

Survey/Certificate of Survey 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.

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

_____ **Body of Survey:** Include all of the following:

- _____ Surveyor's Certificate (Include Survey Date)
- _____ New Description

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

_____ **Sketch of Property:** Property being surveyed needs to have a bold outline. Previous descriptions should be ghosted in. This includes quarter lines, lot line. A vicinity map is required. Acres, Sub Lot Numbers, Lot Numbers, and Block numbers need to be placed 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.**

_____ **Metes and Bounds Descriptions:** **Metes and Bounds Descriptions:** will contain directions by bearing or azimuth in degrees, minutes, seconds and distances in feet.

_____ **Paper Size:** Paper for surveys must be on 8.5x14 (legal size) or smaller.

_____ **Preliminary Survey For Review:** (Tax Director): Deliver paper copies (or email copy) to the Tax Director. This is required on all surveys. (No exceptions). Office will make notations on the Preliminary survey in red for necessary corrections. (email: jahopkins@nd.gov)

_____ **Preliminary Plat For Review:** (Recorder): Deliver paper copies (or email copy) to the Recorder. This is required on all plats. (No exceptions). Office personnel will make notations for Recording requirements on the Preliminary plat in red for necessary corrections. (email: ckrause@nd.gov)

_____ **Final Survey 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 survey can be printed and delivered for recording to the Recorder’s Office. ***

_____ **Survey:** Wells County Requires 1 Original Survey for Recording, which stays at the Recorder’s office once recorded.

_____ All Corrections made

_____ Obtain Surveyor’s Signature and Seal with notarization as per States’ Attorney Opinion

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