



Clay County Government Center
3510 12th Avenue South
Moorhead, MN 56560

County Recorder 218-299-5031
Clay County Planning 218-299-5005
County GIS 218-299-5003
Auditor-Treasurer 218-299-5006

Plat Review Process

1. Complete page one of the attached document.
2. E-mail a PDF version of the proposed plat along with the completed page one and any additional documentation to the [Clay County Recorder](#).
3. Upload a CAD file to the county website:
<https://www.claycountymn.gov/978/Electronic-Plat-Survey-Upload-Information>

M. S. 505.021 subd. 3 (excerpts) The names and signatures of all fee owners, contract for deed vendees, and mortgage holders of record of the land being platted shall appear on the plat, together with a statement as to their interest. A mortgage holder may consent to the plat by a written acknowledged statement in lieu of the mortgage holder's name signature appearing on the plat.

The Mortgages, Easements and other types of documents may establish an interest in the property. Clay County does NOT provide title opinions before or after the platting process. A title opinion done by an attorney can determine what parties need to be included in the plat.

When recording the plat Clay County requires: 1 four mil transparent reproducible film or the equivalent prepared by a photographic process 22" x 34". **\$56 recording fee.** (Current year taxes must be paid on all affected parcels)

If the plat is a replat, the Title/Subtitle and the dedication paragraph need to read the same and go back no further than 2 generations.

If the platted area has been annexed to a city the city name must be part of the plat sub title.

When a plat is located within city limits the word "ADDITION" is used. This will avoid confusion with the word "SUBDIVISION" used for plats outside of city limits.

This page is to be completed and submitted with the preliminary plat.

Name of Proposed Plat: _____

List tax parcel ID number(s) affected by this plat:

_____._____._____ _____._____._____ _____._____._____
_____._____._____ _____._____._____ _____._____._____
_____._____._____ _____._____._____ _____._____._____

Attach additional sheet if more room is needed.

List document number(s) that convey title to the owner signing the plat: _____

Check here if documents conveying title will be recorded prior to the plat

List document numbers of pertinent Corner Certificates: _____

Two recorded corners must be shown on the plat with document numbers.

The following cities within Clay County have their own planning jurisdiction. They also have extraterritorial jurisdiction/joint power area outside of their municipal boundaries. The Clay County zoning map will show these areas.

<https://claycountymn.maps.arcgis.com/apps/webappviewer/index.html?id=081a4f422df14333b39bf7437bcd024a>)

Moorhead – Contact Planning at 218-299-5370

Barnesville – Contact EDA Director at 218-354-2145

Dilworth – Contact City Administrator at 218-287-2313

Glyndon – Contact City Clerk at 218-498-2578

Hawley – Contact City Administrator at 218-483-3331

Planning Jurisdiction: _____

Date of Preliminary Approval: _____

Date of Final Approval: _____

Attach any documentation of jurisdiction approval.

Name of contact person: _____

Company Name: _____

Phone Number: _____

E-Mail Address: _____

Once the county has received all relevant information, a preliminary plat review process will be completed and the contact person listed above will receive an e-mail with comments from the review.

County Use Only Below:

GIS REVIEW

Electronic Plat

Electronic copy of plat received _____	Yes	No
Electronic format compatible with the software in use by the County _____	Yes	No
Referenced as Clay County Coordinates _____	Yes	No
Provides a seamless edge match to the existing county database _____	Yes	No
Point of commencement is a section corner _____	Yes	No
MetroCOG's layer scheme is used _____	Yes	No
Property lines meet at lot corners _____	Yes	No

Addressing

Street names and numbering shall conform to the established county street numbering system in accordance with the Clay County Address Standard. Street names must be approved by the County Addressing Authority.

The Clay County GIS jurisdiction is outside of those municipalities which have their own planning commissions. The naming of streets is discouraged and is only used to prevent the use of one-half (½) numbered streets and avenues.

GIS Comments

Reviewed by: _____ Date of Review: _____

HIGHWAY REVIEW

Highway Comments

Reviewed by: _____ Date of Review: _____

AUDITOR-TREASURER REVIEW

At the time of the plat recording all delinquent and current year property taxes must be paid in full. If any parcels are Green Acres, the Assessor's Office will calculate the amount that will be due at the time of recording.

Parent Parcel:	Delq Taxes?	Current Year Taxes?	Green Acres?

Do any special assessments exist on the parent parcel? _____ Yes No
If yes, the taxing authority will need to provide information on how to distribute the special assessments after the platting process.

Does the legal description draw out and close? _____ Yes No

Does the Auditor-Treasurer certificate read appropriately on the plat? _____ Yes No

Has the plat been approved by the appropriate planning authority? _____ Yes No

Auditor-Treasurer Comments

Reviewed by: _____ Date(s) of Review: _____

COUNTY RECORDER REVIEW

The County Recorder's Office will review the plat for the requirements provided in Minnesota Statute 505 and Clay County Ordinances.

M.S. 505.021

Plat name appears across the top of the plat and it not similar to another plat _____ Yes No
Dedication statement describing the land being platted _____ Yes No
Signature of all fee owners _____ Yes No
Signature of mortgage holders _____ Yes No
Marital status of individual owners _____ Yes No
All lots in each block numbered consecutively _____ Yes No
All blocks numbered consecutively _____ Yes No
Outlots labeled correctly _____ Yes No
Adjacent boundary lines adjoining plat shall be dotted on the plat _____ Yes No
North arrow shown _____ Yes No
Graphics scale shown _____ Yes No
Distances expressed in feet and hundredths of a foot _____ Yes No
All curved segments labeled with central angle, arc length and radius length _____ Yes No
Public way shown on the plat _____ Yes No
Easements shown correctly _____ Yes No
Water boundaries shown and identified _____ Yes No
Certification by land surveyor correct _____ Yes No
Correct local government officials signature blocks included:
Attorney _____ Yes No
Planning Commission _____ Yes No
Planning Director _____ Yes No
Board of Commissioners/City Council _____ Yes No
Township Chair, if applicable _____ Yes No
Highway Engineer(s) _____ Yes No
Auditor-Treasurer _____ Yes No
County Recorder/Registrar of Title _____ Yes No

M.S. 505.03

Satisfactory evidence of title presented _____ Yes No
Appropriate highway review completed _____ Yes No
Jurisdiction: _____ Date Approved: _____
Jurisdiction: _____ Date Approved: _____
Jurisdiction: _____ Date Approved: _____

Recorder Comments

Reviewed by: _____ Date(s) of Review: _____