

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. Is it clear, concise, and not easily confused with another piece of land?

_____ Title of Document (Survey, Certificate of Survey etc.)

_____ Title of New Tract of Land

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

_____ Surveyor's Certificate (Include Survey Date)

_____ New Description

_____ **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.

_____ Surveyed 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.

_____ A full metes and bounds description written in the legal description

_____ No previously recorded document is used as a Point of Beginning or used in any part of 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. Total acreage of new parcel needs to be stated.

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

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

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

___ **Carrie K. Krause – Recorder** (email: ckrause@nd.gov)

_____ **Final Survey for Review** (by Tax Director): After red-line corrections have been made, deliver paper or digital copy back to drafter.

***Once the necessary corrections have been made – the original survey can be printed, signed 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.

___ Obtain Surveyor’s Signature and Seal (Must be notarized)

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

___ All current and prior years taxes must be paid in full in order for the Auditor’s office to transfer the survey and make changes to the tax rolls.

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