

Minor Subdivision Survey Plat Requirements

1. ___ All plats must be 11 x 17 in size, neat, legible and have a 2" border on the left side with a ½" border on the remaining sides. One original paper copies must be submitted before deed approval. Once approved an 11x17 mylar of the plat will be required to transfer. Reduced copies are not acceptable.
2. ___ North Arrow
3. ___ Scale (Written and Graphic)
4. ___ Military Survey Name and Number
5. ___ A Legend
6. ___ Surveyor's Seal and Signature
7. ___ The name of Township and/or Village and County. If any of these lines sever the survey, they shall be shown on the plat with the appropriate breakdown of acreage. The breakdown shall also be given on the deed. If the survey includes acreage from more than one tract with separate tax parcel numbers, the plat will also show a dashed line for the common tract lines and a breakdown of acreage in each tax parcel number. The breakdown shall also be given on the deed.
8. ___ Tie to adjoiner (needs deed book, page number and acreage) or to a road intersection (needs bearings and distances along centerline with a monument at the tie).
9. ___ Acreage
10. ___ Roadway and or Street Names
11. ___ Adjoining property owners with deed book, page numbers and acreage.
12. ___ Any curves shall furnish the following data on the plat and description: delta, radius, chord bearing, and chord distance.
13. ___ All corners must be set, found or referenced.
14. ___ If reference pins are set, they must be within 150 feet of a corner.
15. ___ All monuments set or found shall have the size of the monument indicated on the plat and in the description.
16. ___ Basis of bearings
17. ___ Notation of Occupation (fence line etc.)
18. ___ Bearings and Distances
19. ___ Citation of Documents used
20. ___ Date of Survey
21. ___ Any non-maintained status roads to be labeled as such
22. ___ Survey boundary closes within the specified tolerance of 1:10,000 or the mathematical error in closure of the property does not exceed 0.02 feet in latitudes and 0.02 in departure

If closure is...

Less than 1/10 it must be surveyed even if non-sale

Less than 1/100 it will be stamped conditional if non-sale/ must be surveyed if sale

Less than 1/1000 it will be stamped conditional for all surveys prior to 5/1/1980

Less than 1/5000 it will be stamped conditional for all surveys between 5/1/1980 and 11/1/2003

Closure must be greater than 1/10,000 for new surveys after 11/1/2003