

Anoka County Plat Checking Addendum

Last Revised: March 13, 2018

Anoka County Addendum is in Reference to the *Manual of Guidelines for Platting in Minnesota* as adopted by the Minnesota Society of Professional Surveyors and Minnesota Association of County Surveyors dated December 2009.

Plat Review Submittal Package

- Two paper copies of the Final Plat, RLS, or CIC
- Plat Review Fee, Check for Current Fee's: <http://www.anokacounty.us/320/Surveyor>
- DXF or DWG drawing of the Plat (This can be e-mailed to Mike.Alinder@co.anoka.mn.us)

Plat Name

- Anoka County prohibits the use of the word "*The*" as the first word in the title of all Plat names.

Media Requirements for Recording a Plat

- Two copies of 22 inch x 34 inch x 4 mil, film transparencies of the approved Final Plat
- Do NOT Label the Plat "Official" or "Copy", Anoka County will place its own Stamps upon said Plat.

Governing Body Approval Certificates

- Each City in Anoka County has their City Council sign the Final Plat or RLS (*Mayor and Clerk*)
- Anoka and Coon Rapids are the only Cities that also require their Planning Commissions to sign the Final Plat (*Chairman for Coon Rapids, Chairman and Secretary for Anoka*)
- There are three Anoka County signature blocks required to be on the face of every Final Plat, RLS, and CIC Plat submitted to Anoka County (Linwood Township has additional signers listed below). *The three signature blocks required for Anoka County are shown in the order they should appear on the Plat, RLS, and CIC Plat as follows:*

For 505, Subdivision Plats, signature blocks should be shown as written below:

County Surveyor

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20____.

By: _____
Charles F. Gitzen
Anoka County Surveyor

County Auditor/Treasurer

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20____.

Property Tax Administrator
By _____, Deputy

County Recorder/Registrar of Titles

County of Anoka, State of Minnesota

I hereby certify that this plat of (name of plat in CAPITAL LETTERS, exactly as it appears in the dedication paragraph) was filed in the office of the County Recorder/Registrar of Titles for public record on this _____ day of _____, 20____, at _____ o'clock ____M. and was duly recorded as Document Number _____.

County Recorder/Registrar of Titles
By _____, Deputy

Note: If a Plat consists of both Abstract and Torrens Land, the County Recorder/Registrar of Titles Signature block should be shown TWICE on the face of the Plat to accommodate the recording info for both Torrens and Abstract information.

For 508, REGISTERED LAND SURVEY's, signature blocks should be shown as written below:

County Surveyor

Pursuant to Minnesota Statutes, Section 389.09, Subd. 1, this Registered Land Survey has been reviewed and approved this _____ day of _____, 20____.

By: _____
Charles F. Gitzen
Anoka County Surveyor

County Auditor/Treasurer

Pursuant to Minnesota Statutes, Section 508.47, Subd. 4, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20____.

Property Tax Administrator
By _____, Deputy

County Recorder/Registrar of Titles

County of Anoka, State of Minnesota

I hereby certify that this REGISTERED LAND SURVEY NO. _____ was filed in the office of the County Recorder/Registrar of Titles for public record on this _____ day of _____, 20____, at _____ o'clock ____ .M. and was duly recorded as Document Number _____.

County Recorder/Registrar of Titles

By _____, Deputy

For 515, Common Interest Community Plats, signature blocks should be shown as written below:

County Surveyor

Pursuant to Minnesota Statutes, Section 389.09, Subd. 2, this CIC Plat has been reviewed and approved this _____ day of _____, 20____.

By: _____

Charles F. Gitzen
Anoka County Surveyor

County Auditor/Treasurer

Pursuant to Minnesota Statutes, Section 515B.1-116, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20____.

Property Tax Administrator

By _____, Deputy

County Recorder/Registrar of Titles

County of Anoka, State of Minnesota

I hereby certify that this plat of COMMON INTEREST COMMUNITY NO. _____ was filed in the office of the County Recorder/Registrar of Titles for public record on this _____ day of _____, 20____, at _____ o'clock ____ .M. and was duly recorded as Document Number _____.

County Recorder/Registrar of Titles

By _____, Deputy

Note: If a CIC Plat consists of both Abstract and Torrens Land, the County Recorder/Registrar of Titles Signature block should be shown TWICE on the face of the Plat to accommodate the recording info for both Torrens and Abstract information.

- Linwood Township required signers:
 - **Final Plats**
 - Township Board (*Chairman and Clerk*)
 - Anoka County Highway Engineer (*County Engineer*)
 - Board of County Commissioners (*Chairman and County Administrator*)
 - Anoka County Attorney (*County Attorney*)
 - Anoka County Surveyor (*as shown above*)
 - County Auditor/Treasurer (*as shown above*)
 - County Recorder/Registrar of Titles (*as shown above*)
 - **RLS's**
 - Township Board (*Chairman and Clerk*)
 - Anoka County Surveyor (*as shown above*)
 - County Auditor/Treasurer (*as shown above*)
 - County Recorder/Registrar of Titles (*as shown above*)

Vicinity Maps

- Anoka County does NOT require a vicinity map. If a vicinity map is included, it should be shown in relationship to the Section. Refer to Page 43 of the Plat Manual for examples.

City, County, Section/Township/Range

- Anoka County requires that the City, County, and Section/Township/Range, in reference to the legal description, are placed in the upper right hand corner of each page. The following is an example:
 - City of Blaine*
 - County of Anoka*
 - Sec. 12, Twp. 31, Rng. 23*

Torrens vs. Abstract

- When platting Lot's that are both Abstract and Torrens, the part of the Lot that is Torrens should be an Arabic numeral, while the Abstract portion of the Lot should be the numeral that was used on the Torrens portion of the Lot followed by the Letter 'A'. The following is an example:
 - Torrens portion of the Lot is '1', Abstract portion of the Lot is '1A'*

Right of Access

- When dedicating Right of Access to Anoka County make sure to include the subsequent clause in the dedication following the donation or dedication of any public way(s) or easement(s): *Also dedicating to the County of Anoka the right of access onto County State Aid Highway No. XX as shown on this plat.*
- Show where the dedicated access is on the graphic portion of the plat. Make sure to note this in the legend. Example: *—△—Denotes Right of Access dedicated to Anoka County*

County Coordinates

- The Anoka County Coordinate system should be used in most circumstances when preparing a new Plat or RLS in Anoka County. If you have any questions, please contact the Anoka County Surveyors Office.

Plat Scale

- Standard Scales should be used when preparing a Plat: 10, 20, 30, 40, 50, 60, 100, and 200. In most circumstances, nontraditional scales will not be allowed, please check with the Anoka County Surveyors Office if you have any questions.

Line and Curve Tables

- Line and Curve tables are not allowed when preparing a Plat in Anoka County.