

McHenry County has records on NDRIN beginning on 4/20/1988. We export daily, so documents received and recorded one day should show up on NDRIN the next day. If you have problems or can't find what you are looking for please contact us at 701-537-5634, or fax 701-537-5969, or email to [jtorr@nd.gov](mailto:jtorr@nd.gov) or stop in at the Courthouse on Main Street in Towner between the hours of 8:00-12:00 and 1:00-4:30 or mail requests to McHenry County Recorder, 407 Main St. S. Rm 206, Towner, ND 58788

## **SEARCHING TIPS FOR OUTLOTS & SUBLOTS**

Any Outlot/Sublot surveyed **BEFORE 6/1/2000** were given #s such as OL 1, SL 2, OL A, etc, and must be searched under the "**PlssLegal**" heading by entering the Sec#, Twp#, and Rg# on the search screen. You can also enter the Quarter section(s), if you know it, which will confine the results you get more closely to the documents you want. DO NOT enter the OL # in the Tract space or you will get nothing.

Any Outlots/Sublots surveyed **AFTER 6/1/2000** were given #s beginning with OL100 or SL100 (with no two outlots/sublots ever being assigned the same #) and must be searched as follows:

### **FOR TOWNSHIP LAND PLATS:**

Under the "**Legal**" heading, in the "Subdivision" space on the search screen: Enter the Twp-Rg (ex: 153-80) and the outlots and sublots in this Twp and Rg which have had documents recorded against them since 1/1/2001 will show up in a drop down list and you can choose the one you want by clicking on it.

### **FOR SUBDIVIDED CITY LOTS & BLOCKS:**

Under the "**Legal**" heading, in the "Subdivision" space, enter the city name (ex.: Towner). A drop down list will appear of the City Additions and Outlots and Sublots. If no documents have been recorded against an Outlot/Sublot since 1/1/2001 then you probably will not find your Outlot/Sublot # listed and you will have to contact our office.

To find our complete "Subdivision Listing" follow these steps:

1. On the NDRIN "Home page" click on "ND Recorders".
2. Click on McHenry County in the map of ND
3. Our "County Information", "Subdivision Listing" and "Twp/Rg/Sec Listing" headings will appear.
4. Click on the "Subdivision Listing" and a list of all our outlots/sublots/cities & subdivisions will appear (this is updated about once a month).

## **CORNER RECORDS**

We also have all of our Corner Records on NDRIN now, which can be searched by typing "**Corner Records**" under the heading of "**Document Type**" in the "Search String" space. You can also enter the Sec#, Twp# and Rg# to limit your results if you wish. When indexing each Corner Record we

indexed all 40s in that township and range that are contiguous to the point being established.

### **HOW WE INDEX GOVERNMENT LOTS**

Government lots are indexed as to the 40 or 40s that they encompass according to the Original Government Survey Book we have that is from the late 1800's. So whether the legal description on a document has the N1/2NE1/4 of Sec.1 listed as such or as Gov. Lots 1 & 2 of Sec. 1, we indexed the N1/2NE1/4 and no indication is given in the indexing as to what the government lot #s are.

### **OUTLOT/SUBLOT REQUIREMENTS**

Since June 1<sup>st</sup>, 2000, the McHenry County Auditor's Office has required that certain parcels of property, which are being sold and can only be described with a metes and bounds description, must be surveyed and platted into an Outlot or Sublot, according to ND Century Code 57-02-39.

A preliminary review of the description is required and should be sent to the Recorder's office. Upon approval, an Outlot or Sublot number will be assigned by the Recorder's office and then the completed Survey Plat must be recorded here.

8/24/22