ST. LOUIS COUNTY PUBLIC WORKS DEPARTMENT
LAND SURVEY DIVISION

FINAL PLAT CHECKING GUIDELINES
(Chapter 5O5 Plats)

1) SECTION CORNER CERTIFICATES REQUIRED - Any P.L.S. monuments used to determine plat boundaries will require corner certificates. The files should be looked at to see if any certificates already exist. These certificates should be submitted along with the plat before the checking process takes place. Certificates are reviewed and compared with record information to help insure that the monuments are correct. Other significant monuments used to determine plat boundaries must have reference ties (tie sheet).
Note: Review of the plat will not begin until Government Corner Certificates/tie sheets are received and approved unless otherwise directed by the County Surveyor.

2) TITLE - The title of the plat shall be identical to the name of the plat in the dedication. It shall be printed in capital letters. A general location should be located directly underneath in smaller text. Example:

WHITE PINE ACRES
Located in the SW 1/4 of SW 1/4 Section 3, T.57N., R.17W., 4th P.M.

Check with County Recorder's office to make sure that plat name is original and not used or even similar in spelling to an existing recorded plat.

3) DEDICATION - Follow the dedication carefully. Bearings, distances and curve data should match the plat drawing.

The plat name should be written exactly as it appears in the title and in capital letters.

Check for spelling and punctuation.

4) SIGNATURE BLOCKS (as required) - The signature blocks that may appear on a plat are as follows:

Notification of Interest
Acknowledgements
Surveyor's Certificate
Advisory Body
Governing Body
County Surveyor
County Auditor
County Recorder

The blocks may vary according to the City, Township or County ordinances.

5) INDEX MAP - This map should show the location of the plat. The north orientation for the index map should be the same as the plat itself.

All certified section corners, quarter corners, meander corners, sixteenth corners or other control monuments needed to subdivide the property should also be shown on this map. Certified corners of record should show certificate document number. The monuments should be labeled found or set, along with the size and type. This map should also include a North arrow, a bar or stated scale and description of the section.

The map should show a full section with enough information to locate the property in a quarter-quarter section or a government lot. This map should show and identify prominent physical features within a half mile such as highways, rivers, lakes, and railroads. This map should also include a description of the section.

6) LEGEND - The plat shall include a legend defining any lines and/or symbols used on the plat.

Option #1 - Monuments set shall be an open circle.
Monuments found should be a solid circle.

Option #2 - The size and description of the monuments found should be noted wherever possible.
On monuments set, the R.L.S. number should be shown.

Computer generated plat monuments may have boundary lines extended through the monument symbol.

7) BENCH MARK AND WATER ELEVATION - Any plat which includes land abutting upon any lake or stream shall show, for the purpose of information only, a contour line denoting the present shoreline, water elevation, and the date of survey.

The highest known water elevation shall be indicated on the face of the plat by numerical figures if this data is available from the Minnesota State Department of Natural Resources/Division of Waters, Soils, and Minerals, or from the United States Army Corps of Engineers.

All elevations shall be referenced to a durable bench mark described on the plat together with its location and elevation to the nearest hundredth of a foot, which shall be given in mean sea level datum if such bench mark with known sea level datum is available within one-half mile, or such longer distances as may be practicable.

If the bench mark is within the plat, then its location shall be plotted and labeled.

8) BASIS OF BEARINGS - A plat note shall state the basis of the directional orientation of the plat. The statement "all bearings are assumed" shall not be used. This statement negates the mathematical relationship of the lines.

North orientation should be toward the top of the plat (30 inch side). If this is not possible, North shall be toward the binding edge of the plat (left 20 inch side). In either case all dimensions, designations, lot and block numbers, etc., should read from the bottom and right side of the plat.

9) PLAT SCALE - Scales shall be confined to those normally used on an engineer's scale.

10) PLAT BAR SCALE - A bar scale is required. Directly underneath the bar scale should be **SCALE IN FEET.** A stated scale is not required but can be shown.

11) NORTH ARROW - An arrow large enough so it stands out should be shown. The north arrow should be shown on each sheet where there is a graphic representation.

12) SECTION SUBDIVISION - This should be integrated with the index map.

a) Closure - The bearings/angles and distances should be denoted on the subdivision lines that are required to determine the plat boundaries. A mathematical check should be made to see if the subdivision closes. Closure should be within .02 feet North- South and .02 feet East-West. Check to see if our department has any interior angles and distances to compare with.

b) Monuments - All section, quarter, meander, sixteenth, or other control monuments needed to subdivide the plat should also be labeled found, set, or of record, along with the size and type.

c) North Arrow - A north arrow showing the subdivision orientation.

d) Scale - A bar scale or a stated scale must be shown.

13) PLAT EXTERIOR CLOSURE - All bearings, distances, and curve data (if applicable) should be on the plat. Make sure they correlate with the plat descriptions. All description calls should be shown on the plat drawing. After it is checked with the descriptions, a mathematical check can then be made to check the closure. The exterior should close to within .02 feet North-South and .02 feet East-West.

If there is a State, County or U.S. Highway, see if there is a ROW map available. The ROW data should match up with the plat.

Also, if there are any adjoining plats, the abutting dimensions should be compared. If they differ, the adjoining plat dimensions should also be noted and labeled. If they are identical, the dimension should be labeled "plat and measured".

a) Distances - Check for correct distances. Distances should be to the hundredths of a foot from monument to monument. On indefinite objects such as shoreline and slopes, distances should read to the nearest foot.

b) Bearings/Angles - If there is a possible error in a bearing or angle, it should be noted here. (The most common error is an inverted bearing)

c) Curve Data - When centerlines of curvilinear roads are shown, the central angle (to the nearest second), radius and arc length (to the nearest hundredth of a foot) must be shown. Chord bearing and length is optional.

Segments of centerline curves shall show arc length and central angle only and to the same technical precision standard as noted above.

Right of way radius must be shown unless the ROW is concentric with the dimensioned centerline curve data.

Non-tangental curves must be labeled "not tangent" at the point of intersection. The chord bearing and chord length must be shown. Abbreviated as follows:

C. Brg. - for chord bearing
C. - for chord length

The central angle, radius and arc length shall be shown on all curved boundary lines.

The use of L = for the length of curve is optional. However, if the length of curve is labeled L =, then every length of curve on the plat must be so labeled.

Dashed radial lines at the ends of all curves shall be extended far enough toward the radial point to clearly indicate the direction of curvature.

To avoid congestion on a plat, if there are many curves involved, a tabulation of curve data is permissible.

14) BLOCK CLOSURE -A mathematical check should be run around the exterior of the block to check the closure. Closure should be within .02 feet North-South and .02 feet East-West.

a) Distances - If there is a possible error in block exterior distances, it should be noted here. All distances should be shown to the hundreths of a foot.

b) Bearings/Angles - If there is a possible error in a bearing or angle, it should be noted here. (The most common error is an inverted bearing)

c) Curve Data - When centerlines of curvilinear roads are shown, the central angle (to the nearest second), radius and arc length (to the nearest hundredth of a foot) must be shown. Chord bearing and length is optional.

Right of way radius must be shown unless the ROW is concentric with the dimensioned centerline curve data.

Non-tangental curves must be labeled "not tangent" at the point of intersection. The chord bearing and chord length must be shown. Abbreviated as follows:

C. Brg. - for chord bearing
C. - for chord length

The central angle, radius and arc length shall be shown on all curved boundary lines.

The use of L = for the length of curve is optional. However, if the length of curve is labeled L =, then every length of curve on the plat must be so labeled.

Dashed radial lines at the ends of all curves shall be extended far enough toward the radial point to clearly indicate the direction of curvature.

To avoid congestion on a plat, if there are many curves involved, a tabulation of curve data is permissible.

15) LOT CLOSURE -A mathematical check should be run around the exterior of each lot to check the closure. Closure should be within .02 feet North-South and .02 feet East-West.

a) Distances - If there is a possible error in a lot exterior distances, it should be noted here. All distances should be shown to the hundreths of a foot.

b) Bearings/Angles - If there is a possible error in a bearing or angle, it should be noted here (The most common error is an inverted bearing). If there is a curve involved and the lot line happens to be a radial line, it should be labeled as such.

c) Curve Data - When centerlines of curvilinear roads are shown, the central angle (to the nearest second), radius and arc length (to the nearest hundredth of a foot) must be shown. Chord bearing and length is optional.

Right of way radius must be shown unless the ROW is concentric with the dimensioned centerline curve data.

Non-tangental curves must be labeled "not tangent" at the point of intersection. The chord bearing and chord length must be shown. Abbreviated as follows:

C. Brg. - for chord bearing
C. - for chord length

The central angle, radius and arc length shall be shown on all curved lines within lots.

The use of L = for the length of curve is optional. However, if the length of curve is labeled L =, then every length of curve on the plat must be so labeled.

Dashed radial lines at the ends of all curves shall be extended far enough toward the radial point to clearly indicate the direction of curvature.

To avoid congestion on a plat, if there are many curves involved, a tabulation of curve data is permissible.

16) BLOCK AND LOT NUMBERS - All blocks shall be numbered progressively. Begin the numbering with one and number each block progressively throughout the plat. When the plat consists of one block only, the word “BLOCK” shall be spelled out and precede the arabic numeral 1.

Physical boundaries such as streets, alleys, highways, lakes, parks walkways and outlots divide blocks. Streams and rivers are optional for block

17) OUTLOTS - All outlots shall be designated alphabetically and consecutively beginning with the letter "A".

18) PLAT BOUNDARY OUTLINED - The plat boundary should have the heaviest line weight on the plat.

19) BLOCK BOUNDARY OUTLINED - The block boundaries should have the second heaviest line weight on the plat.

20) LOT BOUNDARY OUTLINED - The lot boundaries should be solid lines.

21) STREET NAMES AND NUMBERS - The name and/or number of any public thoroughfare adjoining the plat shall be shown in stippled letters. The name will appear first followed by the road number in parenthesis. The road widths shall be shown in solid numbers.

22) SURVEY LINES - In any instance where a river, stream, creek, lake, or pond constitutes a boundary line within or of the plat, a survey line shall be shown.

The survey line shall be shown as a dashed line.

The survey lines should be labeled as such or referenced in the legend.

Bearings and distances between the angle points shall be shown.

Monuments shall be placed at all angle points along the survey lines and at each point where the parcel line intersects the survey line.

The approximate distance to the nearest foot from all angle points to the shoreline must be shown.

23) EASEMENTS - Easement boundaries shall be shown as a dashed line. All existing easements such as powerlines, pipelines, telephone, railroads, etc., shall be shown on the plat along with its recorded document number.

The purpose of any easement created on the plat must be clearly stated and shall be confined to only those that deal with public utilities and drainage ditches.

Easements shall be located with bearings/angles and distances in a manner that will clearly define the boundaries or location of the easement and can be checked for closure. The easement widths should also be shown.

24) SUBDIVISION LINES LABELED - All subdivision lines, including government lot lines shall be labeled. Angles/bearings and distances should also be shown from a subdivision corner to a point of intersection of the plat.

All quarter-quarter, section, or government lots shall be identified by stipple lettering.

25) MONUMENTS LABELED - All section corners, quarter corners, sixteenth corners, and meander corners should be labeled and identified. The type of monument should also be indicated.

Option #1 - Monuments set shall be an open circle.
Monuments found should be a solid circle.

Option #2 - Clearly note whether monument was set or found. Type, size, and R.L.S. number on monuments set should be noted.

26) ADJOINING OR UNDERLYING PLATS LABELED - The names and boundary lines of any adjoining plats shall be shown. It is not required to show any block or lot lines and numbers unless they are referred to in the parcel descriptions. The plat name shall be stippled and the plat boundaries shall be dashed lines. When an adjoining plat line distance is different than the new plat distance, the **PLAT** and **MEASURED** distances shall be shown.

Underlying plats shall be shown as a fine dashed line showing block and lot lines along with lot and block numbers in stipple.

27) WET LAND - The definition of **WET LAND** in relation to what should be shown on the plat should be determined by the surveyor. Aerial photographs should be used to assist in verifying permanency of any wet land area.

Wet land shown on the plat will be designated by a dashed contour line.

The words WET LAND shall be shown in capital letters and lettered in a fine solid line.

28) PLAT SIZE - The plat shall be 22 inches high by 34 inches long. A 2 inch border on the left side and a 1/2 inch border around the other sides.

29) SHEET NUMBERS LABELED - Plats consisting of more than one sheet shall have the sheet number and the total number of sheets in the lower right corner of the plat outside of the border.

Example: Sheet 1 of 3 sheets

30) LABEL OFFICIAL PLAT - OFFICIAL PLAT shall be spelled out in capital letters top center outside of the border line. If more than one print is submitted for the County Surveyor's approval and signature, only one print should be labeled "OFFICIAL PLAT". All others should be labeled "COPY".

31) PLAT REVIEW FEE - An APPLICATION FOR PLAT CHECKING and the required fee must be submitted before the review process will begin. See APPLICATION FOR PLAT CHECKING form for current fees.

No plat checking will be started until we receive the plat checking fee and necessary corner certificates/tie sheets.

Date: 3/28/2001
REV.: 1/04/2011