

Anoka County Addendum

January 20, 2010

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
- Plat Review Fee, Check for Current Fee's: http://ww2.anokacounty.us/v3_surveyor/index.aspx
- Computation Sheet with points numbers
- ASCII file of point coordinates
- DXF or DWG drawing of the Plat

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

- Three 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*)
- The Anoka County Surveyor is the only County signature block that needs to be located on the face of Final Plats and RLS's, except in Linwood Township. The other County departments use custom stamps that they affix to the face of the Plat at the time of recording.
- 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 (*County Surveyor*)
 - **RLS's**
 - Township Board (*Chairman and Clerk*)
 - Anoka County Surveyor (*County Surveyor*)

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*