



Moving Minnesota

R/W PLAT STANDARDS AND DETAILS

Office of Land Management (OLM)

TABLE OF CONTENTS

Contents

I.	INTRODUCTION.....	- 2 -
II.	GUIDELINES FOR LAYING OUT R/W BOUNDARY LINES.....	- 3 -
III.	PRELIMINARY R/W PLATTING PROCEDURE	- 4 -
A.	Project Layout	- 4 -
B.	Plat Numbering	- 4 -
C.	Information Needed for Plat Preparation.....	- 4 -
D.	Plat Layout	- 5 -
IV.	PLAT DRAFTING GUIDELINES	- 8 -
A.	Boundary and Survey Data.....	- 8 -
B.	Proposed and Existing R/W.....	- 12 -
C.	Property Lines	- 13 -
D.	Parcel Flagging and Parcel Tabulation Block.....	- 14 -
E.	Permanent Easements	- 16 -
F.	Temporary Easements, Building Removal Easements and Temporary Commissioner’s Orders-	- 16 -
G.	Zero Dollar Permits	- 19 -
H.	Access Control.....	- 19 -
V.	RECORDING DATA BLOCK CELLS	- 26 -
VI.	PROCEDURE FOR PREPARING R/W PLAT MYLARS	- 27 -
VII.	RECORDING INSTRUCTIONS.....	- 29 -
VIII.	DISTRIBUTION AND ARCHIVING.....	- 29 -
IX.	AMENDED PLATS.....	- 30 -
X.	CORRECTIONS TO R/W PLATS.....	- 31 -
XI.	MONUMENTATION PLATS	- 33 -
XII.	PROPERTY MAPS	- 33 -
XIII.	OLM PLATTING UNIT CHECKLISTS.....	- 34 -
A.	Exhibit A	- 34 -
B.	Exhibit B	- 36 -

I. **INTRODUCTION**

MnDOT right of way (R/W) can be acquired by reference to the MnDOT right of way plats in compliance with Minnesota Statute 160.085.

The plat is a graphical representation of R/W to be acquired and its geometric relationship to the Section it is located within. To further define and perpetuate the R/W boundary on the ground, all boundary corners (B-Corners) that will not be disturbed by construction or fall in a traveled roadway should be monumented with an iron monument. These are shown on the plat by appropriate symbols. [\(Refer to the Surveying and Mapping Manual Chapter 3-7.0103 for plat monumentation standards\).](#)

R/W documents for acquisition by plat refer to these plats for the exact location of the parcels to be acquired from each particular owner. Plats are the sole legal document depicting the proposed R/W acquisition. They are used in direct purchase and condemnation; and by lawyers; and other real estate professionals. It is critical that plats are clear, concise and correct for internal and external customers to MnDOT. Users of the plat should not have to make an interpretation of what is to be acquired. Pertinent R/W data needs to stand out and be easy to understand. Use notes that clarify confusing situations.

In the District Right of Way/Land Management Unit, proposed R/W lines are laid out using the Base Map prepared by the District Surveys Unit and the construction limits as determined by the Design Unit. The proposed R/W lines are shown on the Right of Way Work Map and Staff Authorization Map. The District then computes the B-corners that determine the proposed R/W boundary lines. [\(Refer to the Surveying and Mapping Manual Chapters 3-5 and 3.6 for Base Map and Authorization Map standards\).](#) [\(Refer to the Right of Way Manual Chapters 5-491.103, 5-491.107 and 5-491.108 for Right of Way Map and Staff Authorization Map standards\).](#)

R/W plats are drafted on the MnDOT computer-aided drafting system. Standards from the CADD Manual, this manual and the Surveying and Mapping Manual (Chapter 3) apply and determine how the plats appear. [\(Refer to the CADD Support and Resources\).](#) [\(Refer to the Surveying and Mapping Manual Chapter 3\).](#)

II. GUIDELINES FOR LAYING OUT R/W BOUNDARY LINES

- A. Using the District Surveys Unit's Base Map and Design Unit's construction limits, proposed R/W lines are established based on proposed and/or old alignments, R/W corners or other lines (section, block, etc.). ([Refer to the Right of Way Manual Chapter 5-491.107.4](#)).
- B. Keep the numbers of B-corners to a minimum as much as possible on proposed R/W. Avoid short lines on proposed R/W. Eliminate numerous jogs in proposed R/W by using tapered R/W lines.
- C. For proposed R/W, straight lines are desirable. Simple curves are only used when necessary. On proposed R/W avoid small bends or short curves. Line segments are preferred over using curves, especially on large radius curves.
- D. Plats will have ties to the nearest government corners, including certified center section corners. In exceptional situations, platted subdivision block corners may be used for the ties; however, contact the OLM Platting Unit to see if this applies in your situation.
- E. B-corners are established where the proposed R/W intersects the section and quarter lines. Land ties are computed from these B-corners to the nearest government corners, including certified center section corners.
- F. Permanent easements; such as, offtake ditch, channel change, drainage, footing and wall maintenance and the like are part of the proposed R/W boundary. Thus these are included in the B-corner numbering system, but numbered and tabulated separately. Number the R/W boundary corners first and then number the permanent easement corners second. (*Refer to Plats 16-12, 16-13, 31-142, 31-158, 69-125 & 81-49*).
- G. Never designate government corners, including either certified or non-certified center section corners, with B-corner numbers. However, sixteenth and Government Lot corners are designated with a B-corner number.
- H. Private survey monuments, if used as part of the plat boundary, shall be designated with B-corner numbers. If the private survey monuments are not used as part of the plat boundary, they shall not be shown on the plat; however, they should be shown on the survey base map.

III. PRELIMINARY R/W PLATTING PROCEDURE

A. Project Layout

Generally the platting process starts by analyzing the Right of Way Work Map to determine how the plats will fit together. Factors influencing congestion and complexity of the data will determine the layout and scale of the plats. Sometimes, in rural areas, a full mile can be covered with a 200' scale plat. In most situations where presentation of data is congested and unclear, a 50' or 100' scale plat could be used. In extremely congested areas, a scale less than 50' could be used, provided that there are ties to government corners. As the scale changes, text and cell sizes as well as line style scales need to be adjusted accordingly.

B. Plat Numbering

Plats are numbered by using the two digit County designation followed by a dash number. The dash number represents the sequential number of plats in that County. The plat number is maintained and assigned automatically by REALMS when the record is created. The plat numbers for the project shall increase consecutively from west to east or south to north. Consult OLM Platting Unit if there are questions.

C. Information Needed for Plat Preparation

1. Documentation (hard copy or electronic)
 - a) Plat boundary printout, including curve data with azimuths adjusted to show parallelism, right angles and tangency to curves.
 - b) Section subdivision printout.
 - c) Land Ties.
 - d) The horizontal control datum used for the plat. This is normally the County Coordinate System (NAD 83) with the applicable adjustment (e.g. = 1996 ADJ.)
 - e) Parcel deeds from parcel files or final certificates from condemnation files. Recorded and unrecorded right of way easements for the local roads (e.g. county, city and/or township) that appear on the plat.
 - f) Copies of recorded and unrecorded public and private easements. (Obtained using the Easement Questionnaire, Field Title Report and the back of the Certificate of Title).

- g) Copies of all adjoining recorded and unrecorded plats and maps. (e.g. auditor's plats, subdivision plats, registered land surveys, DNR state subdivision and the like).
 - h) Copies of all attorney Certificates of Title (C.O.T.).
 - i) Type of monument set or to be set at B-corners.
 - j) Coordinates of centerlines that B-corners are computed from, unless these are on the Work Map.
 - k) Certificates of Location of Government Corners. [\(Refer to the Surveying and Mapping Manual, Appendix B-1 "MnDOT Certificate of Location of Government Corner" Policy\).](#)
 - l) Coordinate geometry data.
2. Graphic files
 - a) Base Map as prepared by the District Survey Unit.
 - b) Work Map as prepared by the District R/W Unit.
 - c) Staff Authorization Map as prepared by the District R/W Unit.

D. Plat Layout

1. Show all section, quarter, certified center section and meander corners that determine the location of the Public Land Survey System (PLSS) lines and intersect the plat boundary. All plats must cross at least one section line or quarter line, but this may be waived in extremely unusual situations. However, in these situations the plat must be tied to the nearest section or quarter line by a survey line.
2. The first preference for north is directly toward the top, the second is directly toward the right side, and the last is between the above limits, being the upper right hand quadrant. A good rule of thumb is that the plats run in the same direction as the stationing on the design plan. If the above options are not feasible, north can be oriented in any direction, provided that the information shown fits within the plat border.
3. If part of the plat boundary is the thread of a river or the shoreline of a lake or river, a dashed survey line running near the shoreline shall be used to complete the traverse of the plat. *(Refer to Plats 05-22, 36-34, 39-13, 39-15 and 73-116).*

4. The computed location of the center of section is shown but not normally tied to the plat boundary. (*Refer to Plat 83-29*). Occasionally, the center section corner, if monumented and certified, is used as a land tie. The computed location of the center section corner if found on the plat boundary is recognized as a plat corner and must be shown in the Plat Boundary Data block macro. Never designate a center section corner a B-corner number. (*Refer to Plat 55-111*).
5. The positioning of the platted area is important. There must be space available for all the platting accessories. (Commissioner's Order cell, Conventional Symbols cell, Survey Standards cell and the like). The priorities for positioning the body of the plat are as follows:
 - a) The plat boundary be unbroken, including the temporary easement areas. This means avoiding match lines whenever possible. Match lines can be avoided with careful planning and appropriate plat scale and should only be used as last resort.
 - b) The body of the plat should be positioned somewhat toward the lower left hand side of the border to accommodate the placing of other cell accessories in the upper right hand areas of the sheet.
 - c) Two sheet plats are allowed only in cases where the graphic portion of the plat is so large that there is no space for all of the platting cell accessories for the plat (Commissioner's Order cell, Conventional Symbols cell, Survey Standard cell and the like) or details/insets. The following rules apply to two sheet plats. (*Refer to Plats 25-70, 52-46 and 62-56*).
 - (1) The graphic R/W portion must be on one sheet only. If this is not feasible, the platting layout needs to change (e.g. plat split, etc.) so it does fit on one sheet.
 - (2) The north arrow, scale bar, and conventional symbols cells must be on the graphic sheet.
 - (3) Label the sheets Sheet 1 of 2 and Sheet 2 of 2. The graphic sheet will be Sheet 1 of 2.
 - (4) The County Recorder/Registrar of Titles cell will only be on either Sheet 1 of 2 or Sheet 2 of 2, but preferably on Sheet 1 of 2.
 - d) Public Land Survey (PLS) corners that do not fall on the plat sheet are shown by a "saw cut" line symbol.

- e) One Public Land Survey corner needs to have coordinates shown on the plat. If a Public Land Survey corner falls on the plat boundary, this corner should have the coordinates shown.
- f) The scale of the plat does not need to match the scale of the Work Map. When they do not match, make the necessary adjustments to clearly show the Work Map information.
- g) Plat scales are determined by the District before computing B-corners. Generally, a 1 mile plat calls for 200' scale, ½ mile for 100' scale and ¼ mile for 50' or 100' scale. In highly developed areas, the larger scale is preferable.
- h) Place the plat border cell to cover the platted area. Rotate the border cell if necessary to fit odd-shaped platted areas.
- i) The title block should be in the upper right hand corner when possible. (*Refer to Plat 10-28*).
- j) The location segment is broken down into quarter–quarter sections or government lots. Several quarter–quarter sections can be combined into half–quarter, quarter or half sections where it is applicable.
- k) The Commissioner's Order cell needs to define the limits for the plat or the platting project. The "Nature of Interest" should match the information shown on the plat.
- l) Place all the other platting cell accessories (Commissioner's Order cell, Conventional Symbols cell, Survey Standards cell, north arrow, etc.) inside the plat border cell.

IV. PLAT DRAFTING GUIDELINES

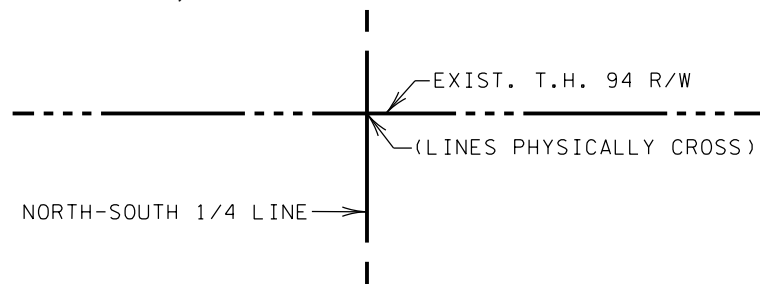
A. **Boundary and Survey Data**

1. To maintain consistency, a standard boundary corner numbering scheme must be followed. (*Refer to Plat 10-36*). Begin with B1 in the upper left hand corner of the plat. B1 can be either the first B-corner common to the adjoining plats or it can be the first B-corner to the right of the adjoining plat boundary. B-corners common to the adjoining plats are a three, four or five digit number (e.g. B4201). The three, four or five digit B-corner numbers on adjoining plats are prefixed with the plat number. For example, B4 on Plat 60-5 is numbered B504, B4 on Plat 60-19 is numbered B1904 and B4 on plat 60-119 is numbered B11904. Number the remaining B-corners in a clockwise method. Use of the three, four or five digit B-corner numbers throughout the entire plat is permissible, but this practice should only be limited to special situations.
2. If the proposed R/W Plat incorporates part of previous MnDOT R/W Plats or Maps, then all of the previous B-corners, M-corners and PT-numbers that fall on the plat boundary are identified with an asterisk; such as, *B10, *M10 or *PT10. Then at the bottom of the Plat Boundary Data table, a footnote is added “*ON PLAT ___-___” or “ON MONUMENTATION PLAT ___-___” or “ON PROPERTY MAP ___-___”
3. The inverse traverse data between B-corners is automatically compiled by the Plat Boundary Block Macro. Editing of this data may be necessary to achieve parallelism, perpendicular, tangency and other azimuth intentions.
4. Where possible, place the B-corner number outside the plat boundary and at right angles to the plat boundary. When there is a major deflection at the plat corner, place the B-corner number at right angles to that part of the plat boundary that would make the B-corner text easiest to read from the bottom of the plat. If this is not possible, place the B-corner number inside the plat boundary using the same principles. As a last resort, the B-corner label can be placed at an angle to the plat boundary splitting the angle point of the plat boundary. Keep the B-corner number as close to the plat corner as possible, but leave space for the monument cell.
5. Where a plat adjoins another plat, the note “B___ TO B___ ADJOINS PLAT ___-___”. The plats will be cross referenced using this note.

6. All lettering on the plat should be easily readable from the bottom of the plat or from the left side of the plat. However, there may be some situations where the lettering cannot be read from the left side of the plat.
7. The azimuth on the plat is oriented to the county coordinate system with 0 degrees 0 minutes 0 seconds being “Grid North” and measured clockwise from north to south.
8. Show the distance and azimuth along the PLS section or quarter lines from the government corner to the B-corner. The direction of the azimuth is always from the government corner to the B-corner. (*Refer to the “Plat Visual Standard”*).
9. Section and quarter line labels, when possible, are parallel with and arrowed to the line they identify. The label needs to be on the correct side of the line it is identifying.
10. The plat boundary lines, property lines, parcel arrow lines, parcel flagging and data information arrow lines, leader and parallel dimension lines are solid lines.
11. Dimensioning for land ties, T.E., B.R.E., access control or for measurements along other lines, are “dashed” lines. (Line style #2; B-Spline-curve by points).
12. Certain lines on plats have precedence over others when they run coincident. The order of importance is as follows:
 - a) A plat boundary line takes precedence over all other lines on the plat.
 - b) A section, quarter or sixteenth line takes precedence over all lines except the plat boundary line.
 - c) An existing MnDOT R/W line takes precedence over property lines, other road R/W lines, block lines, and lot lines. Existing MnDOT R/W also takes precedence over railroad R/W; however, there are situations where the railroad R/W line may have a higher precedence.
 - d) A temporary easement (T.E.) line takes precedence over property lines, railroad R/W, other road R/W lines, block lines and lot lines.
 - e) A railroad R/W line takes precedence over property lines, other road R/W lines, block lines and lot lines.

- f) A Block/Lot line takes precedence over other road R/W lines.
- g) An other road R/W line takes precedence over property lines.
- h) A property line, block line or lot line takes precedence over a private/public easement (e.g. non-road R/W).
- i) When two or more lines are coincidental, they may be labeled or clarified, when warranted, by using a note (e.g. T.E. ON PROERTY LINE). (*Refer to Plats 25-74 & 25-76*).

13. Where two lines of any nature intersect, show the actual intersection;



14. If a B-corner is on a 1/16, Gov't Lot, property, block or lot line, the note "B__ ON _____ LINE" is necessary. If a B-corner is very close, but not on a 1/16, Gov't Lot, property, block or lot line, the note "B__ NOT ON _____ LINE" is necessary. (*Refer to B11 and B12 on Plat 05-28*). The above is similarly true for B-corners at or not at 1/16, Gov't Lot, property, block or lot corners. When there are numerous B-corners that fall on the property line, the Plat Boundary Data can identify these lines with an asterisk and a footnote at the bottom of the data table "*ON PROPERTY/LOT LINE". (*Refer to Plats 53-46, 55-106 and 55-107*). Alternatively, if a plat boundary line runs along a 1/16, block, or lot line, the note "R/W ON _____ LINE" can be used.

15. Plat boundary segments that are parallel to a centerline spiral curve require special treatment. The chord and chord azimuth of this segment are shown to allow for boundary closure. This segment itself is not an actual spiral curve. It is defined by being an offset in feet and parallel to the centerline spiral curve. Also, being defined by: Θ_s = Spiral Angle, L_s = Spiral Arc Length, D_c = Degree of Circular Curve. This data can be placed at the bottom of the plat boundary with an asterisk (*Refer to Plat 18-117*). Another option is to include the information within the Plat Boundary Data Table using one of the options listed below.

PLAT BOUNDARY DATA			
FROM	TO	DISTANCE (FT)	AZIMUTH
B1	B2	196.85	59°48'32"
B1 B2 IS 90' NORTHWESTERLY OF & PARALLEL WITH A TEN CHORD SPIRAL CURVE ON THE EXIST. R/W ACQUISITION LINE DEFINED BY $D_c=2^{\circ}00'$, $\theta_s=2^{\circ}00'$, $L_s=200'$.			
B2	B3	64.18	59°08'51"
B3	B4	15.00	149°08'51"
B4	B5	568.36	59°08'51"

PLAT BOUNDARY DATA			
FROM	TO	DISTANCE (FT)	AZIMUTH
B1	B2	196.85	59°48'32"
B1 B2 IS 90' NORTHWESTERLY OF & PARALLEL WITH A TEN CHORD SPIRAL CURVE ON THE EXIST. R/W ACQUISITION LINE DEFINED BY $D_c=2^{\circ}00'$, $\theta_s=2^{\circ}00'$, $L_s=200'$.			
B2	B3	64.18	59°08'51"
B3	B4	15.00	149°08'51"
B4	B5	568.36	59°08'51"

16. Lines and curves are presumed to be tangent unless noted otherwise. A straight line plat boundary adjoining a non-tangent curve will be labeled "NOT TANGENT TO CURVE AT B__". A straight line plat boundary adjoining two non-tangent curves at each end will be labeled "NOT TANGENT TO CURVES AT B__ AND B__". Two curves not tangent to each other where they meet will be labeled "NOT TANGENT TO CURVES AT B__".
17. Government corner symbols, government corner monument descriptions and $\frac{1}{4}$ - $\frac{1}{4}$ designations are oriented in the east-west direction rather than parallel with the plat border cell.
18. Section and quarter line labels are generally parallel with and arrowed to the line they identify. In congested areas, the label can be placed perpendicular to the line.
19. Show all adjoining recorded and unrecorded plats and maps (e.g. auditor's plats, subdivision plats, registered land surveys, DNR state subdivisions and the like). (*Refer to Section III.C.1.g of this manual*).
20. All labeling performed on the plat should be done using the Plan View Labeler, SMD Cell Library, appropriate Macros and the like.

B. Proposed and Existing R/W

1. All Existing MnDOT, county, township or unplatted city R/W is shown with a 3-dash, existing R/W line style. A street or public way dedicated by subdivision plat is shown with a solid line lot line style.
2. All Existing MnDOT R/W must be labeled "EXIST. T.H. __ R/W". In areas that have been previously platted, the existing MnDOT R/W must be labeled "EXIST. T.H. __ R/W PER PLAT __-__". (Refer to the "**Plat Visual Standard**").
3. Existing MnDOT permanent easements; such as, offtake ditch, channel change, drainage, footing and wall maintenance and the like, that are inside the proposed R/W boundary are labeled and shown with a 3-dash existing R/W line style.
4. Existing MnDOT permanent easements; such as, offtake ditch, channel change, drainage, footing and wall maintenance and the like, that are outside the proposed R/W should be included in the plat boundary with a separate boundary data table. Sometimes a tie may be required to attach the easements to the plat boundary. Number the R/W boundary corners first and then number the existing permanent easement corners second. (Refer to *Plats 85-30 and 69-127*).
5. Existing MnDOT property which has not been converted to Trunk Highway R/W; such as, MnDOT Maintenance Storage Sites, MnDOT Pits and the like will be identified on the plat. When possible, the existing MnDOT property should be included in the plat boundary with a separate boundary data table. (Refer to *Plat 25-73*). In situations where it is not possible to include the existing MnDOT property within the plat boundary, the existing MnDOT property will be labeled and flagged as "EXISTING MNDOT _____ NO. _____". (Refer to *Plats 53-46, 69-121 and 69-139*).
6. All labeling for the proposed R/W ("R/W" symbol) will be labeled from inside the plat boundary. (Refer to the "**Plat Visual Standard**").
7. Existing MnDOT R/W, existing MnDOT permanent easements, other road R/W and railroad R/W will be labeled inside the easement or right of way if possible. (Refer to the "**Plat Visual Standard**").
8. When existing or proposed R/W lines or curves are parallel with each other, show it by dimensioning the distance between them.

9. Existing MnDOT R/W that has been acquired in reference to an “acquisition line”, sometimes in the past referred to as a centerline, the corresponding offset width distances need to be shown. This line is labeled “EXIST. R/W ACQUISITION LINE”. **Note:** *This line may not be the same as the constructed highway centerline.*
10. Proposed R/W that has been dedicated by subdivision plat needs to be delineated within the plat boundary when possible. These dedicated public roads are labeled “R/W DEDICATED PER PLAT OF (SUBDIVISION NAME)”. (*Refer to Plat 42-23*). The R/W plat is the Commissioner’s Order that brings this R/W into the Trunk Highway system.
11. In cases of Temporary Trunk Highways or when the R/W is prescriptive, the centerline should be labeled “EXIST. CENTERLINE T.H. ”. If the existing centerline of a local road is shown, it should be labeled “EXIST. CENTERLINE (ROAD NAME)”
12. Show all adjoining local road right of way (e.g. county, township and city) and widths. (*Refer to Section III.C.1.e of this manual*). Existing local road R/W shall be labeled with its current primary designated name as signed in the field. Secondary designated names can also be labeled. (*Secondary sources are the MnDOT Videolog, County Videolog or MnDOT Carto Maps*). If there is an existing R/W Plat, the R/W should be labeled “EXIST. (ROAD NAME) R/W PER (TITLE OF R/W PLAT)”. In situations where the width of the R/W is variable and difficult to show, the R/W could be labeled “EXIST. (ROAD NAME) R/W PER DOC. NO. ”. (*Refer to Plat 55-102*).

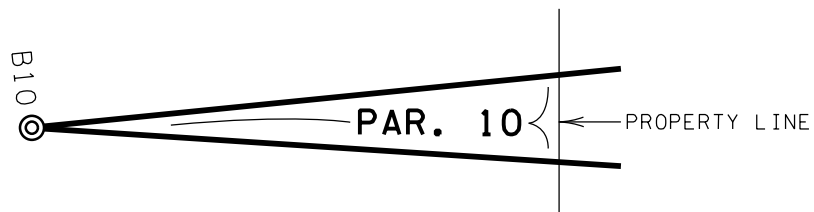
C. Property Lines

1. All property lines including subdivision plats, auditor’s plats, registered land surveys and the like outside the existing R/W are shown as a solid line weight “1”.
2. All property lines including subdivision plats, auditor’s plats, registered land surveys and the like inside the existing R/W are shown as a solid line weight “0” unless they delineate a parcel being acquired by the plat; acquiring underlying fee, then they are shown as a weight “1”.

3. All adjoining and affected subdivision plat, auditor's plat and registered land survey labels must be shown on the plat. This includes all title, block, lot and tract labels. For areas that fall outside the existing R/W, these labels will be determined by the Plan View Labeler. For areas that fall inside the existing R/W, these labels will be weight "0" and the size will be determined by the Plat View Labeler. Show a minimum of lot numbers, or tract letters, to decipher private plats, including registered land surveys. All subdivision block labels shown on the plat shall be labeled "BLOCK ____". In areas of limited space, subdivision block labels can be abbreviated to "BLK. ____".
4. Lots, blocks and streets shown on the plat that have been vacated need to be shown. For vacated portions, add "VACATED" to the label; such as, "VACATED BLOCK ____" or "VACATED (ROAD NAME)".

D. Parcel Flagging and Parcel Tabulation Block

1. Parcel number flags are normally inside the plat boundary and if possible inside the bounds of the proposed acquisition. In congested areas, parcel "flags" have priority over the B-number. Guidelines for parcel labeling and parcel flagging are:
 - a) The parcel "flags" should be curved.
 - b) The "flags" should not touch other lines.
 - c) The "flags" should only be placed at the angle points in the proposed acquisition where the angle point is less than 130°, more or less.
 - d) The PARCEL label is generally needed only one time. When there is a break in the proposed acquisition or the parcel extends into another quarter-quarter, an additional label(s) will be needed.
 - e) "PARCEL" should be spelled out when possible; however, if space is limited or spelling "PARCEL" causes the area to become congested "PAR." may be used;



2. If the parcel number cannot be placed inside the proposed acquisition, it can be labeled as shown by Parcel 304C on Plat 05-40 or Parcel 203A on Plat 73-117. The parcel label should always be placed inside the plat boundary unless there is no space, or where the parcel label would conflict with the bounds of another parcel. As a last resort, where the parcel label cannot be placed inside the plat boundary, it can be placed outside the plat boundary, but within the same ownership. *(Refer to Parcel 201F on Plat 39-6).*
3. If there is no space to label the proposed acquisition, an inset or detail may be used. *(Refer to Parcel 6 on Plat 53-46).*
4. If a parcel is in more than one plat the following note must appear on each plat, "FOR BALANCE OF PARCEL __ SEE PLAT __-__".
5. The Parcel Tabulation Block shall be filled out using the **Plat Caption Block Macro**. The parcel tabulation shall be broken down between platted property; such as, subdivision plats/R.L.S.; and unplatted property; such as, P.L.S.; or a combination of unplatted and platted. When Torrens (Registered) property is being acquired, a separate column for the Torrens Certificate No. must be used. *(Refer to Plat 29-78).*
6. The owner name listed on the plat is derived from the Certificate of Title (C.O.T.) and verified with the Attorney's Condition of Title (A.C.O.T.). Only one fee owner is listed on the plat. Never list the name of a Trust on the plat, rather, list one of the Trustees.
7. Sometimes there will be parcels included within the plat boundary that are "Advance Acquisition Parcels". These parcels are considered part of the same project and are being acquired in advance of the plats. If the parcel has not been acquired, it will be labeled "R/W TO BE ACQUIRED BY METES AND BOUNDS DESCRIPTION". If the parcel has been acquired, it will be labeled "R/W PREVIOUSLY ACQUIRED BY METES AND BOUNDS DESCRIPTION". In both cases the existing R/W will be shown as it appeared prior to the creation of these "Advance Acquisition Parcels". *(Refer to Plats 25-70, 52-43, 53-43 and 73-116).* In situations where the "Advance Acquisition Parcel" is acquired by only Lot and Block, the "METES AND BOUNDS DESCRIPTION" can be replaced with "LOT AND BLOCK DESCRIPTOIN".
8. When underlying fee is being acquired the parcel label and flagging must accurately indicate the proposed acquisition over the existing R/W and proposed R/W. *(Refer to Parcel 2 on Plat 52-43).*

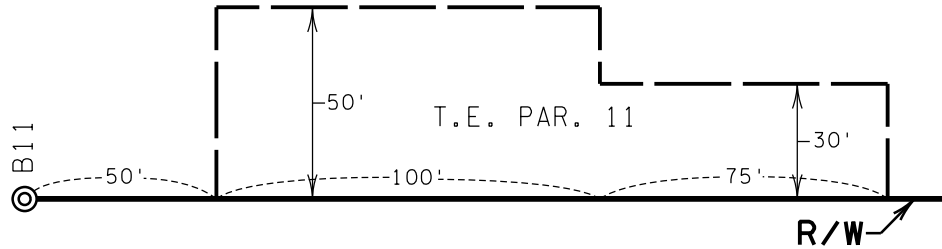
E. Permanent Easements

1. Proposed permanent easements; such as, offtake ditch, drainage, channel change, footing and wall maintenance and the like are defined by a separate plat boundary line. The B-corners for the permanent easements are numbered and tabulated separately. The word “Permanent” is not included with the parcel label; however, include “Permanent” in the heading for the Easement Boundary Data Tabulation Block and also in the heading for the Parcel Tabulation Block. *(Refer to Plats 05-24, 31-158 and 53-42).*
2. Show all affected recorded and unrecorded public and private easements. Public easements created by a subdivision plat need not be shown as they can be easily located on the subdivision plat on which they were created. Include document numbers and widths. Verify all affected easements using the Certificate of Title (C.O.T.) and the Field Title Report. *(Refer to Section III.C.1.f of this manual).*
3. For existing MnDOT permanent easements; such as, offtake ditch, channel change, drainage, footing and wall maintenance and the like. *(Refer to Section IV.B.3 and Section IV.B.4 of this manual).*

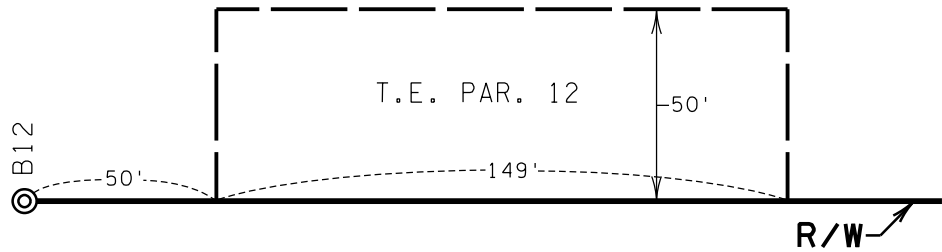
F. Temporary Easements, Building Removal Easements and Temporary Commissioner’s Orders

1. T.E.’s, B.R.E.’s and T.O. generally need only one label; unless, there is a break in the proposed acquisition or if the parcel extends into another quarter – quarter section, then an additional label(s) will be needed.
2. T.E.’s, B.R.E.’s and T.O. should be dimensioned as simply as possible to the nearest foot. The only time it would be necessary to show a direction (azimuth), is when it isn’t perpendicular, parallel, radial or tapered to the plat boundary, section line or in place R/W. The following general rules aid in dimensioning and labeling T.E.’s, B.R.E.’s and T.O.:

- a) Label each T.E. and B.R.E. with a parcel number; such as, T.E. PAR. 10. Dimensional data can be added to the T.E. or B.R.E. designation and parcel number when such data does not cause confusion. (Refer to T.E. Par. 2 shown on Plat 52-43);

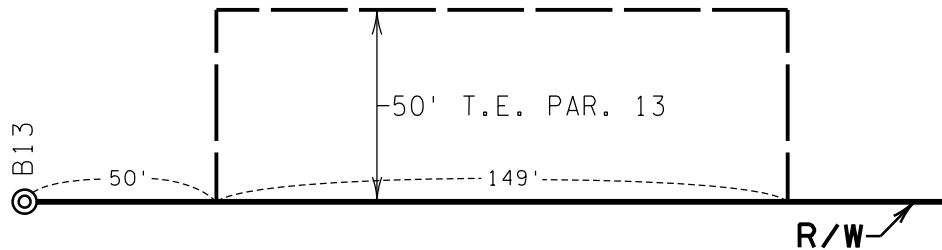


- b) Dimension along the plat boundary, preferably along the outside of the plat boundary. As a last resort, dimensions can be placed along the outside of the T.E. and B.R.E.;

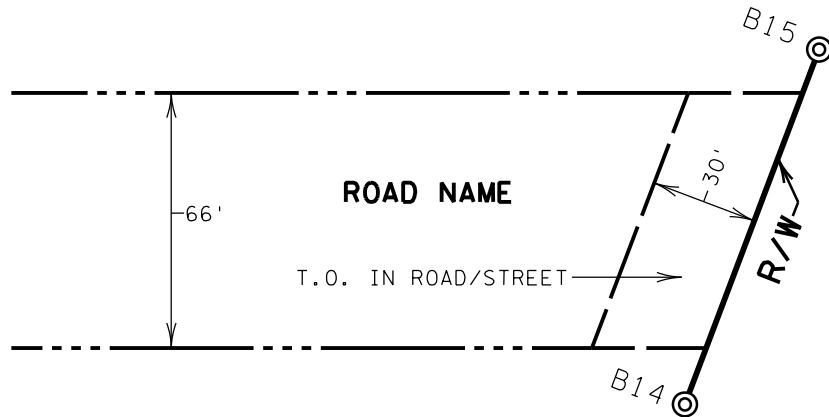


- c) All T.E. and B.R.E. that are dimensioned must be dimensioned to a B-corner. (See "b" above).

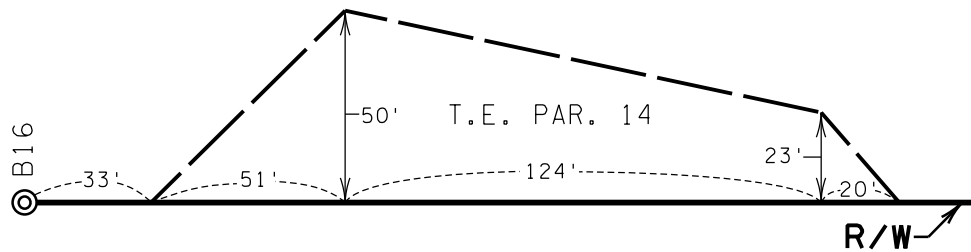
- d) Depth of T.E. and B.R.E. and T.O. is shown by parallel dimension lines rather than along the ends;



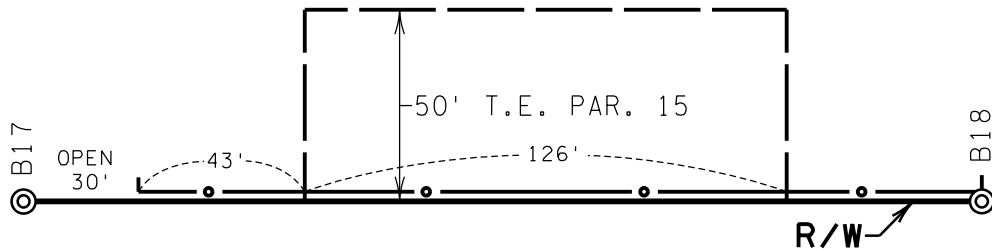
- e) In 2008, T.E. over existing public roads was changed to T.O. over existing public roads. Temporary Commissioner's Orders are referenced as Temporary Orders or T.O. A note, "TEMPORARY COMMISSIONER'S ORDERS IN PUBLIC ROADS WILL EXPIRE ON _____" shall be shown below the Parcel Tabulation Block;



- f) Show the T.E., B.R.E. or T.O. labels inside the temporary acquisition if space permits. The same is true for all dimensioning.
- g) T.E., B.R.E. and T.O. that are not parallel, perpendicular or radial to another line can be shown without azimuths;



3. When Access Control and T.E. are dimensioned in the same area, all distances will be shown along the R/W line between two B-corners;



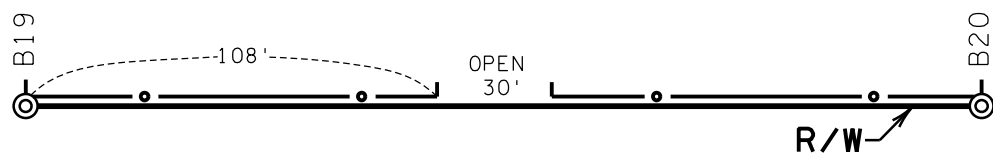
G. Zero Dollar Permits

1. Use T.E. line style and modify the T.E. label to "T.E. PAR. __ BY PERMIT" on the plat.
2. Enter "Permit" in the Parcel Tabulation Block under the column "Acres More or Less" for "Temporary Easement".
3. If there is a specific expiration date for the zero dollar permit, enter the date in the Parcel Tabulation Block under the column "Expires" for "Temporary Easement". (Refer to Plat 69-119). If there is no specific expiration date, the permit expires/terminates upon completion of construction on the project. (Refer to Plat 18-97).

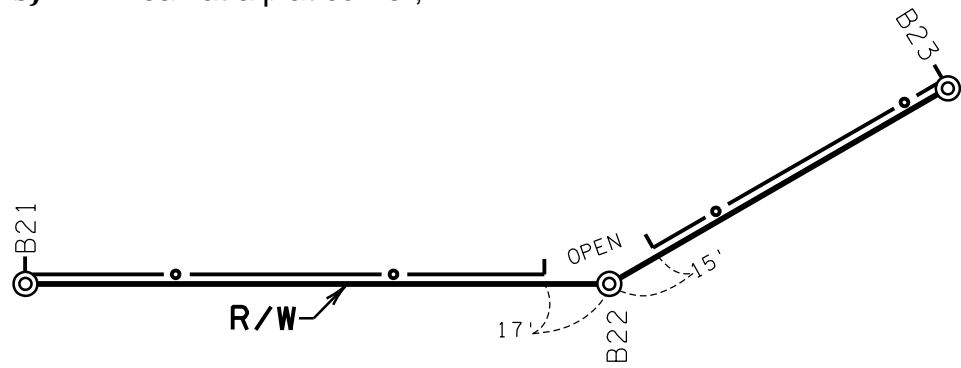
H. Access Control

1. Access Control line style does not touch the plat boundary. It is 2.5', 5' or 7' parallel with the plat boundary for scales of 50', 100' or 200', respectively.
2. All access openings must be labeled. Size of the opening and a tie to the nearest B-corner must be shown on the plat. This information is determined from the Staff Authorization Map.
3. Access control openings and the ties to them should be dimensioned to the nearest foot. There may be situations when the tie to the access opening could be shown to the nearest tenth of a foot. All labels and dimension should be placed along the outside of the plat boundary when possible.
4. If access control does not terminate at a B-corner, property line or land line, it must be dimensioned and labeled according to one of the following situations:

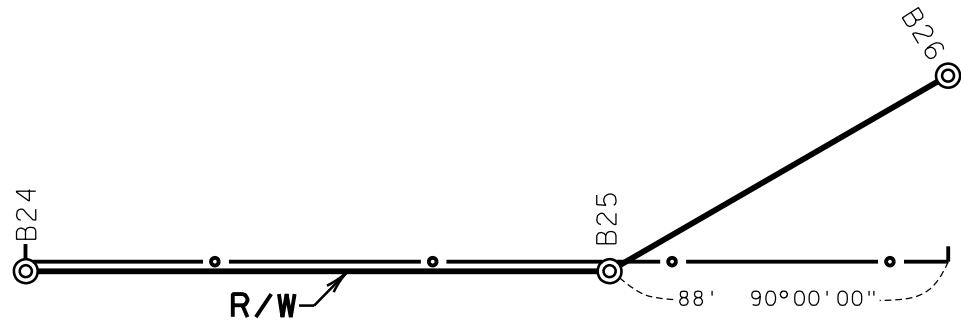
a) Break along plat boundary;



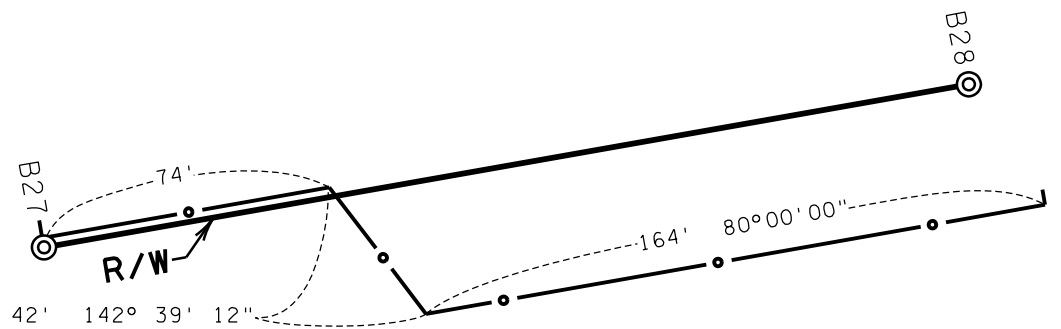
b) Break at a plat corner;



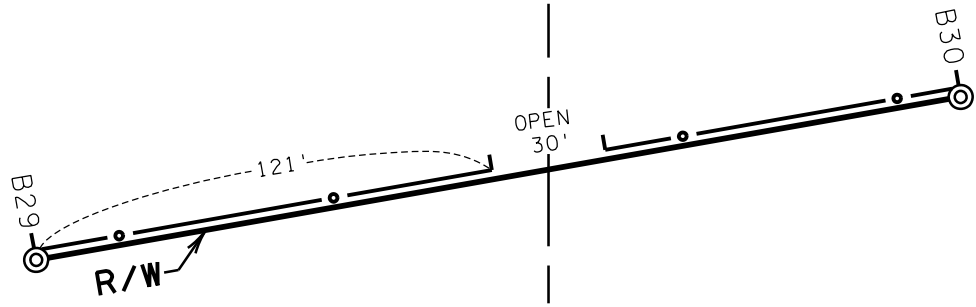
c) Extended beyond a plat corner;



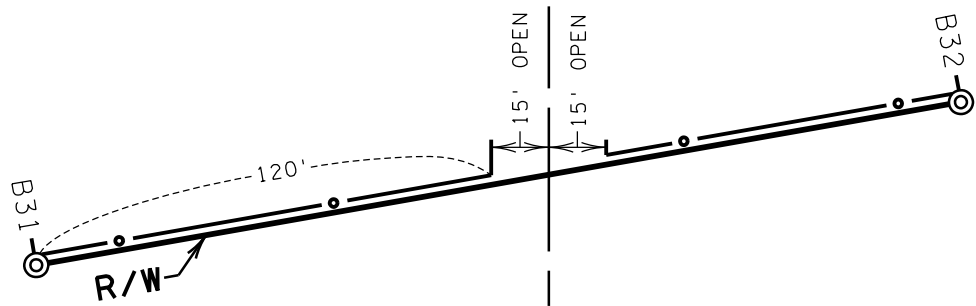
d) Independent of the plat boundary;



e) At a line not geometrically fixed;

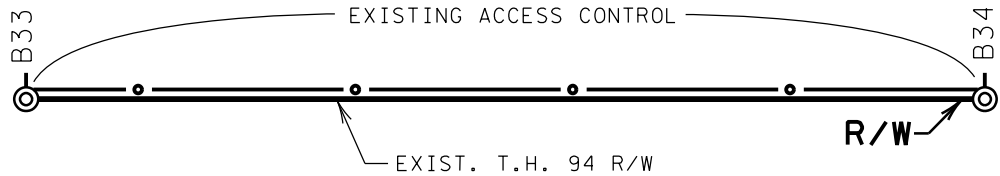


f) At a line geometrically fixed;

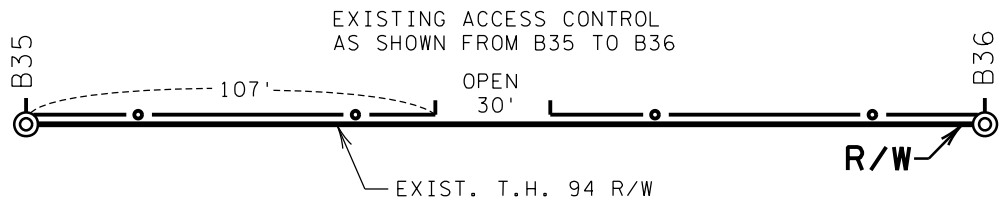
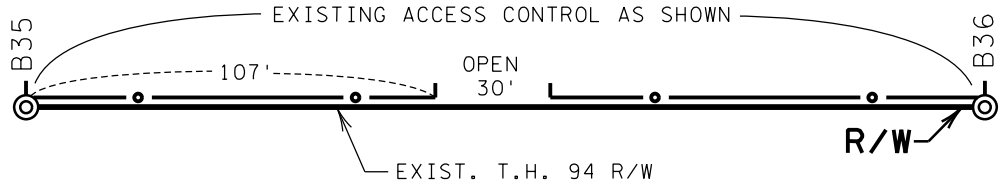


5. Existing access control on the plat boundary, that is along the existing trunk highway R/W, must be labeled or flagged according to one of the following situations:

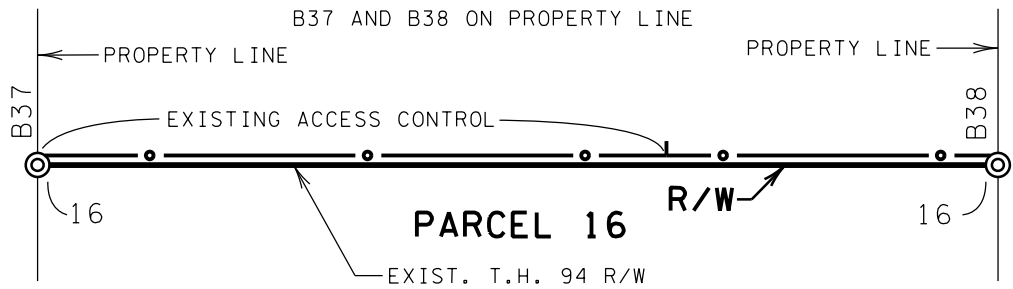
a) Existing access control with no openings needs a note "EXISTING ACCESS CONTROL FROM B__ TO B__" or flagging needs to be added to the note "EXISTING ACCESS CONTROL";



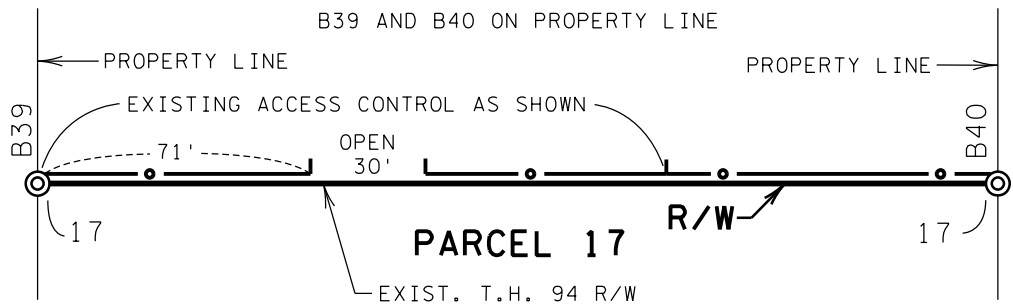
- b) Existing access control with an opening needs a note “EXISTING ACCESS CONTROL AS SHOWN FROM B__ TO B__” or flagging needs to be added to the note “EXISTING ACCESS CONTROL AS SHOWN”;



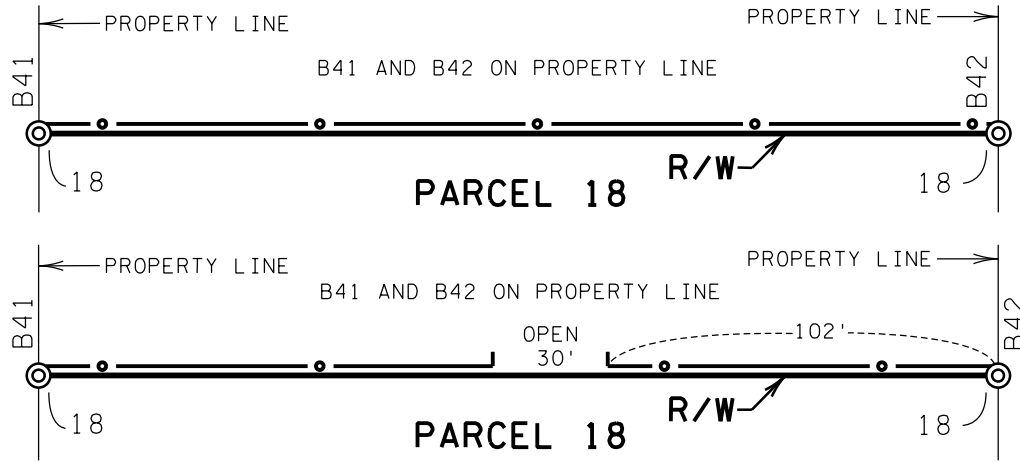
- c) Existing access control with no opening and acquiring underlying fee or permanent highway easement with access control;



- d) Existing access control with an opening and acquiring underlying fee or permanent highway easement with access control;

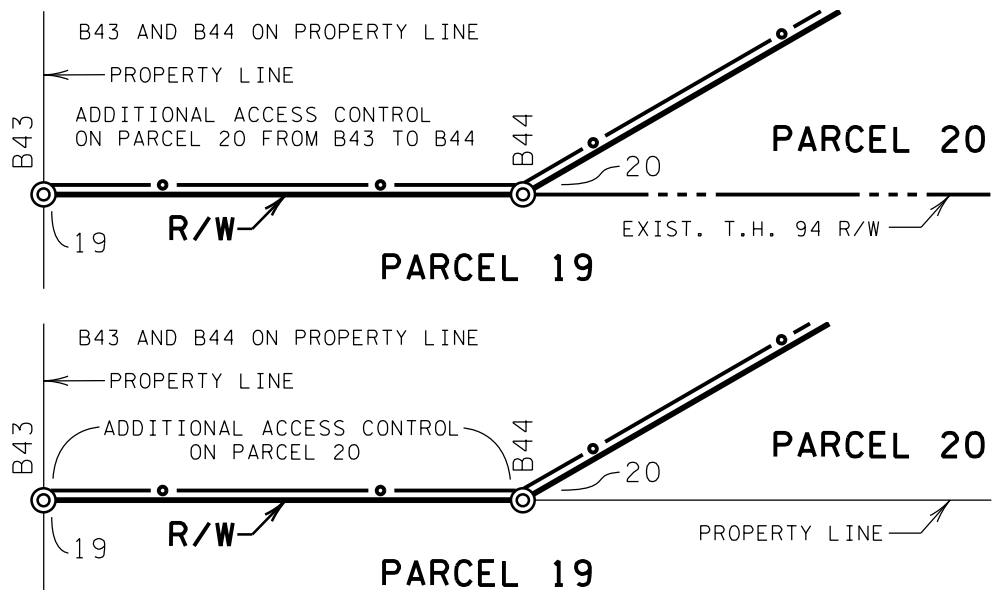


6. Access control to be acquired is not labeled and/or flagged if it directly adjoins the fee or permanent highway easement acquisition of the same parcel;

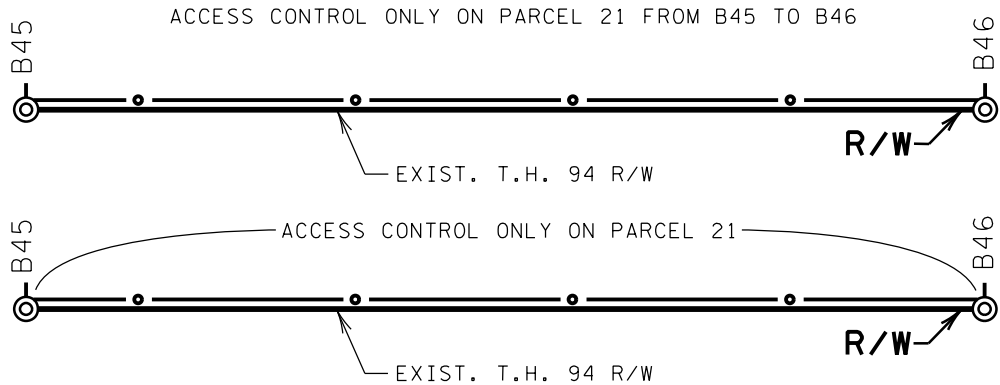


7. Access control to be acquired must be labeled and/or flagged according to one of the following situations;

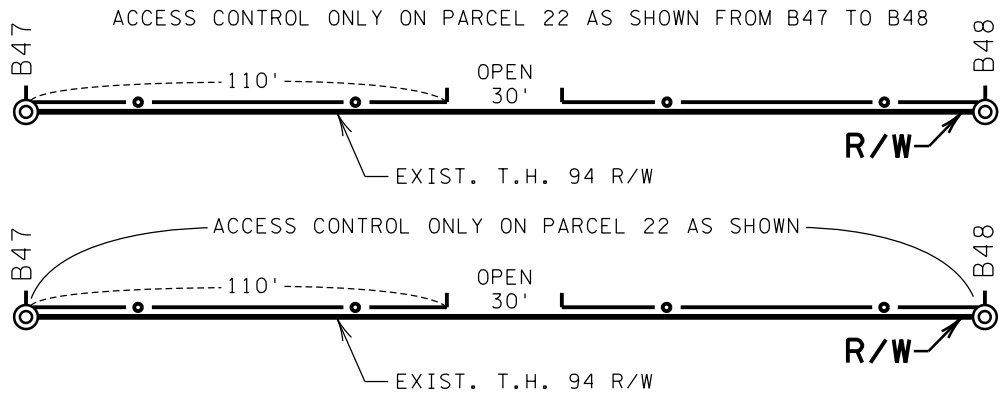
- a) Access control (Parcel 20) to be acquired along the existing R/W and/or property line, which is the plat boundary, that has a fee or permanent highway easement acquisition, including access control (Parcel 20) in a different area of the plat, needs a note “ADDITIONAL ACCESS CONTROL ON PARCEL __ FROM B__ TO B__” or flagging needs to be added to the note “ADDITIONAL ACCESS CONTROL ON PARCEL __”;



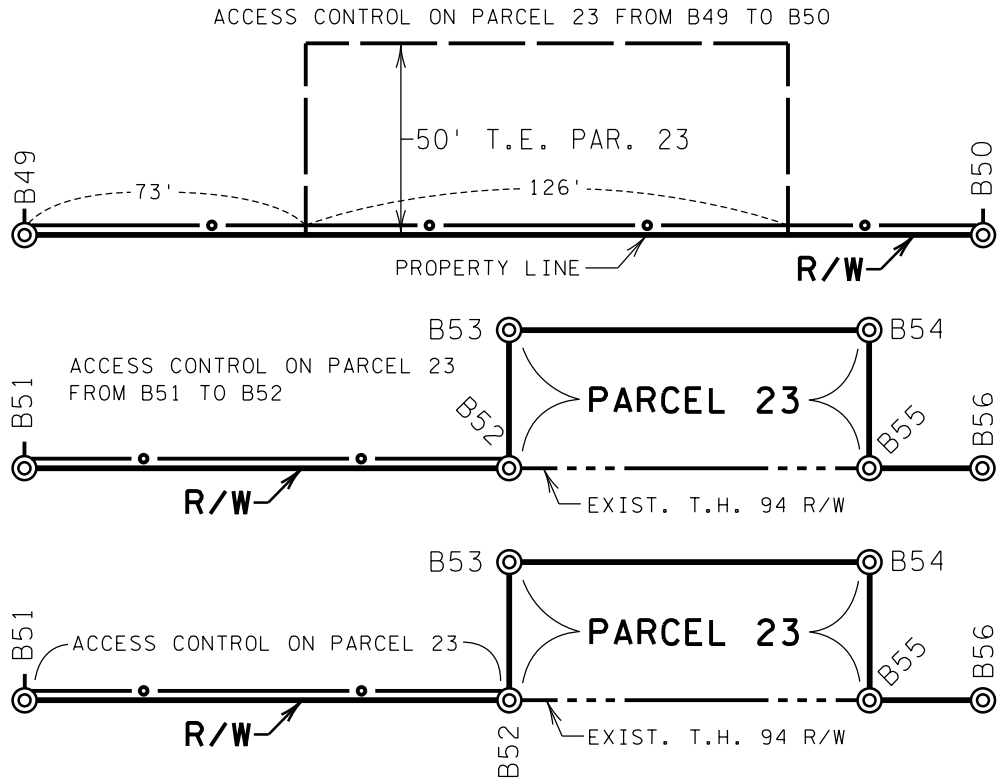
- b) When the only acquisition on a parcel is access control, use the note “ACCESS CONTROL ONLY ON PARCEL __ FROM B__ TO B__” or flagging needs to be added to the note “ACCESS CONTROL ONLY ON PARCEL__”;



- c) When the only acquisition on a parcel is access control and it has an opening, use the note “ACCESS CONTROL ONLY ON PARCEL __ AS SHOWN FROM B__ TO B__” or flagging needs to be added to the note “ACCESS CONTROL ONLY ON PARCEL __ AS SHOWN”;



- d) Access control (Parcel 23) to be acquired along the existing R/W and/or property line that includes additional acquisitions of the parcel (Parcel 23), fee or permanent highway easement without adjoining access control included, needs to be labeled “ACCESS CONTROL ON PARCEL __ FROM B__ TO B__” or flagging needs to be added to the label “ACCESS CONTROL ON PARCEL __”. (Refer to Plats 18-67 and 55-61);



8. When access control line style is not clearly depicted due to congestion, a note “ACCESS CONTROL ON PARCEL __ FROM B__ TO B__” or flagging needs to be added on the plat. (Refer to Parcel 203C on Plat 71-27).
9. When there is an opening shown in the access control, either existing or to be acquired, the words “AS SHOWN” need to be added to the note on the plat. (Refer to 5b, 5d, and 7c above).

V. RECORDING DATA BLOCK CELLS

- A. County Recorder and Registrar of Titles cells on the plat.
1. When the plat border is inserted from the SMD Cell Library, the County Recorder's Block is included in the cell. This is the only recording block required when Torrens (Registered) property is not involved.
 2. When Torrens (Registered) property is involved, there are several options available to include the Registrar of Titles data;
 - a) When the County Recorder Office and the Registrar of Titles Office are separate offices, a separate block for the Registrar of Titles Office must be added to the plat. (*Refer to Plats 27-198 and 69-142*).
 - b) When all of the parcels listed on the plat are Torrens (Registered) property, only use the block for the Registrar of Titles Office. (*Refer to Plats 27-199 and 69-141*).
 - c) When the County Recorder's Office and the Registrar of Titles Office are the same offices, use the County Recorder's Office block and stack the document numbers on top of the block to read "DOC. NO. _____ ABSTRACT" and "DOC. NO. _____ TORRENS". (*Refer to Plats 18-98 and 25-73*).

VI. PROCEDURE FOR PREPARING R/W PLAT MYLARS

- A.** The plat must go through a final check process before the mylars are plotted. There are two MnDOT plat check lists available for this check process and they are listed in Section [XIII.A](#) and [XIII.B](#) of this manual. Either one of these plat check lists can be used; however, these checklists may not include all of the necessary items needed for District review and can be modified to meet the requirements for District review. The outstate District plats will be reviewed by the OLM Platting Unit in C.O. after the Project Coordination Unit has distributed the Office Assignment Memo along with the R/W package as delivered from the District Office.
- B.** The Commissioner's Order cell and signature block cell must be tailored for the signatories of the plat. There are several cases when it may need to be customized. For plats completed in most Districts, there will only be on Land Surveyor signature. In the Metro District there will be two Land Surveyor signatures. The signatory for the Commissioner's Order may also vary. Verify which cells need to be used on the plat and be consistent on the formats for each project.
- C.** The OLM Platting Unit will obtain a Commissioner's Order Number from the OLM Commissioner's Orders Unit and enter the number on the OLM Plat Review Copy for the outstate Districts. The Metro District will obtain a Commissioner's Order Number from the OLM Commissioner's Orders Unit. This number is entered into the plat in the Commissioner's Order cell. The Commissioner's Orders Unit needs the finalized parcel descriptions and the Staff Authorization Map prior to designating a Commissioner's Order Number to the plat.
- D.** Once the plat has been approved, the plats must be plotted on mylar and must be requested from the Reprographics Unit using the *Reprographics Unit – Printing Request Form*.
1. Need 5 black and white mylars 22”X34” using Presentation Quality.
 2. Need 1 black and white mylar 11”X17” using Production Quality.
 3. Be sure to use the special instructions on the form to specify the level of quality to use on each plat.
 4. The 22”X34” mylars are to be labeled and used as follows:
 - a) The “OFFICIAL” mylar is recorded at the County. This label is placed in the upper right hand corner outside the plat border.

VII. RECORDING INSTRUCTIONS

- A.** Once the mylars are received from the OLM Platting Unit and signed, record the “OFFICIAL” mylar in the appropriate County office(s).
- B.** Once the County notifies the District Office with the recording information, enter the recording information for the plat into REALMS and notify the OLM Platting Unit that the recording information has been received.
- C.** The OLM Platting Unit will enter the recording information on the “MNDOT ORIGINAL” and both “COPY OF MNDOT ORIGINAL”.

VIII. DISTRIBUTION AND ARCHIVING

- A.** The “MNDOT ORIGINAL” is scanned and placed in EDMS by using the “Upload Scanned Plat” button in REALMS.
- B.** A scanned .tiff image is sent to the OLM R/W Mapping Unit to have the plat image georeferenced.
- C.** Using the scanned image, 6 reduced 11”X17” paper copies are created and distributed as follows:
 - 1.** 1 for the OLM Platting Unit plat books.
 - 2.** 1 for the OLM R/W Mapping Unit plat books.
 - 3.** 1 for the Project Coordination Unit files.
 - 4.** 1 for the OLM Direct Purchase Unit.
 - 5.** 2 to be mailed to the District Office. 1 for the District Surveys Unit and the other for the District R/W Unit.
- D.** The “MNDOT ORIGINAL” is archived in the Transportation Building. One “COPY OF MNDOT ORIGINAL” is placed in the OLM office files. The other “COPY OF MNDOT ORIGINAL” is mailed to the District along with the 2 reduced 11”x17” paper copies.
- E.** Make a copy of the final electronic version of the plat and place it in the OLM/Platting/ToBeArchived/Platting folder in projectwise. Enter the recording information into the electronic file and submit it to the CAES Office to archive it into the appropriate Archive/OLM/Platting/FinalPlats folder in projectwise.

IX. AMENDED PLATS

- A.** On occasion, the R/W to be acquired changes after the plat is recorded. When this occurs, an amended plat will need to be prepared. The amended plat pertains only to the parcels listed on the plat that are being amended (changed). The Parcel Tabulation block will only contain the parcels being amended. The amended plat has the next plat number available in that county and has notations to signify which plat and parcel(s) are being amended.
- B.** There are several situations where an amended plat should be used. Some of these situations are highlighted as follows:
1. The acquisition for a parcel is modified. (*Refer to Plat 29-79*).
 2. The access control on a parcel is modified. (*Refer to Plats 52-49 and 53-44*).
 3. A new parcel is created and is part of the same project. (*Refer to Plat 25-78*).
 4. A new parcel is created to add access control on the same project. (*Refer to Plat 52-50*).
 5. When there is a change in the Temporary Commissioner's Orders, in addition to a change in a parcel, the change in the Temporary Commissioner's Orders should also be noted on the amended plat. (*Refer to Plat 42-24*).
 6. If a "To Be Acquired" parcel is decided to be acquired by plat description after the plat has been recorded, an amended plat could "Add" the parcel. This would modify the parcel from a narrative description to a plat description.
- C.** B-corner numbers that are being superseded are dropped from the numbering scheme and the next available B-corner numbers are used. (*Refer to Plats 25-78, 29-79 and 55-108*).
- D.** The amended plat is noted by placing an asterisk at the end of the plat number. Then by using the Plan View Labeler, the Amended Plat note is added to the plat, preferably directly under the plat title.
- E.** Since the plat is the Commissioner's Order, any changes to the proposed acquisitions should be done using an amended plat. Narrative descriptions can be used as a last resort; however, the narrative descriptions amending a plat description still require a Graphic Order to amend the previous Commissioner's Order.

X. CORRECTIONS TO R/W PLATS

- A.** Errors and omissions on recorded plats are corrected with a “Land Surveyor Certificate of Correction to Plat”. The certificate is recorded in the same County Office as the plat and must be in accordance with Minnesota Statutes. [\(Refer to Minnesota Statute 160.085 Subd. 1a.\)](#)
- B.** The following are general rules and guidelines for the certificate;
1. Clearly state the error on the plat.
 2. Clearly state what is omitted from the plat.
 3. Clearly state each correction being applied to the plat.
 4. If there is a correction to the pictorial portion of the plat, insert a picture showing the corrected pictorial portion.
 5. State that the pictorial portion of the plat is correct if there is no correction to the pictorial portion of the plat.
 6. When the surveyor that signed the plat is unavailable to sign the Certificate of Correction, state why the surveyor is unavailable.
 7. Guidelines for Certificates of Correction can be found in the Surveying and Mapping Manual. [\(Refer to the Surveying and Mapping Manual Chapter 3-7.0107\(a\)\)](#).
- C.** When a parcel shown on the plat is not acquired, a “Rescinding Right of Way Plat Order” is issued for that parcel. These rescinding orders will be recorded in the appropriate County Office.
- D.** When none of the parcels listed on the plat are acquired, a “Rescinding Right of Way Plat Order” is issued for the entire plat. These rescinding orders should be recorded in the appropriate County Office. These rescinding orders should only be recorded if all of the parcels listed on the plat will never be acquired.
- E.** Return, preferably the original or a copy of, all Certificates of Correction to Plat and Rescinding Right of Way Plat Orders, showing the recording information, to the OLM Platting Unit for archiving.
1. The OLM Platting Unit will file the recorded Certificate of Correction to plat and Rescinding Right of Way Plat Orders in appropriate location.

2. The OLM Platting Unit will make 3 copies of the recorded Certificate of Correction to Plat and Rescinding Right of Way Plat Order and distribute them as follows:
 - a) 1 copy for the OLM Commissioner's Orders Unit.
 - b) 1 copy for the OLM R/W Mapping Unit.
 - c) 1 copy attached to the "COPY OF MNDOT ORIGINAL" in the OLM files.
3. The OLM Platting Unit will scan the recorded Certificate of Correction to Plat and Rescinding Right of Way Plat Order and attach it to the scanned image of the R/W plat in REALMS.
4. The OLM Platting Unit will enter the recording information for the recorded Certificate of Correction to Plat and Rescinding Right of Way Plat Order into REALMS.

XI. MONUMENTATION PLATS

- A.** Monumentation plats are produced to graphically depict the boundary lines of the right of way owned or controlled by MnDOT. In accordance with [Minnesota Statutes 160.14 "Marking Boundaries of Highways"](#), MnDOT is authorized to place monuments that mark and indicate the boundaries of highway right of way.
- B.** The standards for preparing a monumentation plat are controlled by the standards found in this manual; i.e., the "R/W Plat Standards and Details". The only exceptions to these platting standards are those that pertain to new parcel acquisitions.
- C.** Plats are numbered in conformance with Section III.B of this manual, except an "M" is placed after the dash following the County digit designation. The dash number beginning with "M" represents the sequential number of monumentation plats in that county and is not associated with the numbering scheme of the MnDOT right of way acquisition plats in that county.
- D.** Monumented boundary corners are designated as M-corners instead of B-corners and begin with M1 in the upper left hand corner of the monumentation plat. (Refer to Monumentation Plats 10-M24, 10-M25 and 10-M26). Otherwise all monumentation plat numbering schemes follow Section IV.A.1 of this manual.
- E.** For additional general policy and procedures for Monumentation Plats, refer to the [MnDOT Right of Way Manual Chapter 5-491.131.](#)

XII. PROPERTY MAPS

- A.** The purpose of a Property Map is to aid in the preparation of the legal description for a single parcel for a single early acquisition or for a hardship parcel. Contact the OLM Platting Unit and the OLM Legal Descriptions Unit and Commissioner's Orders Unit prior to beginning a Property Map.
- B.** General guidance for Property Map Standards is found in the document "Property Map Standards, September 17th, 1996". Contact the OLM Platting Unit prior to contemplating the acquisition of a parcel by a Property Map.

XIII. OLM PLATTING UNIT CHECKLISTS

A. Exhibit A

<u>R/W PLAT CHECK LIST</u>		
Started:		PLATTING UNIT
Completed:		
	C.S.	S.P.
		PLAT NO.
Initials	Description of Reviewed Portion	Errors
	Title Block: Plat No., C.S., T.H. No. 90_ No., Section, Township, Range and County are all correctly identified.	
	Identification notes in the lower right hand corner: Plat No., C.S. No. and County information: If Torrens Property is included, verify format for Registrar of Titles included.	
	Conventional symbols, north arrow and scale bar.	
	Azimuth orientation and grid conversion note.	
	Survey standards note and/or metric conversion.	
	Commissioner's Order Cell; Project/Plat location; T.H. No.; Section Nos.; Nature of Interest; and Signature names.	
	Surveyor's Certificate.	
	Parcel Tabulation Block and information inside.	
	Verify that all Parcels have been linked to the plat in REALMS.	
	Plat Boundary Data Table.	
	Verify whether or not the curves on the plat boundary are tangent. If they are not tangent, use the R/W Plat Standards Manual to correctly label the line.	
	Azimuths and Distances shown on the section lines and in the R/W Boundary table match the information in the Geopak printouts of the B-corner Table and Ties to the Land Corners.	
	Section Corner Symbol and Section Line, Quarter Lines, Sixteenth Lines Linestyle are all shown properly.	
	Labels on the Section Lines and Quarter Section Lines.	
	B-corners on 1/16 lines and Gov't Lot lines are labeled as such.	
	Section Lines, Quarter Section Lines and Sixteenth Lines are all shown in their correct locations according to the GLO Plats.	
	Identification of Quarter-Quarters and Government Lots. Compare to the GLO Plats online.	

	Section corner label and monument identification on the R/W Plat matches the Certification of Location.	
	Certificates of Location of Government Corner are in accordance with the MnDOT "Certificate of Location of Government Corner" policy.	
	County Coordinates for one Government corner.	
	R/W identification on the Plat Boundary.	
	Check existing R/W against current R/W Map and/or R/W Plats and parcel files. Be sure that all Spiral Curves are identified in the Plat Boundary Data Table.	
	Existing Railroad Identification: Name, width, centerline and r/w labels.	
	B-corner numbers are numbered sequentially and follow the guidelines set forth in the R/W Plat Standards Manual.	
	B-corner placed at all intersections of the Plat Boundary with Section Lines and Quarter Section Lines. Including ties to the Land Corners.	
	Type of monument at each B-corner. Verify that at least four B-corners are monumented.	
	Adjoining Plat Note: Verify note is correct and B-corner label and monuments match.	
	Access control is correctly labeled. There are multiple labels for access control.	
	Subdivision Plats, Registered Land Surveys, CIC Plats, R/W Plats, Auditor's Plats and etc. are correctly labeled and identified.	
	Information on the Autho Map agrees with the R/W Plat. Check Parcel Acquisition, T.E., Access Control, B.R.E., dimensioning and etc. for discrepancies.	
	All existing and/or proposed specific easements are correctly shown and labeled.	
	Proposed and/or existing T.E. is correctly labeled and identified.	
	Parcel delineation is correct. Check C.O.T. if necessary	
	Parcel numbers, parcel flagging are correctly labeled and follow the guidelines in the R/W Plat Standards Manual. If fee is being acquired, verify if underlying fee is being acquired.	
	Labels on property lines and/or lot lines.	
	B-corners that fall on lot lines and/or property lines are labeled accordingly.	
	Lineweights, Linestyles and Text sizes follow the Plat Visual Standard.	
	Name and width of existing T.H., county roads, township roads, municipal streets, rivers, lakes.	

B. Exhibit B

<u>MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT CHECK LIST</u>		
All items shall be check for spelling, drafting, quality, accuracy and proper placement		
	R/W Plat _____ - _____	S.P. _____ - _____ Date _____
		Initials of Checker
1	Title Block: Plat No., C.S., T.H., 900 number, section, township, range and county.	
2	Identification notes in the lower right hand corner: Plat No., C.S., T.H., 900 number, County name and County Recorder Document Number and/or Registrar of Titles Document Number blocks.	
3	Conventional Symbols, north arrow, and scale bar.	
4	Azimuth orientation and grid conversion note.	
5	Survey Standards note.	
6	Commissioner's Order cell and Surveyor's Certificate cell.	
7	Parcel Tabulation block and location.	
8	Public Land Survey corner symbols and section line identification.	
9	Public Land Survey corner monument identification.	
10	Public Land Survey subdivision lines.	
11	Identification of quarter - quarter and government lot.	
12	County Coordinates at one Public Land Survey corner. (Section corner, Quarter corner, Meander corner, etc.)	
13	R/W identification on boundary lines.	
14	Parcel Numbers, parcel numbers with flagging and/or arrows for parcel boundary identification.	
15	B-corner numbers and type of monument at each B-corner.	
16	Platted property: Plat name, block and lot numbers.	

17	Registered Land Surveys: R.L.S. number, tract letter and judicial land marks (found or not found).	
18	Label and identify: T.H., C.S.A.H. No., Co. Rd. No., Twp. Rd., street names, railroad names, rivers, lakes, utility easements and property lines.	
19	Azimuths: Section lines, R/W boundary lines and T.E. lines when necessary.	
20	Distances: Land Corners to plat boundary corner, between boundary corners, T.E., existing road easements, utility easements, width between parallel R/W boundary lines.	
21	Curve data: Central angle, radius, chord, chord azimuth, arc length, and note on lines "Not tangent to curve".	
22	Compute outside boundary for closure and total area: Use data as drafted on final plat (maximum area of closure: ± 0.02 in x & ± 0.02 in y). Use project coordinates of the southwest corner of plat as the point of beginning. Compare the coordinates to the survey report coordinates. (± 0.02 in x and y). Error of closure: x=_____ y+_____	
23	Compute the coordinates of the plat boundary corners from the land corners and compare to the survey report.	
24	Check R/W boundary, access control, T.E., B.R.E., etc. from the R/W Staff Authorization Map.	
25	Check R/W boundary, access control, T.E. and B.R.E. from the R/W Work Maps.	
26	Compare the plat to any abutting MnDOT R/W plats to check common data.	
27	Compare the land corner monument description on the plat to the Certificates of Location of Government Corner for consistency.	
28	Check existing right of way against the current R/W Map.	
29	Check parcel delineation on the plat using the Attorney's Certificate of Title (C.O.T.).	