

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.

_____ **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
- ___ New Description
- ___ Surveyor's Certificate (Include Survey Date)
- ___ Owner's Certificate (must be notarized on final copy)

*****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 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.

- ___ Platted Property in Bold Lines
- ___ Previous descriptions "ghosted" in including quarter lines, lot lines, etc.
- ___ Vicinity Map
- ___ Acres, Lot numbers, Block numbers need to be placed on the property diagram in BOLD print. **If a new piece of land is in two quarter sections the acreages need to be broken down per quarter. This also applies if the new tract is coming out of two previous legal descriptions**
- ___ Footages of lines needs to be on the property diagram.
- ___ Full metes and bounds description in legal description
- ___ No previously recorded document is used as a point of beginning or used in the 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:** Plats have no paper size requirement.

_____ **Preliminary Plat For Review:** Deliver paper copies (or email copy) to the Tax Director & Recorder. This is required on all plats. (No exceptions). Office will make notations on the Preliminary plat in red for necessary corrections.

___ **Jana Mogren – Tax Director** (email: jmogren@nd.gov)

___ **Carrie K. Krause – Recorder** (email: 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, signed and delivered for recording to the Recorder’s Office. ***

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

___ All Corrections made

___ Signatures & Seals

___ All Font on the Plat must be greater than or equal to 10pt Calibri font.

___ Taxes on the properties affected must be paid in full for the current and all past years before a transfer will take place on properties unless it is a “plat, replat, or auditor's lot accompanied by a resolution requesting the recording of the plat, replat, or auditor's lot by the governing body of a political subdivision.” N.D.C.C. 11-18-03.5

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