.

24. LEGEND

It is good practice to put a legend on each sheet of the graphic portion of the plat.

25. VICINITY OR LOCATION MAP

The use of a vicinity map on the plat is optional.

31. DOCUMENT BLOCK

Hennepin County requires a document block to be drawn in the upper right-hand corner of all sheets of the plat as shown below.

The top line of the document block is left blank.

The second line is for: **R.T. DOC. NO.**. (See Example 1)(½ inch by 4 inch space) or **C.R. DOC. NO.** (See Example 2) (½ inch by 4 inch space).

Whenever a plat is both Torrens and Abstract, the **R.T. DOC. NO.** will be shown on line 2 and the **C.R. DOC. NO.** will be shown on line 3 of the document block. (See Example 3)

TORRENS PLAT (Example 1):

R.T. DOC. NO. _____

ABSTRACT PLAT (Example 2):

C.R. DOC. NO. _____

TORRENS AND ABSTRACT PLAT (Example 3):

R.T. DOC. NO. _____
C.R. DOC. NO. _____

32. AUDITOR'S SUBDIVISION

Auditor's Subdivision lots being replatted must be tied to a government subdivision line and monuments by bearing and distance.

33. ANNEXED; ABOVE

The word ANNEXED is not necessary and could be misinterpreted. The combination of the pictorial and description portions is considered to be the plat.

The word ABOVE, as sometimes used in acknowledgments, is not necessary and could be misinterpreted with certain arrangements of paragraphs.

PART IV

SURVEYOR'S CERTIFICATE OF PLAT CORRECTION

CERTIFICATE OF CORRECTION ON TORRENS PROPERTY

Based on long practice, precedent and an attorney general's opinion, the Registrar of Titles will not accept a surveyor's certificate of correction without a Court Order so directing. The attorney for the owner should file a Petition in a Proceeding Subsequent to Initial Registration requesting such an Order.

(Statement from Examiner of Titles, Ed Bock, January 2006)

Certificates of Correction on Torrens plats require additional steps be taken before filing and may delay the filing of a plat or correction by approximately 45 days. It is important to contact the Examiner of Titles Office as early as possible for guidance.

[EXAMINER OF TITLES](#)

APPROVALS BY COUNTY SURVEYOR & MUNICIPALITY

The following municipalities have requested (by resolution) that Certificates of Correction be reviewed, approved (via signature), prior to submitting the document for municipal approval.

- Champlin
- Dayton
- Edina
- Golden Valley
- Greenfield
- Hanover
- Hopkins
- Independence
- Maple Grove
- Medicine Lake
- Medina
- Minnetonka
- Minnetrista
- Plymouth
- Richfield
- St. Bonifacius

COUNTY ENGINEER APPROVAL

To Whom It May Concern:

In order to evaluate compliance with the 2000 legislative changes in [Minn. Stat. § 505.03 Sub. 2](#) and [462.358](#), the Hennepin County Surveyor's Office has adopted the additional policy with respect to the review and recording of Subdivision Plats and Common Interest Community Plats within Hennepin County.

Any Subdivision Plat or Common Interest Community which includes land abutting an existing or established county roadway or county state aid highway, brought to the office of the County Surveyor for signature prior to recording, that does not conform to the recommendations made by the county engineer MUST be accompanied by a copy of the recorded documents showing:

Evidence of submission of the preliminary plat to the county for comments as per [Minn. Stat. § 505.03 Sub 2b](#),

A copy of the county comment letter regarding the preliminary plat as required per [Minn. Stat. § 505.03 Sub.2\(c\)](#), and,

A copy of the city response to any county comments and disposition from follow-up meetings held to resolve any issues as required per [Minn. Stat. §505.03 Sub.2\(c\)](#). These three documents shall suffice for the submission requirements of the evidence required in [Minn. Stat. § 505.03 Sub.2\(d\)](#).

The County Surveyor may not sign plats for recording if this information is not provided.

Questions regarding the County Engineer plat review process may be directed to:

Hennepin County Transportation Planning Division
1600 Prairie Drive
Medina, MN 55340-5421

Attn: Bob Byers, Senior Transportation Planner
Phone: 612-596-0354 Email: Robert.byers@hennepin.us

Questions regarding final platting review and recording may be directed to:

Hennepin County Survey Division
A-703 Government Center
Minneapolis, MN 55487-0073

Attn: Jason Bongard, LS; Principal Engineering Technician

E-mail: surveyor.plats@hennepin.us

MUNICIPALITY SIGNATURES

Municipality	Signatures
BLOOMINGTON	MAYOR/CITY MANAGER
BROOKLYN CENTER	MAYOR/MANAGER
BROOKLYN PARK	MAYOR/MANAGER
CHAMPLIN	MAYOR/CLERK
CHANHASSEN	MAYOR/MANAGER
CORCORAN	MAYOR/CLERK
CRYSTAL	MAYOR/CLERK
DAYTON	MAYOR/CLERK & sometimes PLANNING COMM.
DEEPHAVEN	MAYOR/CLERK
EDEN PRAIRIE	MAYOR/MANAGER
EDINA	MAYOR/MANAGER
EXCELSIOR	MAYOR/MANAGER
GOLDEN VALLEY	MAYOR/CLERK
GREENFIELD	MAYOR/CLERK
GREENWOOD	MAYOR/CLERK/ PLANNING COMM
HANOVER	MAYOR/CLERK
HOPKINS	MAYOR/CLERK
INDEPENDENCE	MAYOR/CLERK
LONG LAKE	MAYOR/CITY ADMINISTRATOR
MAPLE GROVE	MAYOR/CLERK
MAPLE PLAIN	MAYOR/CLERK
MEDICINE LAKE	MAYOR/CLERK
MEDINA	MAYOR/ ADMINISTRATOR-CLERK
MINNEAPOLIS	CITY CLERK/ SEC. PLANNING COMM.
MINNETONKA	MAYOR/CLERK
MINNETONKA BEACH	MAYOR/CLERK
MINNETRISTA	MAYOR/CLERK or ADMINISTRATOR
MOUND	MAYOR/CLERK
NEW HOPE	MAYOR/CLERK
ORONO	MAYOR/CLERK
OSSEO	MAYOR/CLERK
PLYMOUTH	MAYOR/CLERK
RICHFIELD	MAYOR/MANAGER
ROBBINSDALE	MAYOR/CLERK
ROCKFORD	MAYOR/CLERK
ROGERS	MAYOR/CLERK
ST.ANTHONY	MAYOR/CLERK
ST. BONIFACIUS	MAYOR/CLERK
ST. LOUIS PARK	MAYOR/CLERK
SHOREWOOD	MAYOR/CLERK
SPRING PARK	MAYOR/CLERK
TONKA BAY	MAYOR/CLERK
WAYZATA	MAYOR/CLERK
WOODLAND	MAYOR/CLERK