

## 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, lot lines. 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:** 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 1/64<sup>th</sup> 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 property. (Includes middle initials, Life Estates, Contract for Deed holders, Trust names, etc.)

\_\_\_\_\_ **Preliminary Plat For Review:** (Tax Director): Deliver paper copies (or email copy) to the Tax Director. This is required on all plats. (No exceptions). Office personnel will make notations on the Preliminary plat in red for necessary corrections. (email: [jaschimelfenig@nd.gov](mailto:jaschimelfenig@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](mailto:ckrause@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

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