

Plat Checklist

_____ **Title of Plat:** Check records at Recording Office to make sure Subdivision name has not already been used

_____ **Body of Plat:** include all of the following:

_____ Old Description _____ Surveyor's Certificate (include survey date)
_____ New Description _____ Owner's Certificate

***** The Owner's, Commission, and Township signatures require notarization*****

_____ **Sketch of Property:** Property being platted needs to have a bold outline. Previous descriptions should be ghosted in. This includes quarter lines and lot lines. A vicinity map is required. Acres, Sub Lot Numbers, Lot Numbers, and Block numbers need to be replaced on property diagram, being subdivided, in **Bold**. Footages of the lines also need to be on the diagram. A full Metes and bounds description needs to be written in the legal description. **Usine a previously recorded document and document number as a point of beginning or in the description itself is not considered a full Metes and Bounds description.**

_____ **Metes and Bounds Descriptions:** will contain directions by bearing or azimuth in degrees, minutes, seconds and distances in feet. All aliquot part descriptions will not have a dimension less than 1/64th section, and no description in a transferrable document can contain more than 3 parts (SW4 of the SW4 of the SW4) without a survey.

_____ **Owner's Signature:** Research the records at the Recording Office to obtain the correct title to the (Includes middle initials, Life Estates, Contract for Deed holders, Trust Names Etc.)

_____ **Preliminary Plat for Review:** (by County Offices): Deliver paper copies (or email copy) to the Tax Director. This is required on **all** plats. (No exceptions). Offices will make notations on the Preliminary plat in red for necessary corrections. (email: jahopkins@nd.gov)

_____ **Final Plat for Review:** (by Tax Director): After red-line corrections have been made, deliver paper copy back to drafter.

***** Once the necessary corrections have been made – the original plat can be printed and delivered for recording to the Recorder's Office. *****

_____ **Plat:** Wells County Requires 1 Original Plat for Recording. Black ink only which stays at the Recorder's office once recorded.

_____ All Corrections made
_____ Obtain Surveyor's Signature and Seal
_____ Obtain Owner's Signature and Notarization

_____ **Fees:** \$20 for plats and 20 lots or less, \$50 for plats with 21 lots or more.

(Incorporated Cities have their own Platting regulations, but they must meet Wells County Requirements.)