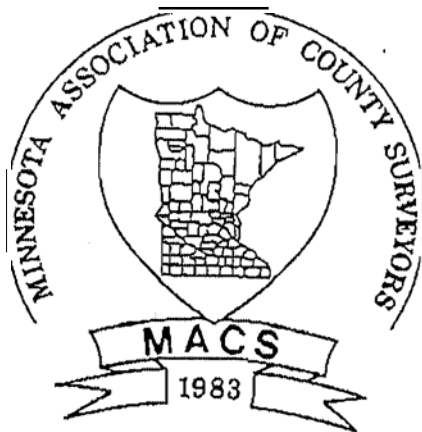


# MINNESOTA ASSOCIATION OF COUNTY SURVEYORS

## MANUAL OF MINIMUM GUIDELINES FOR THE PREPARATION OF COUNTY HIGHWAY RIGHT-OF-WAY PLATS

MARCH, 1994



RECOMMENDED BY:  
MINNESOTA ASSOCIATION OF COUNTY SURVEYORS  
MINNESOTA SOCIETY OF PROFESSIONAL  
SURVEYORS

MANUAL OF  
GUIDELINES FOR  
RIGHT-OF-WAY  
PLATTING  
IN MINNESOTA

FOR: Road Authorities

Revised 2018

MINNESOTA ASSOCIATION OF COUNTY SURVEYORS  
AND MINNESOTA SOCIETY OF PROFESSIONAL SURVEYORS

MANUAL OF GUIDELINES  
FOR  
RIGHT-OF-WAY PLATTING  
IN MINNESOTA





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## PART 1

## INTRODUCTION

The 1969 Minnesota Legislative Session revised Minnesota Statutes, Chapter 160, to allow State and County Highway authorities to facilitate the acquisition of highway right of way by reference to a plat which designates all tracts or parcels of land affected by the acquisition. These revised Statutes, Chapter 160.085 and 160.14 Subdivision 1, improve the methods of defining highway rights of way. Prior to the revision of this law, highway rights of way were described by strip descriptions that were difficult to write and understand. Often these strip descriptions would start from a Public Land Survey System corner and run for several miles before tying into another Land Survey System corner. Subsequently Statutes 505.1792 and 505.1793 were enacted to further enhance conformity for other road authorities such as cities and townships for right of ways other than highways.

Chapter 160.085 allows road authorities to prepare a plat which designates all the affected tracts or parcels in the proposed acquisition. The plat shall show the boundary lines of the rights of way acquired by its course distance, tangential or arc and direction, bearing or azimuth. Also, other rights of interest may be shown as deemed necessary by the road authorities.

Chapter 160.14 provides for the marking of the boundary lines of highways by use of a Monumentation Plat. Also, the procedure for the service of notice and reservation of rights of abutting land owners is described.

Chapter 505.1792 and 505.1793 provides any city, town, or county to prepare a right-of-way plat in order to give supplemental information to the public as to the location of streets, county roads, county state-aid highways, town roads, and other transportation corridors, and the right-of-way thereof.

**ACQUISITION PLATS:** The acquisition of right of way for highways, both State and County, by reference to a plat of the proposed right of way is authorized by Minnesota Statutes 160.085 (See 505.1793 for local road authorities). This law authorizes the road authority to use the plat as the commissioner's order or county resolution as required by law.

**MONUMENTATION PLATS:** Monumentation plats are produced to graphically depict the boundary lines of the right of way owned or controlled by the road authority. In accordance with Minnesota Statutes 160.14, the road Authority is authorized to place monuments that mark and indicate the boundaries of highway right of way. The general procedures can be found in this Right of Way Manual.



OTHER JURISDICTIONS – TRIBAL: A request for Right of Way on Indian Land falls under 25 CFR 169 (Code of Federal Regulations), however there are no standards provided for size or content. The committee is aware of that a Certificate of Right of Way Easement Map was created for Yellowcalf Road through the Wind River Indian Reservation in Wyoming and that this document is being used as a template for the White Earth Indian Reservation in Minnesota. However, as of this printing, it has yet to be reviewed and accepted by the Bureau of Indian Affairs, therefore no exhibit is included

The plats themselves do not operate to transfer title of the property described and designated by parcel number. Such maps or plats are for delineation purposes only. Land acquired by the road authorities may be by an instrument of conveyance, or by eminent domain proceedings, and may refer to these plats as the only description necessary for such acquisition.

These plats need not conform to the provisions of Minnesota Statutes Chapter 505.

## PART II

# DOCUMENTATION

## 1. PLAT NUMBER

- A. Plat numbering shall be consecutive and conform to one of the following systems:
  - 1. Each sheet being a separate plat.
  - 2. Each project being a single plat consisting of several sheets.
- B. The Highway or Road Number shall be shown on the plat in smaller letters than the plat number, being placed in the lower right hand corner of the plat and/or underneath the plat number.

## 2. DESIGNATION OF DEFINITE LOCATION OF HIGHWAY, ROAD OR STREET

- A. The designation of the highway location shall use one of the two following forms;
  - 1. The Board of County Commissioners for \_\_\_\_\_ County, Minnesota, Pursuant to County Board Resolution Number \_\_\_\_\_, dated \_\_\_\_\_, is hereby designating the definite location of County Highway No. \_\_\_\_\_ lying between \_\_\_\_\_. (give location)  
  
That portion of said highway is located in Section(s) \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ West, \_\_\_\_\_ County, Minnesota.
  - 2. The \_\_\_\_\_ County Board of Commissioners is hereby designating the definite location of County Highway No. \_\_\_\_\_ between (give location). The portion of said highway as shown on this plat prepared jointly by the County Highway Department and the County Surveyor of \_\_\_\_\_ County, is hereby certified as the official plat pursuant to County Board Resolution No. \_\_\_\_\_, dated \_\_\_\_\_ and Minnesota Statutes Chapter 160.085 and Chapter 160.14, Subdivision 1.
- B. The designation of the local road location shall use one of the two following forms;
  - 1. The City Council of the City of \_\_\_\_\_, a Minnesota Municipal corporation, pursuant to City Resolution No. \_\_\_\_\_ Dated \_\_\_\_\_, \_\_\_\_\_, has accepted and approves

this right of way plat and is hereby designating the right of way of \_\_\_\_\_ as indicated on:

THE NAME OF THE RIGHT OF WAY PLAT

\_\_\_\_\_  
Mayor, City of \_\_\_\_\_, \_\_\_\_\_ County, Minnesota  
Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

- 2. The foregoing plat was accepted and approved by the \_\_\_\_\_ Township Board, Minnesota at a regular meeting thereof held this this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Clerk

**3. CERTIFICATION BY THE COUNTY HIGHWAY ENGINEER**

- A. The County Highway Engineer may certify to the designation of the location of the highway as shown in the above designation statements. An example certification follows;

I hereby certify that the highway location and right-of-way is correctly designated on this plat.

\_\_\_\_\_ Minnesota License No. \_\_\_\_\_  
County Engineer

Dated \_\_\_\_\_, 20\_\_\_\_

**4. CERTIFICATION BY THE COUNTY BOARD OF COMMISSIONERS**

- A. The County Board may sign a statement of approval and acceptance of the designation of the highway location. The Chairperson of the Board shall sign each PLAT if the Board has not previously designated the location by Board Resolution.

If the County Board has passed a resolution at a regular Board meeting, then the statement designating the highway location need not be signed by the Board Chairperson but the resolution number must be a part of the location designation.

**5. CERTIFICATION BY THE COUNTY SURVEYOR OR OTHER LICENSED LAND SURVEYOR**

The recommended certification form to be signed by the County Surveyor or Licensed Land Surveyor designated by the County Board to prepare each Right-Of-Way Plat shall be as follows;

A. Delayed Monumentation Certification

I hereby certify that this plat was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the Laws of the State of Minnesota; that the monuments for the guidance of future surveys will be correctly placed in the ground as shown after completion of construction; that all measurements are correctly shown on this plat; and the proposed right-of-way boundary lines are correctly designated on this plat.

\_\_\_\_\_ Dated: \_\_\_\_\_, 20 \_\_\_\_  
County Surveyor or Licensed Land Surveyor  
Minnesota License No. \_\_\_\_\_

B. Pre-Recorded Monumentation Certification

I hereby certify that this plat was prepared by me or under my direct supervision and is a correct representation of said survey; that all distances are horizontal ground distances in feet; that the difference between bearings (azimuths) represent plane angles in degrees, minutes and seconds; that the monuments to delineate this survey have been placed in the ground as shown on the plat; and the right-of-way boundary lines are correctly designated on this plat.

(Signature) \_\_\_\_\_  
(Printed Name) \_\_\_\_\_ License No. \_\_\_\_\_

Dated: \_\_\_\_\_, 20 \_\_\_\_

6. **RECORDING STATEMENT BY COUNTY RECORDER OR REGISTRAR OF TITLES**

The following forms may be used by the County Recorder or County Registrar of Titles, if a stamp is not used.

A. DOCUMENT NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_

I hereby certify that this instrument was filed in the Office of the County Recorder for record on this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_ M. and was duly recorded in the \_\_\_\_\_ County records.

\_\_\_\_\_ by \_\_\_\_\_  
County Recorder Deputy

B. DOCUMENT NO. \_\_\_\_\_ BOOK \_\_\_\_\_ OF \_\_\_\_\_ PAGE \_\_\_\_\_

I hereby certify that this instrument was filed in the Office of the Registrar Of Titles for record on this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_ M. and was duly recorded in the \_\_\_\_\_ County \_\_\_\_\_ records.

\_\_\_\_\_ by \_\_\_\_\_  
Registrar of Titles Deputy

7. **PARCEL OWNERSHIP BLOCK**

A. The parcel ownership block shall contain the following minimum information:

1. Parcel identification number.
2. Owners name.
3. General description of the total parcel.
4. Amount of new right-of-way being acquired.
5. Type of interest acquired in the property.
6. Abstract or Torrens property identification.

B. The parcel block may also contain the following information:

1. Permanent easement.
2. Temporary easement area and expiration date of the easement right.
3. Area of any existing right-of-way within the boundary of the plat.
4. Recorded document number
5. Tax Parcel ID number

See Example Plat Exhibits for various ownership block formats. Also check with local road authority for types of data to be included.

8. **TRIBAL LANDS**

No standard documentation at this time. See 25 CFR 169 and other federal agencies for input.

## PART III



## **GRAPHICS**

### **1. PLAT SIZE**

- A. The Plat shall be on material of a size specified by the County Recorder.

### **2. BORDER**

- A. The plat sheet shall have a border specified by the County.

### **3. ORIENTATION OF THE PLAT**

- A. The plat should be oriented to North directly toward the top of the sheet or to the left.
- B. All dimensions, designations, bearings, azimuths, etc. should read from the bottom or from the right side of sheet.

### **4. LINE WEIGHTS**

- A. The line weights on the plat shall match the line weights as specified in the Legend or Conventional Symbols.
- B. Lines shall be of descending weights according to importance with the smallest being 0.30mm or #00.

### **5. LETTER SIZES**

- A. The minimum size shall be 2mm (0.08 inch) in height.

### **6. MONUMENTS**

- A. The right-of-way monuments to be set are specified by the Road Authority. The symbol to be shown on the plat for the monuments set will be the same as shown in the Legend or Conventional Symbols.
- B. Public Land Survey (PLS) corner and/or other controlling monument symbols should be shown along with monument details including but not limited to type, stamping, and Certificate of Location of Government Corner Document Number. The PLS and/or other controlling corner monument shall be shown on the subdivision line(s) and the identifying corner symbol should be offset with a connection lines(s).
- C. Each right-of-way corner may be designated with a “B” identification number on the plat to facilitate tabulations if needed. The same “B” number shall be used for the same corner shown on consecutive sheets or plats.



**9. PUBLIC WAY NAMES**

- A. All public ways shall be named on the Plat.
- B. Multiple designation of public ways should show the primary road authority numeric and/or name designation first followed by the alternate designation in parenthesis.

Example: Dodge County Road No. 67 (Osgood Avenue)

**10. TOLERANCE**

- A. The mathematical closure of the plat bearings or azimuths and distances around the boundary, shall have a maximum 0.02 foot error ellipse. If the right-of-way plat uses the consecutive sheet numbering system, the closure shall be per sheet.

**11. DIMENSIONS**

- A. Distances shall be shown between all angle points within a plat.
- B. All distances shall be shown to the nearest hundredth of a foot.
- C. All directions shall be shown to the nearest second of arc.
- D. Overall parcel dimensions need not be shown.
- E. Street or easement widths need not be shown to the hundredth of a foot if they are exact/extrinsic values, ie. 66 or 33, etc. and should be defined in the Legend or Conventional Symbols on the plat.
- F. Do not use foot or inch mark symbols.
- G. Ditto marks shall not be used on the plat for any purpose.

**12. CURVE DATA**

- A. All curved lines on the plat shall show central angle, radius, and arc length.
- B. When the center line of a curvilinear right-of-way is shown, the central angle, radius and arc length must be shown.
- C. Segments of center line curves shall show arc length and central angle only.
- D. Right-of-way radius need not be shown when the right-of-way is concentric with the center line. However, the right-of-way widths must then be shown.

- E. Non-tangential curves must be labeled “not tangent” at the point of intersection. The chord direction and length must be shown and identified.
- F. Placing of radial lines at the beginning and end of curves is encouraged to indicate direction of curve.

**13. DIRECTIONAL ORIENTATION**

- A. A plat note shall state the basis of the directional orientation of the plat.

Examples of correct form:

1. Orientation of this bearing/azimuth system is based on the Washington County Coordinate System, NAD83 (1996 adj.).
2. Orientation of this bearing/azimuth system is Grid North, Minnesota State Plane Coordinate System \_\_\_\_\_ Zone, North American Datum of 1983 (NSRS 2011).
3. Orientation of the bearing/azimuth system is based on the west line of the NW ¼- SW ¼ of Sec. \_\_\_\_\_ which is assigned a bearing of North.

**14. DESIGNATION AND DIMENSION LINES**

- A. Designation lines shall be arrowed.
- B. Dimension lines shall be dashed or dotted lines and need not be arrowed.

**15. LAND SUBDIVISION DATA**

- A. All sixteenth and government lot lines defining affected tracts shall be shown on the plat.
- B. Ties shall be made into all section and quarter section lines which affect the boundaries of the plat. Please consult statute 381.12 for requirements of filing a Certificate of Location for a Government Corner.
- C. Quarter-quarter section or government lot designation shall be identified.
- D. In absence of PLSS lines, local subdivision control lines shall be identified.

**16. MATCH LINES**

- A. If match lines are necessary, they shall follow obvious divisions within the plat that are easily recognized. Technical data must be shown in a manner that eliminates confusion.
- B. On plats with more than one match line, the match lines shall be labeled “Match Line A”, “Match Line B”, etc.

**17. ADJOINING R/W PLAT DESIGNATION**

- A. All adjoining right-of-way plats shall be designated by plat name where the two plats adjoin by a statement such as, “adjoins RICE COUNTY HIGHWAY R/W PLAT NO. 3”.
- B. Any differences between a distance indicated on an adjoining plat and the measured value shall be shown on the plat.
- C. Replats of a recorded highway right-of-way plat shall be done by as new plat or amended plat.

**18. PLAT SCALE AND NORTH ARROW**

- A. It is recommended that the scale should not be less than 1 inch = 200 feet.
- B. A bar scale must be shown on the plat.
- C. The scale on the plat shall spell out SCALE IN FEET.
- D. A north arrow is preferred to be placed near the scale

**19. DETAILS**

- A. Details of small congested areas may be needed. If more than one detail is necessary, identify each with a letter.
- B. Details shall be drawn to scale if possible and the scale and north arrow shall be shown on the detail. If gross exaggeration is necessary, note that the detail is not drawn to scale.

**20. LEGEND AND CONVENTIONAL SYMBOLS**

A. The plat shall include a legend defining any lines and/or conventional symbols, such as:

1. Temporary easement
2. Denotes monument set (define)
3. Restricted access
4. Bench mark

Note: Standard symbols;  $\Delta$  = central angle, R = radius and L = length of curve shall be shown in the legend. It is recommended that only those symbols used need to be shown in Legend / Conventional Symbols.

**21. VICINITY MAP**

A. The plat shall include a vicinity map showing the general location of the right-of-way being platted if required by the County. The map should show only enough information to locate the plat within a quarter section. The plat number or sheet number shall be designated on the Vicinity Map.

**22. SHEET NUMBERING**

A. Plats consisting of more than one sheet shall have the sheet number and The total number of sheets in the lower right corner of the plat.

Example: Sheet 1 of 3 sheets, Sheet 2 of 3 sheets  
Sheet 3 of 3 sheets

**23. FINAL PLAT**

A. The final plat ready for recording shall be on based on material and size specified by the County Recorder

**24. REPLAT OR AMENDED PLAT**

A. Replats of a recorded right-of-way plats shall be done by a new plat or amended plat. Refer to County Recorder for preferences and/or procedures.

**25. CHAPTER 505 PLATS**

Although Right of Way plats are not subject to all portions of Chapter 505, it is recommended as a supplemental reference for those situations not clearly addressed in this manual.

## APPENDICES

## MINNESOTA STATUTES CHAPTER 160.085

### PROPOSED ACQUISITIONS BY STATE AND COUNTY ROAD AUTHORITIES: FILING FOR RECORD.

**Subdivision 1. Recording map or plat; certification.** (a) In order to facilitate the acquisition of right-of-way required for highways, state and county road authorities may file for record in the office of the county recorder or registrar of titles in the county in which right-of-way is to be acquired, such orders or resolutions, as required by law, in the form of maps or plats showing right-of-way by course distance, bearing and arc length, and other rights or interests in land to be acquired as the road authority determines necessary. Said map or plat shall show by outline all tracts or parcels of land affected by the proposed acquisition.

(b) The map or plat, as to trunk highways, shall be certified by the commissioner of transportation or the commissioner's designated assistant and by a licensed land surveyor.

(c) The map or plat shall be certified as to county state-aid highways and county highways by the chair of the county board or the county engineer or the engineer's designated assistant, and by a licensed land surveyor in the employ of the county.

(d) The map or plat so certified is entitled to record without compliance with the provisions of chapter 505. Neither a witness nor an acknowledgment is required for a map or plat certified under this subdivision. Any amendments, alterations, corrections, rescissions or vacations of such orders, resolutions, maps or plats so filed shall be entitled to record in like manner. The recorder or registrar may make suitable notations on the appropriate map or plat affected by an amendment, alteration, correction, rescission or vacation to direct the attention of anyone examining the record to the proper map or plat.

**Subd. 1a. Amending recorded map or plat.** If an error on a map or plat incorrectly defines the intended acquisition, but does not affect any rights of interest to be acquired, a certificate may be prepared stating what the defect is, what the correct information is, and which map or plat the certificate affects. The certificate shall be signed by a licensed land surveyor. The certificate shall be filed for record in the office of the county recorder or registrar of titles in the county where the map or plat is filed. When so filed the certificate shall amend the map or plat. The recorder or registrar may make suitable notations on the map or plat to which the certificate refers to direct the attention of anyone examining the map or plat to the record of the certificate.

**Subd. 2. Effect of recording map or plat.** Maps or plats filed for record under this section shall not operate of themselves to transfer of title to the property described and designated by appropriate parcel number but such map or plats shall be for delineation purposes.

**Subd. 3. Description may refer to map or plat.** (a) Land acquisition by the road authority for highway purposes by instrument of conveyance or by eminent domain proceedings, may refer to the map or plat and parcel number, together with delineation of the parcel, as the only manner of description necessary for the acquisition.

(b) In addition, land disposition by the road authority by instrument of conveyance may refer to the map or plat and parcel number, together with delineation of the parcel, as the only manner of description necessary for the disposition.

History: 1969 c 209 s 1; 1976 c 166 s 7; 1976 c 181 s 2; 1980 c 538 s 1, 2; 1986 c 444; 1994 c 635 art 2 s 2; 1998 c 324 s 9; 1999 c 230 s 3, 4



## MINNESOTA STATUTES CHAPTER 160.14

### MARKING BOUNDARIES OF HIGHWAYS

**Subd 1.** Placing marking devices. Road authorities may place and shall thereafter preserve and maintain monuments or other marking devices in such manner as to clearly indicate the boundary lines of highways. The commissioner is authorized to engage the services of registered land surveyors to perform land survey work as required for location or re-establishment of section corners, establishment of the boundary of highway right-of-way together with boundary monumentation. If the commissioner employs and engages a registered land surveyor for such work the land surveyor shall be in responsible charge of the work performed by the surveyor's employees in connection with the assignment. The location of the boundary markings may be described by course distance and bearing or delineated in the same manner on a plat or map showing location of said marking devices and filed with the county recorder or registrar of titles in the county where the highways are located.

**Subd. 2.** Service of notice upon abutting land owners. The road authority shall serve written notice of such markings upon abutting land owners within 30 days after the placement of the marking devices. Unless written objections are served and filed within one year thereafter, as hereinafter provided, the boundary lines of the highways as marked shall be final and conclusive.

**Subd. 3.** Reservation of rights of abutting owners. Within one year after the notice, any abutting owner may serve upon the road authority signed objections to the highway boundaries as marked, specifying where the owner believes the boundaries as marked to be in error. A copy thereof executed in accordance with section 507.24 shall be filed with the county recorder in the county where the highway is located. The service and filing of the objections shall preserve the rights of the abutting owner to the land in controversy until the boundaries of the highways are judicially determined or until agreed to by the abutting owner and the road authority.

**Subd. 4.** Judicial determination. Within 12 months after the service and filing of the objections, the road authority or the abutting owner shall serve and file a note of issue with the court administrator of the district court in the county in which the land is located. The court shall determine the corrections of the placing of the monuments or marking devices. Except as herein otherwise provided the procedure shall be governed by the rules governing civil actions. When the matters shall have been finally determined, the locations of such monuments or markers shall be in accordance with the court decree and the determination of the location shall be final. A copy of the court decree shall be filed by the road authority with the county recorder.

History: 1959 c 500 art 1 s 14; 1969 c 208 s 1; 1976 c 181 s  
2; 1986, 1st Sp., c 3, art. 1 s 82

## **505.1792 STREETS, ROADS, HIGHWAYS AND RIGHTS-OF-WAY.**

**Subdivision 1.** Informal; for information. In order to give supplemental information to the public as to the location of streets, county roads, county state-aid highways, town roads, and other transportation corridors, and the right-of-way thereof, the governing body of any city, town, or county may file for record in the office of the county recorder and the registrar of titles of said county such maps or plats showing such information as the governing body shall determine necessary. The map or plat shall be subscribed by the mayor or chair of the governing body and the county surveyor, together with a certified copy of the resolution of the governing body setting forth the necessity for said plat, and shall be entitled to record without compliance with the provisions of this chapter, except as provided in this section. Any amendments, alterations, or vacations of such maps or plats so filed may be entitled to record in like manner.

**Subd. 2.** Requirements. The map or plat shall be prepared in compliance with section 505.021, subdivisions 1 and 5, and recorded in compliance with section 505.04.

**Subd. 3.** When street plat prohibited. A city or town may not file a street plat for any street that is a county road or state highway, or carried designation as a county road or state highway at the time the plat is offered for filing.

**Subd. 4.** Not a title transfer. Maps or plats filed for record under this section shall not operate of themselves to transfer title to the property described but such maps or plats shall be for descriptive purposes and shall be notice that the municipality claims an interest in said lands.

History: *Ex1967c 58s 1; 1969c 220s 1; 1973c 123 art 5s 7; 1976c 181s 2; 1978c 499s 2; 1986 c 444; 1989 c 269 s 49; 2007 c 73 s 6; 2015c 7 s 11*

## **505.1793 PROPOSED LOCAL RIGHT-OF-WAY ACQUISITIONS; FILING.**

**Subdivision 1.** Filing and recording. To facilitate the acquisition of right-of-way required for public transportation and public utility and drainage easements, the governing body of a statutory or home rule charter city or town may file for record in the office of the county recorder or registrar of titles in the county in which right-of-way is to be acquired, orders or resolutions, as required by law, in the form of maps or plats showing right-of-way by course, distance, bearing and arc length, and other rights or interests in land to be acquired as the governing body determines necessary. The map or plat must show by outline all tracts and parcels of land affected by the proposed acquisition. The map or plat must be subscribed by the mayor or chair of the governing body and prepared and certified by a licensed land surveyor. The certified map or plat is entitled to record without compliance with chapter 505.

**Subd. 2.** Changes in maps or plats. Amendments, alterations, rescissions, or vacations of orders, resolutions, maps, or plats so filed are entitled to record in the same manner. The recorder or registrar may make suitable notations on the appropriate map or plat affected by an amendment, alteration, rescission, or vacation to direct the attention of any one examining the record to the proper map or plat.

**Subd. 3.** Errors; correcting certificate. If an error on a map or plat incorrectly defines the intended acquisition, but does not affect rights of interests to be acquired, a certificate may be prepared stating what the defect is, what the correct information is, and which map or plat the certificate affects. The certificate must be signed by a licensed land surveyor and subscribed by the mayor or chair of the governing body. The certificate must be filed for record in the office of the county recorder or registrar of titles in the county where the map or plat is filed. When filed, the certificate amends the map or plat. The recorder or registrar may make suitable notations on the map or plat to which the certificate refers to direct the attention of anyone examining the map or plat to the record of the certificate.

**Subd. 4.** No effect on title. Maps or plats filed for record under this section do not operate of themselves to transfer title to the property described and designated by appropriate parcel number, but the maps or plats are to be used for delineation purposes.

**Subd. 5.** Description by reference. Land acquisition by the governing body for public transportation and public utility and drainage easements by instrument of conveyance or by eminent domain proceedings may refer to the map or plat and parcel number, together with delineation of the parcel, as the only manner of description necessary for the acquisition.

History: 1990c420s1; 1998c324s9

EXAMPLE COUNTY R/W PLAT CHECK LIST

NUMBER OF R/W PLAT \_\_\_\_\_  
CHECKED BY \_\_\_\_\_  
DATE \_\_\_\_\_ DOUBLE CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_

**TITLE DATA**

- Current abstract from Abstract Company/ title Insurance
- Necessary copies of record, other pertinent title document(s) received
- Copies of current Certificate of title, record easement, pertinent title received
- Base maps for keeping track of above information (deed doc., easement doc., etc.)

**DESIGNATION AND CERTIFICATES**

- A. DESIGNATION
- Plat name, check for duplication with record maps
  - Description compares with pictorial
  - Check County Highway number and local name
- B. CERTIFICATES AND ORDER OF SIGNATURES
- County Board
  - County Engineer
  - County Surveyor
  - County Recorder/Registrar of Titles

**GRAPHICS**

- Basis for bearings
- Monuments – found, set and designated
- North arrow
- Vicinity map
- Scale
- Legend/Conventional Symbols
- Closure of boundary
- Angles and/or bearings/azimuths
- Curve data
- Overall dimensions
- Parcel dimensions
- Parcel numbers and designation
- Street names or numbers (Federal, State, County, Local)
- Highway alignment (survey line or center line)
- Street(s) width
- Compare with adjacent and underlying plats
- Compare with adjacent unplatted areas
- Compare with resurvey
- Monuments set at all boundary corners and/or all points that would witness those boundary  
Corners with “B” numbers
- Ties to subdivision lines and corners
- Designation of outside boundaries
- Easements compare with documentation
- Name of plat same as designation
- Area of all parcels
- Field inspection for monumentation