

ST. LOUIS COUNTY PUBLIC WORKS DEPARTMENT
LAND SURVEY DIVISION

COMMON INTEREST COMMUNITY - CIC PLAT CHECKING GUIDELINES
(Chapter 515B Plats)
and
SUPPLEMENTAL CONDOMINIUM PLATS
(Chapter 515A 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 - Effective June 1, 1994, the Minnesota Common Interest Ownership Act (MN Statutes, Chapter 515B) replaced the Uniform Condominium Act (MN Statutes, Chapter 515A).

All new condominiums and planned communities which may include townhouse plats, must conform with the new law. These new plats for Common Interest Communities will be titled as follows:

CIC NUMBER _____
(DEVELOPER'S PROJECT NAME OPTIONAL)
CIC PLAT

CIC numbers must be obtained from the County Recorder's Office and will be a continuation of the Condominium numbering sequence. Developer's project names must also be cleared by the County Recorder's Office in order to avoid confusion from name duplications and similarities.

New SUPPLEMENTAL CONDOMINIUM PLATS located on "Additional Real Estate" of existing CONDOMINIUM PLATS which were filed prior to June 1, 1994, will continue to be governed by the old statute, Chapter 515A, the Uniform Condominium Act, and will be titled as follows:

CONDOMINIUM NUMBER _____
(DEVELOPER'S PROJECT NAME)
(FIRST) SUPPLEMENTAL CONDOMINIUM PLAT

The number and name of the CIC plat should preferably appear at the top center of all sheets in large capital letters. The word "NUMBER" in the title will always be spelled out.

The name of the CIC plat in the title shall be the same as it is in the certificate of the land surveyor, architect or engineer and also as in the declaration and shall be in capital letters in all circumstances.

Ref: Part 2, page 9 - MACS Condominium Plat Manual (MCPM)

3) SURVEYOR'S CERTIFICATE/DESCRIPTION - Follow the description carefully. Bearings, distances and curve data should match the plat drawing. Look out for typographical errors. If there is additional real estate, then these legal descriptions must also be shown. The CIC plat name shall be written exactly as it appears in the title and in capital letters. Check for spelling and punctuation.

Ref: Part 2, page 9 - MCPM

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

Surveyor's Certificate and acknowledgement
Engineer's/Architects certificate(s) and acknowledgements
County Surveyor
County Auditor (optional)

Ref: Part 2, pages 10-13 - MCPM

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

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.

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.

Ref: Part 2, page 24 - MCPM

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 CIC 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 CIC 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 CIC plat, then its location shall be plotted and labeled.

Ref: Part 3, page 20 - MCPM

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 & 14) PLAT EXTERIOR CLOSURE/ADDITIONAL REAL ESTATE CLOSURE - All bearings, distances, and curve data (if applicable) should be on the plat. Make sure they correlate with the plat descriptions. 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 streets 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-tangential 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) BUILDING LOCATION AND CLOSURE - The buildings shall be tied by bearings/angles and distances to plat boundary monuments. If more than one building is involved, a tie shall be shown starting from a plat monument to a corner of the first building; thence to each successive building and then finally closing to a plat boundary monument. Closure should be within .02 feet North-South and .02 feet East-West.

16) UNIT/ELEMENT DIMENSIONS - Sufficient unit dimensions should be shown to clearly define the location of all unit boundaries. If the units are interior spaces, all necessary interior dimensions should be shown. The unit (or building) plan drawings, if needed to show the necessary detail, should be on a separate sheet. The basement (if no basement then first floor) plan should have unit boundaries (interior dimensions) and overall outside dimensions. If there is more than one floor, then only inside dimensions are required for the upper floors. All dimensions should be shown to the hundredths of a foot. Architectural scales should not be used for plat and unit boundaries. Interior and exterior wall thicknesses shall be noted. Floor elevations and floor to ceiling heights for each floor should be noted. The plat checker should add up the inside dimensions and wall thicknesses to assure that they add up to the exterior overall distances.

The unit details should only show exterior and common walls. No doors or windows shall be shown.

Ref: Part 4, pages 28, 29 - MCPM

17) BOUNDARY OUTLINED - The boundary lines of the CIC plat should have the heaviest line weight on the plat. The boundary lines of additional real estate shall be of medium line weight.

18) UNITS NUMBERED - The identifying numbers of each unit should be shown within its boundary on the CIC plat and shall be preceded by the word **UNIT**. "UNIT" means a portion of the

plat (whether or not partially within a building) designed for separate ownership. Units shall be numbered in sequence.

19) ELEMENTS LABELED - "Common Element" means all portions of a condominium plat other than units. All common element improvements such as streets, parking lots, yards and sidewalks which are generally outside of the buildings shall be shown (do not require dimensions).

"Limited Common Element" means a part of the common element allocated for exclusive use of one or more, but fewer than all of the units. Location and dimensions of the limited common elements such as balconies, porches and patios shall be shown.

Ref: Part 4, page 29 - MCPM

20) STREET NAMES AND NUMBERS - The name and/or number of any public thoroughfare adjoining the CIC 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.

Ref: Part 3, page 25 - MCPM

21) SURVEY LINES - In any instance where a river, stream, creek, lake, or pond constitutes a boundary line within or of the CIC 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.

22) EASEMENTS - All existing permanent easements within the CIC plat boundaries and legally pertaining or belonging to the land shall be shown (NOTE: CIC plats do not create/dedicate new easements).

Existing easements over or belonging to additional real estate shall be shown.

Sufficient mathematical data shall be given to establish each easement.

All easements shall be identified by the document number or the name of the plat which created it.

Identify existing easements by individual labeling or by use of the legend.

Ref: Part 3, page 19 - MCPM

23) 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.

24) 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.

25) 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.

26) WET LAND - The definition of **WET LAND** in relation to what should be shown on the CIC 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 CIC 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.

Ref: Part 3, page 21 - MCPM

27) PLAT SIZE - The plat shall be 20 inches high by 30 inches long. A 2 inch border on the left side and a 1/2 inch border around the other sides.

28) 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

29) 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".

30) CIC 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