

Plat Checklist

Motion was made by Commissioner Buxa, second by Commissioner Lutt stating that any irregular tracks of land, including any land where a boundary line may go through an existing building and regardless of ownership, as well as all tracks of land being less than 10 acres (NE4NE4NE4), will require that a survey be completed and recorded prior to the transfer of any real property.

On vote being taken, all voted yes, and the Chairman declared the motion carried.

Motion was made by Commissioner Maxwell and seconded by Commissioner Lutt to include the new, included verbiage for Easements/Proposed Easements to the Survey/Plat checklist. On a vote being called, all voted aye. Chairman Dockter declared the motion carried.

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

_____ ***Easement & Proposed Easement: if an easement or proposed easement is to be listed on a survey which includes a metes and bounds description of said Easement/Proposed Easement, the easement must be labeled and have a title.***

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

_____ Old Description

_____ New Description

_____ Surveyor's Certificate (include survey date)

_____ 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. **Using 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.**

_____ ***Sketch of Easement: if an easement or proposed easement is to be listed on a survey which includes a metes and bounds description of said Easement/Proposed Easement, the easement must be in bold lines with the footages of said lines identified.***

_____ **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: jmogren@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.)

NOTE: Easements & Proposed easements must now be identified and tract names given in the case that an attorney uses the metes and bounds descriptions of proposed easements as an exception to a specific tract of land without it being specifically surveyed, especially when the metes and bounds has been given on the survey. These inclusions are being written to prevent another occurrence of the above example happening.