

**ST. LOUIS COUNTY PUBLIC WORKS DEPARTMENT**  
**LAND SURVEY DIVISION**

**PRELIMINARY PLAT CHECKING LIST**

NOTE: Items in **bold** print are required by Land Survey Division for review. All others are optional and will most likely not be reviewed during this check

**1) PLAT NAME** - The title or plat name shall be printed in bold capital letters, preferably in the top part of the sheet. Check plat name for duplication

**2) DESCRIPTION** - A general or basic description should be shown so a person knows where the plat is located. Then the plat can be checked to make sure it lies within the description. The description should at least locate the parcel within a quarter-quarter section or government lot.

**3) INDEX MAP** - A general index map should be shown. Preferably it should show the entire section with main roads or waterways which give access to the proposed platted area. The platted area should be outlined and identified. Section, township, range and a stated scale should be located directly below. The maps primary value is that, at a glance, a person can get a good understanding of where the plat is in the section, its local surroundings and its accessibility.

**4) SECTION CORNER CERTIFICATE REQUIREMENTS** - This item is here mainly to inform the surveyor ahead of time if any corner certificates will be required. Generally speaking, any P.L.S. corner that is needed to subdivide the property will require a certificate. The files should be looked at to see if any certificates already exist. All certificates not of record already must be submitted along with the final plat before the checking process can begin. The main reason for this requirement is to help eliminate erroneous corner positions that might be used for subdivision work.

**5) BLOCK AND LOT NUMBERS** - Blocks are divided by streets, alleys, outlots and parks. Streams and rivers are optional for boundaries. Block and lot numbers should also be numbered in sequence. If there are any outlots, they should be labeled progressively with letters starting with "A".

**6) LOT AND OUTLOT DIMENSIONS** - These distances only have to be shown to the nearest foot with a  $\pm$ . Example: 250 $\pm$  feet. They should be checked with a scale and be reasonably close. These distances must be shown for checking acreages and for meeting zoning code requirements.

**7) STREET NAMES AND WIDTHS** - The street name, County, state or U.S. Highway number of any public thoroughfare on or adjoining the plat shall be shown along with the right of way width. Roads must be labeled as existing or proposed.

**8) LOT AND OUTLOT ACREAGE AND TOTAL PLAT ACREAGE** - The acreage should be shown approximate (2.5 $\pm$  acres). The checker should check the acreages to make sure they are correct. When Planning and Zoning receives the checked preliminary plat, they should feel

confident that the acreages are calculated correctly. In most cases, City and County ordinances have minimum acreage requirements per lot.

9) CONTOURS - Contours are shown so a person can get a reasonable interpretation of the lay of the land. The plat checker will look at a U.S.G.S. quadrangle map to make sure the contours are laid out properly with the correct elevations and configurations.

10) EXISTING CONDITIONS (swamps, waterways, rock formations, etc.) - All wet land must be shown. This is important in determining if there will be an environmental impact on the area. Also, it will help determine if a lot is suitable for development. Besides the Land Survey Division, this information will be used by other County departments.

11) LAKE/RIVER IDENTIFICATION - Any lake or river shall be identified on the plat.

12) EASEMENTS AND UTILITIES - All proposed and/or existing permanent easements should be shown. These include for example, utility R/W, cartways, drainage ditches, etc. The purpose for showing these easements is to make sure a lot or suitable building site is not centrally located in an easement.

In accordance with Mn. Statute, Chapter 505.02, Subd. 1, only drainage and/or utility easements are allowed on final plats. Easements for other purposes must be recorded by separate documents and this should be indicated clearly on the preliminary plat.

13) NORTH ARROW - It is required to show the North orientation of the plat. It should be somewhat large so that it is easily noticed.

14) GRAPHIC AND STATED SCALE - A bar scale is required. The stated scale in feet is optional, and if used should be located either above or below the bar scale. It is important to have the stated scale so a person can look at the plat in perspective and be able to proportion areas or distances.

15) 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.

16) 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