

MnDOT PLAT DESCRIPTION GUIDELINES



**DESCRIPTIONS UNIT
OFFICE OF LAND MANAGEMENT
TRANSPORTATION BUILDING
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MnDOT PLAT DESCRIPTION GUIDELINES

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PURPOSE

This document contains examples of the material that is used by the Minnesota Department of Transportation for the guidance of those who prepare plat descriptions for insertion into Minnesota Department of Transportation (MnDOT) acquisition documents.

It includes a series of examples and checklists used for preparation and review by MnDOT Staff. The Guidelines may be modified from time to time as experience and situations require. The information includes instructions on the use of Real Estate and Land Management System (REALMS) description templates. Samples and examples have been included.

The templates can be accessed in REALMS and are in Microsoft Word format. They offer a quick way to complete a legal description with a minimum amount of effort. They also show the proper relationships of all parts of the description and the special wording and formats recommended and approved by the Minnesota Attorney General's Office for MnDOT legal descriptions. Additional examples included in this document will show the expected word or words to be entered to complete a description.

Right of Way Package

A MnDOT legal description is created from a right of way package.

The following items constitute a Right of Way Package:

PARCEL FILES

- File folders labeled and sorted by parcel number: The manila file should be legal size 2/5s cut with the tab on the left side. This means you must re-fold the file inside out, so the tab is on the left.

The label for each file will include the parcel number, fee owner's name*, Control Section number, county name, State Project Number and Project I.D. The stripe at the top of the label must be green. Green is used for normal acquisitions and public utility files. Orange is for junkyards, brown is for borrow pits, red for state pits and gravel pits and blue for M.S.S. (maintenance storage sites).

*Use the first name on the Certificate of Title if there are multiple owners.

*Do not use the name of a Trust, use the name of the first Trustee.

Example:

PAR. 35		JOYCE Q. PUBLIC	
C.S. 6285 (35W=394) 901		RAMSEY CO.	
S.P. 6284-113RW		*TRWSP 6284113	


- Certificates of Titles (COTs) are needed to cover all acquisition parcels. Each COT will be marked with the control section/900 number, parcel number, county name and Project I.D.
- Order Attorney's Condition of Title - ACOT (formerly known as the "office abstract".) If in an outstate district, C.O. Descriptions will order the ACOT.
- Complete Field Title Reports: field title reports should list all affected easements – both recorded and known unrecorded. Fee owners name should be the same as the certificate of title (same person – same spelling).
- Complete Market Data Sheets
 - The fee owners name should be the same on the COT, field report, market data report, Attorney's Condition of Title (ACOT) and in REALMS (each should have same name and same spelling).

- Review caption block on Work Map against COT's, Market Data sheets and R/W Acquisition Plat parcel tabulations to make sure the name spellings are all consistent.
- All affected easements should have the complete document and be labeled with document numbers (this includes utility, private and public easements). Mark the back of the Certificate of Title with an "A" - affected or "NA" - not affected next to each easement listed. Also, any utility shown on the Field Title Report need to indicate affected or not affected.
- Any vacation orders for roads or subdivisions
- All other pertinent supporting title documentation; including but not limited to: warranty deed documents, quick claim deeds, contract for deeds, mortgages, trust documents
- Parcel sketches
- Completed and initialed preliminary checklist
- Completed and initialed R/W Plat checklist
- Completed and initialed Plat Description checklist

MAPS AND PLATS

- R/W Plat(s) in ProjectWise and hard copy sent in with package
- Final R/W map(s) – can be found online using Right of Way Mapping and Monitoring or EDMS
- Work map(s) – hard copy and in ProjectWise
- Authorization map(s) – signed copies
 - Review Work Map and R/W Acquisition Plats against the Authorization Map, to make sure they match.
- County road orders, maps and/or plats if needed
- Complete Subdivision Plats (including dedication sheet), for all plats that either adjoin the R/W Plat or are part of the parcel acquisitions. Some counties are now online with the Subdivision Plats. These include Dakota, Olmsted, Wright, Benton, Douglas, St. Louis, Sherburne and Todd Others may come online in the future.

OTHER

- Existing record parcel/condemnation files.
 - Order in all old parcel files including condemnation files and any applicable railroad maps from the Record Center (use the form in REALMS).
 - Under the Control Section Search, highlight the 900 number.
 - Click on the FORM Template at the top.
 - Click on MnDOT Customer Parcel Order Form.
 - Then Select (✓) the parcels you want to order and click OK. A Word document will open. You can add special instructions at this time.
 - Under file, you will click save and send. Highlight send using email and this will send the order as an attachment.
 - Send to *DOT RECORDCENTER (recordcenter.dot@state.mn.us). The Record Center's phone number is 651-366-3023).
 - Check the parcel files, final certificates and final maps to check that the highway width, access control, cattle passes and other special provisions that may have been granted are correct on the workmap/plat. Also check that the railroad right of way is shown as indicated on the railroad maps.
- Underlying fee title acquisitions determined from previous acquisitions.
- Areas computations completed
 - Print out REALMS Report “Area by Parcel by Project”
Report can be found by clicking on the Hammer icon , then click on “Reports...”, click on “Mapping and Platting”, click on “Areas by Parcel by Project”. Enter in your State Project Number and click “OK”
 - Review areas: make sure the acquisition areas are all consistent on the workmap, plat and in REALMS.
- Determine if there have been any conveyances or turnbacks and locate those descriptions (if not found in the old parcel files).
- Follow through Plat checklist(s).
- Write Plat descriptions in REALMS, using the correct template, see page 14.
- Review the description; make revisions and rewrites if needed. (See Guidelines for MnDOT Plat Description Review).

SPECIAL PROVISIONS SEARCH LIST

A special provision is a right(s) that MnDOT left the landowner in the last acquisition (e.g., cattle pass, recreational vehicle crossing, private driveway etc). These are most commonly found when the previous acquisition was from someone who owned land on both sides of the highway. MnDOT must either extinguish or perpetuate the special provision with the newest acquisition. A search of the record parcel file for a special provisions document should be completed.

If the previous parcel was acquired by condemnation, then look:

1. In a Final Certificate- Review for special instructions at the end of each affected existing parcel description.
2. In the Report of Commissioners- Review the end of each affected parcel payment distribution and also at the very end of the report of the document.
3. In each affected record parcel file review the award sheet, front and back, for special provisions.

If the previous parcel was acquired by direct purchase (i.e.. Warranty deed, highway easement, quitclaim deed (q.c.d.)), then review:

1. The deeds (easement, warranty, q.c.d.)
2. Signed option.
3. Record parcel files- Review for correspondence, something which may promise an owner some right that may affect the future use of the land.

See Appendix B for the special provision policy and sample legal descriptions that include special provision extinguishment and perpetuation.

3 PARTS OF A MnDOT PLAT LEGAL DESCRIPTION

1. **THE HEADING:** The heading includes the date, REALMS parcel identifier, parcel number, control section, legislative route numbers, 900 number, and state project number. If the parcel has a fee acquisition, the heading must include the title of “FEE ACQUISITION”, see example on next page.
2. **THE BODY:** The body of the description identifies the particular location of the tract of land to be acquired, it’s parcel number, plat number(s), county and office in which the plat is to be filed. If applicable, the Certificate of Title Number and area is also included in the body.
3. **AUGMENTING CLAUSES:** Augmenting clauses will add another type of acquisition to the description, e.g. access control, temporary easements, wall maintenance easements etc.

See next page for a MnDOT plat legal description diagram.

August 2, 2007
2713-903-90

HEADING

FEE ACQUISITION

Parcel 90 C.S. 2713 (12=10) 903

S.P. 2713-75

BODY

All of the following:

That part of Outlot B, WOLF POINTE WOODS, lying within Government Lot 3, Section 35, Township 118 North, Range 23 West, shown as Parcel 90 on Minnesota Department of Transportation Right of Way Plat Numbered 27-132 as the same is on file and of record in the office of the Registrar of Titles in and for Hennepin County, Minnesota; the title thereto being registered as evidenced by Certificate of Title No. 1052031;

also that part of Outlot B, WOLF POINTE WOODS, lying within Government Lot 2, Section 35, Township 118 North, Range 23 West, shown as Parcel 90 on Minnesota Department of Transportation Right of Way Plat Numbered 27-132 as the same is on file and of record in the office of the County Recorder in and for Hennepin County, Minnesota;

AUGMENTING
CLAUSES

together with other rights as set forth below, forming and being part of said Parcel 90:


Access:

All right of access as shown on said plat by the access control symbol.

Temporary Easement:




A temporary easement for highway purposes as shown on said plat as to said Parcel 90 by the temporary easement symbol, said easement shall cease on December 1, 2008, or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

MnDOT PLAT LEGAL DESCRIPTION RULES:

1. If land is subdivided, the plat subdivision name must be shown the same as it is in the dedication clause of the subdivision plat. (ie. If the subdivision name is all capitals or misspelled in the dedication, it must be capitalized or misspelled in the legal description.)
2. Areas are included on non-platted (subdivision plat) permanent acquisitions only. (*compare example descriptions page 30 and 31*)
3. Areas that include a road or highway easement must differentiate between the acquisitions; use this clause “containing 2.65 acres, more or less, of which 0.97 acres is encumbered by an existing highway easement;”
4. The data filled templates will be under the Completed Forms Icon,  with a status of incomplete, awaiting the review. After the review has been completed, the legal descriptions will be completed in REALMS and will be ready for legal documents. (see page 11, #5)
5. If acquisition is a highway easement, the heading of the description should be edited to read EASEMENT ACQUISITION.
6. No acquisition specific heading is necessary if the acquisition is access control, temporary easement or a specific easement.

USING REALMS TO CREATE LEGAL DESCRIPTIONS

The “Form Templates” available in REALMS may not be able to meet your needs. You may need to edit the Form Template. Examples follow these general directions.

1. From the General Parcel Screen in REALMS, choose **Form Templates**  from the toolbar. Click on the form that best meets your needs to (LD1001 – LD1011) create your legal description.
2. Microsoft Word will open and your template will be available. The template is locked. You may only enter data into the grey boxes. The grey boxes will expand to accommodate lengthy typing. To move around the form use the tab key.
3. If you need to edit any part of the form, you may unlock the form by: clicking on the Lock icon . (Find instructions on page: 36)
4. When the form has been completed, click on **File>Close**. The system will automatically save and store the legal description.
5. When the description is finished, it needs to be “**completed**” within the system. Choose **Forms Completed**  from the toolbar. Highlight the legal description in the table and click on the “**COMPLETE**” button.
6. You may also delete, edit and view the legal description from the Forms Completed dialog page. Remember you must again “**complete**” the description if you edit it.
7. You may import legal descriptions that were created outside of the REALMS environment. Click on the Import File button. Choose your file, you will be asked to verify and then accept. Your imported legal description will appear at the top of the Forms Completed dialog page.

The following are the blank legal description FORM TEMPLATES from REALMS (samples to follow)

- LD1001 Legal Description Header (used for narrative descriptions)
- LD1002 Abstract & Torrens RW – TE
- LD1003 Abstract AC – TE
- LD1004 Torrens AC – TE
- LD1005 Abstract RW – AC – TE
- LD1006 Abstract RW – Access Road
- LD1007 Abstract or Torrens RW – AC – TE – BRE
- LD1008 Abstract or Torrens RW – AC – Drain – TE
- LD1009 Torrens RW – AC – TE
- LD1010 Abstract TE
- LD1011 Torrens TE

(LD1001 – LEGAL DESCRIPTION HEADER)

June 11, 2014

FEE ACQUISITION

Parcel [REDACTED] C.S. [REDACTED]

S.P. [REDACTED]

June 11, 2014
[REDACTED]

FEE ACQUISITION

Parcel [REDACTED] C.S. [REDACTED]

S.P. [REDACTED]

All of the following:

That part of [REDACTED], shown as Parcel [REDACTED] on Minnesota Department of Transportation Right of Way Plat Numbered [REDACTED] as the same is on file and of record in the office of the Registrar of Titles in and for [REDACTED] County, Minnesota; the title thereto being registered as evidenced by Certificate of Title No. [REDACTED];

also that part of [REDACTED], shown as Parcel [REDACTED] on Minnesota Department of Transportation Right of Way Plat Numbered [REDACTED] as the same is on file and of record in the office of the County Recorder in and for [REDACTED] County, Minnesota;

containing [REDACTED] acre, more or less;

together with other rights as set forth below, forming and being part of said Parcel [REDACTED]:

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel [REDACTED] by the temporary easement symbol, said easement shall cease on December 1, 20[REDACTED], or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

June 11, 2014
[REDACTED]

Parcel [REDACTED] C.S. [REDACTED]

S.P. [REDACTED]

All of the following:

All right of access to [REDACTED], as shown by the access control symbol as Parcel [REDACTED] on Minnesota Department of Transportation Right of Way Plat Numbered [REDACTED] as the same is on file and of record in the office of the County Recorder in and for [REDACTED] County, Minnesota;

together with other rights as set forth below, forming and being part of said Parcel [REDACTED]:

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel [REDACTED] by the temporary easement symbol, said easement shall cease on December 1, 20[REDACTED], or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

June 11, 2014
[REDACTED]

Parcel [REDACTED] C.S. [REDACTED]

S.P. [REDACTED]

All of the following:

All right of access to [REDACTED], as shown by the access control symbol as Parcel [REDACTED] on Minnesota Department of Transportation Right of Way Plat Numbered [REDACTED] as the same is on file and of record in the office of the Registrar of Titles in and for [REDACTED] County, Minnesota; the title thereto being registered as evidenced by Certificate of Title No. [REDACTED];

together with other rights as set forth below, forming and being part of said Parcel [REDACTED]:

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel [REDACTED] by the temporary easement symbol, said easement shall cease on December 1, 20[REDACTED], or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

June 11, 2014
[REDACTED]

FEE ACQUISITION

Parcel [REDACTED] C.S. [REDACTED]

S.P. [REDACTED]

All of the following:

That part of [REDACTED], shown as Parcel [REDACTED] on Minnesota Department of Transportation Right of Way Plat Numbered [REDACTED] as the same is on file and of record in the office of the County Recorder in and for [REDACTED] County, Minnesota;

containing [REDACTED] acre, more or less;

together with other rights as set forth below, forming and being part of said Parcel [REDACTED]:

Access:

All right of access as shown on said plat by the access control symbol.

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel [REDACTED] by the temporary easement symbol, said easement shall cease on December 1, 20[REDACTED], or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

June 11, 2014

FEE ACQUISITION

Parcel [REDACTED] C.S. [REDACTED]

S.P. [REDACTED]

All of the following:

That part of [REDACTED], shown as Parcel [REDACTED] on Minnesota Department of Transportation Right of Way Plat Numbered [REDACTED] as the same is on file and of record in the office of the County Recorder in and for Ramsey County, Minnesota;

containing [REDACTED] acre, more or less;

together with other rights as set forth below, forming and being part of said Parcel [REDACTED]:

Access Road Easement:

An easement in perpetuity for the purpose of ingress to and egress from said Parcel as shown on said plat and designated as an access road easement;

containing [REDACTED] acre, more or less.

June 11, 2014
[REDACTED]

FEE ACQUISITION

Parcel [REDACTED] C.S. [REDACTED]

S.P. [REDACTED]

All of the following:

That part of [REDACTED], shown as Parcel [REDACTED] on Minnesota Department of Transportation Right of Way Plat Numbered [REDACTED] as the same is on file and of record in the office of the County Recorder in and for [REDACTED] County, Minnesota; the title thereto being registered as evidenced by Certificate of Title No. [REDACTED];

containing [REDACTED] acre, more or less;

together with other rights as set forth below, forming and being part of said Parcel [REDACTED]:

Access:

All right of access as shown on said plat by the access control symbol.

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel [REDACTED] by the temporary easement symbol, said easement shall cease on December 1, 20[REDACTED], or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

Building Removal Easement:

A building removal easement as shown on said plat as to said Parcel [REDACTED] by the building removal symbol, for the purpose of removing or demolishing buildings therefrom, said easement shall cease upon removal or demolition of said buildings, or in any event, no later than the [REDACTED] day of [REDACTED], 20[REDACTED].

June 11, 2014
[REDACTED]

FEE ACQUISITION

Parcel [REDACTED] C.S. [REDACTED]

S.P. [REDACTED]

All of the following:

That part of [REDACTED], shown as Parcel [REDACTED] on Minnesota Department of Transportation Right of Way Plat Numbered [REDACTED] as the same is on file and of record in the office of the County Recorder in and for [REDACTED] County, Minnesota; the title thereto being registered as evidenced by Certificate of Title No. [REDACTED];

containing [REDACTED] acre, more or less:

together with other rights as set forth below, forming and being part of said Parcel [REDACTED]:

Access:

All right of access as shown on said plat by the access control symbol.

Drainage Easement:

A drainage easement in perpetuity as shown on said plat as to said Parcel [REDACTED] and designated as a drainage easement;

containing [REDACTED] acre, more or less.

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel [REDACTED] by the temporary easement symbol, said easement shall cease on December 1, 20[REDACTED], or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

June 11, 2014
[REDACTED]

FEE ACQUISITION

Parcel [REDACTED] C.S. [REDACTED]

S.P. [REDACTED]

All of the following:

That part of [REDACTED], shown as Parcel [REDACTED] on Minnesota Department of Transportation Right of Way Plat Numbered [REDACTED] as the same is on file and of record in the office of the Registrar of Titles in and for [REDACTED] County, Minnesota; the title thereto being registered as evidenced by Certificate of Title No. [REDACTED];

containing [REDACTED] acre, more or less;

together with other rights as set forth below, forming and being part of said Parcel [REDACTED]:

Access:

All right of access as shown on said plat by the access control symbol.

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel [REDACTED] by the temporary easement symbol, said easement shall cease on December 1, 20[REDACTED], or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

June 11, 2014
[REDACTED]

Parcel [REDACTED] C.S. [REDACTED]

S.P. [REDACTED]

All of the following:

A temporary easement for highway purposes in that part of [REDACTED], shown as Parcel [REDACTED] on Minnesota Department of Transportation Right of Way Plat Numbered [REDACTED] as the same is on file and of record in the office of the County Recorder in and for [REDACTED] County, Minnesota, by the temporary easement symbol, said easement shall cease on December 1, 20[REDACTED], or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

(LD1011 TORRENS TE)

June 11, 2014
[REDACTED]

Parcel [REDACTED] C.S. [REDACTED]

S.P. [REDACTED]

All of the following:

A temporary easement for highway purposes in that part of [REDACTED], shown as Parcel [REDACTED] on Minnesota Department of Transportation Right of Way Plat Numbered [REDACTED] as the same is on file and of record in the office of the Registrar of Titles in and for [REDACTED] County, Minnesota, by the temporary easement symbol; the title thereto being registered as evidenced by Certificate of Title No. [REDACTED], said easement shall cease on December 1, 20 [REDACTED], or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

PLAT LEGAL DESCRIPTION EXAMPLES

June 11, 2014
2713-903-87B

Parcel 87B C.S. 2713 (12=10) 903

S.P. 2713-75

All of the following:

A wall maintenance and footing easement in perpetuity for the purpose of erecting and maintaining a wall and footings on that part of Lot 7, Block 1 and Lot 7, Block 2, STONERIDGE COLONY, shown as Parcel 87B on Minnesota Department of Transportation Right of Way Plat Numbered 27-132 as the same is on file and of record in the office of the County Recorder in and for Hennepin County, Minnesota, and designated as a permanent wall maintenance and footing easement;

together with other rights as set forth below, forming and being part of said Parcel 87B:

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel 87B by the temporary easement symbol, said easement shall cease on December 1, 2008, or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

June 11, 2014
2713-903-90

FEE ACQUISITION

Parcel 90 C.S. 2713 (12=10) 903

S.P. 2713-75

All of the following:

That part of Outlot B, WOLF POINTE WOODS, lying within Government Lot 3, Section 35, Township 118 North, Range 23 West, shown as Parcel 90 on Minnesota Department of Transportation Right of Way Plat Numbered 27-132 as the same is on file and of record in the office of the Registrar of Titles in and for Hennepin County, Minnesota; the title thereto being registered as evidenced by Certificate of Title No. 1052031;

also that part of Outlot B, WOLF POINTE WOODS, lying within Government Lot 2, Section 35, Township 118 North, Range 23 West, shown as Parcel 90 on Minnesota Department of Transportation Right of Way Plat Numbered 27-132 as the same is on file and of record in the office of the County Recorder in and for Hennepin County, Minnesota;

together with other rights as set forth below, forming and being part of said Parcel 90:

Access:

All right of access as shown on said plat by the access control symbol.

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel 90 by the temporary easement symbol, said easement shall cease on December 1, 2008, or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

ABSTRACT AC – TE (LD1003)

June 11, 2014
2106-291-80

Parcel 80 C.S. 2106 (27=3-29-1)

S.P. 2102-50

All of the following:

All right of access to Lot 12, Block 109, TOWN OF ALEXANDRIA (Resurvey of 1868) as shown by the access control symbol as Parcel 80 on Minnesota Department of Transportation Right of Way Plat Numbered 21-46 as the same is on file and of record in the office of the County Recorder in and for Douglas County, Minnesota;

together with other rights as set forth below, forming and being part of said Parcel 80:

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel 80 by the temporary easement symbol, said easement shall cease on December 1, 2007, or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

June 11, 2014
6211-901-247C

Parcel 247C C.S. 6211 (36=118) 901

S.P. 6211-81

All of the following:

All right of access to Lot 1, Block 1, GREY'S ADDITION, as shown by the access control symbol as Parcel 247C on Minnesota Department of Transportation Right of Way Plat Numbered 62-45 as the same is on file and of record in the office of the Registrar of Titles in and for Ramsey County, Minnesota; the title thereto being registered as evidenced by Certificate of Title No. 78654;

together with other rights as set forth below, forming and being part of said Parcel 247C:

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel 247C by the temporary easement symbol, said easement shall cease on December 1, 2009, or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

June 11, 2014
3002-902-15

FEE ACQUISITION

Parcel 15 C.S. 3002 (47=110) 902

S.P. 3002-10

All of the following:

That part of the West Half of the Southeast Quarter of Section 2, Township 37 North, Range 25 West, shown as Parcel 15 on Minnesota Department of Transportation Right of Way Plat Numbered 30-41 as the same is on file and of record in the office of the County Recorder in and for Isanti County, Minnesota;

containing 2.55 acres, more or less;

together with other rights as set forth below, forming and being part of said Parcel 15:

Access:

All right of access as shown on said plat by the access control symbol; except that access shall also be permitted within a distance of 60 feet southerly of Right of Way Boundary Corner B7 as shown on said plat (measured along the westerly boundary of said plat).

ABSTRACT RW – ACCESS ROAD (LD1006 AREA CLAUSES REMOVED)

June 11, 2014
6211-901-99D

FEE ACQUISITION

Parcel 99D C.S. 6211 (36=118) 901

S.P. 36211-81

All of the following:

That part of Lots 2 and 3, Block 14, Walsh Addition, shown as Parcel 99D on Minnesota Department of Transportation Right of Way Plat Numbered 62-87 as the same is on file and of record in the office of the County Recorder in and for Ramsey County, Minnesota;

together with other rights as set forth below, forming and being part of said Parcel 99D:

Access Road Easement:

An easement in perpetuity for the purpose of ingress to and egress from said Parcel 99D as shown on said plat and designated as an access road easement.

June 11, 2014
0208-910-71

FEE ACQUISITION

Parcel 71 C.S. 0208 (65=005) 910

S.P. 0208-123

All of the following:

That part of the Southeast Quarter of the Southwest Quarter of Section 5, Township 31 North, Range 23 West, shown as Parcel 71 on Minnesota Department of Transportation Right of Way Plat Numbered 02-71 as the same is on file and of record in the office of the County Recorder in and for Anoka County, Minnesota;

containing 0.01 acre, more or less;

together with other rights as set forth below, forming and being part of said Parcel 71:

Access:

All right of access as shown on said plat by the access control symbol.

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel 71 by the temporary easement symbol, said easement shall cease on December 1, 2012, or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

Building Removal Easement:

A building removal easement as shown on said plat as to said Parcel 71 by the building removal symbol, for the purpose of removing or demolishing buildings therefrom, said easement shall cease upon removal or demolition of said buildings, or in any event, no later than the first day of December, 2010.

June 11, 2014
0208-910-62

FEE ACQUISITION

Parcel 62 C.S. 0208 (65=005) 910

S.P. 0208-123

All of the following:

That part of the Northeast Quarter of the Southwest Quarter of Section 5, Township 31 North, Range 23 West, shown as Parcel 62 on Minnesota Department of Transportation Right of Way Plat Numbered 02-71 as the same is on file and of record in the office of the Registrar of Titles in and for Anoka County, Minnesota; the title thereto being registered as evidenced by Certificate of Title No. 858565;

containing 1.17 acres, more or less:

together with other rights as set forth below, forming and being part of said Parcel 62:

Access:

All right of access as shown on said plat by the access control symbol.

Drainage Easement:

A drainage easement in perpetuity as shown on said plat as to said Parcel 62 and designated as a drainage easement;

containing 0.68 acre, more or less.

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel 62 by the temporary easement symbol, said easement shall cease on December 1, 2012, or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

June 11, 2014

3108-905-51

FEE ACQUISITION

Parcel 51 C.S. 3108 (38=196) 905

S.P. 3108-63

All of the following:

That part of Government Lot 7 of Section 5, Township 59 North, Range 26 West, shown as Parcel 51 on Minnesota Department of Transportation Right of Way Plat Numbered 31-113 as the same is on file and of record in the office of the Registrar of Titles in and for Itasca County, Minnesota; the title thereto being registered as evidenced by Certificate of Title No. 10259;

containing 0.75 acre, more or less, of which 0.29 acre is encumbered by an existing highway easement;

together with other rights as set forth below, forming and being part of said Parcel 51:

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel 51 by the temporary easement symbol, said easement shall cease on December 1, 2008, or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

ABSTRACT - TEMPORARY EASEMENT (LS1010)

June 11, 2014
2713-903-78C

Parcel 78C C.S. 2713 (12=10) 903

S.P. 2713-75

All of the following:

A temporary easement for highway purposes in that part of Lot 9, Block 2, "Long Lake Heights", shown as Parcel 78C on Minnesota Department of Transportation Right of Way Plat Numbered 27-131 as the same is on file and of record in the office of the County Recorder in and for Hennepin County, Minnesota, by the temporary easement symbol, said easement shall cease on December 1, 2008, or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

TORRENS – TEMPORARY EASEMENT (LD1011)

November 4, 2002

2713-903-77D

Parcel 77D C.S. 2713 (12=10) 903

S.P. 2713-75


All of the following:

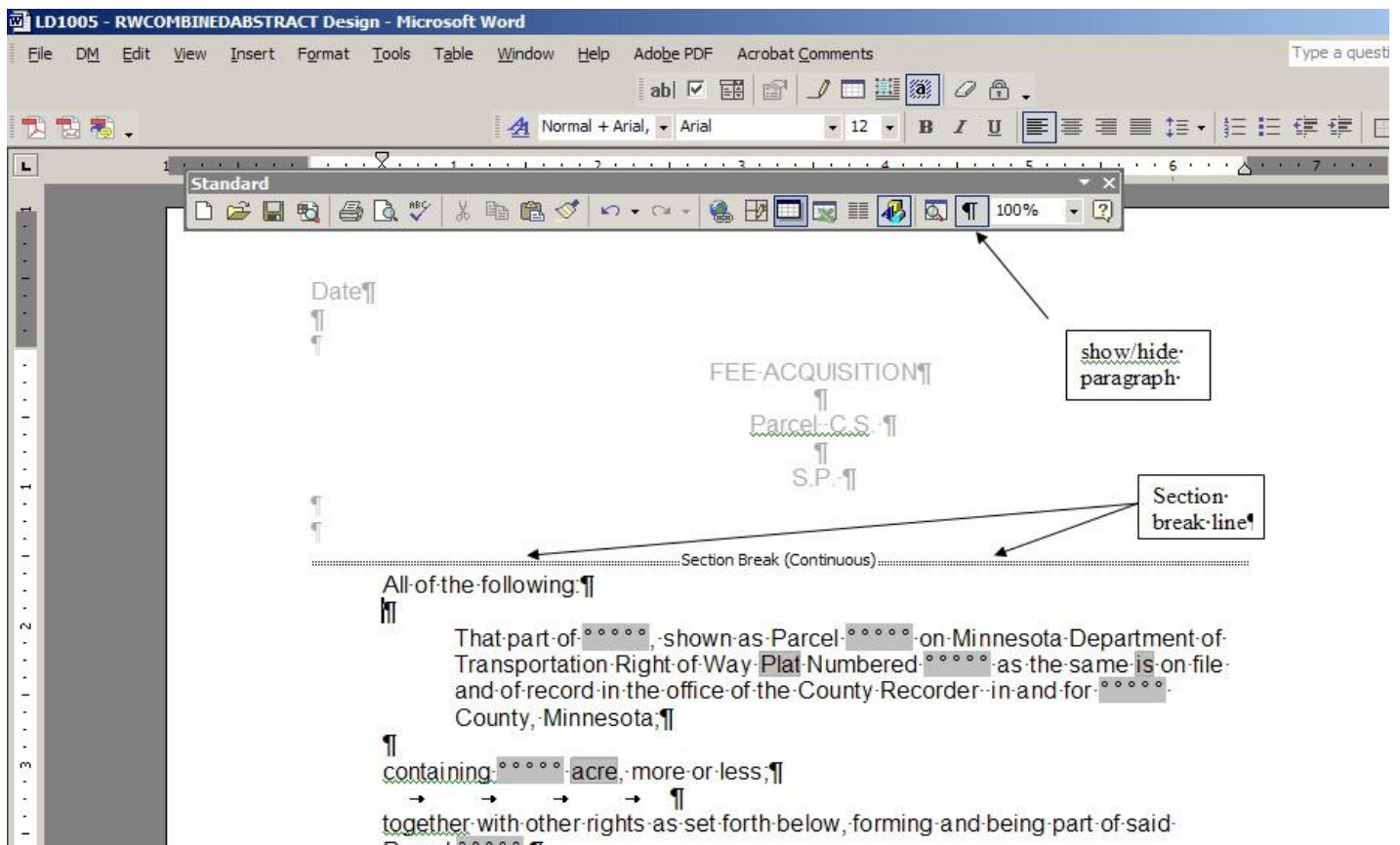
A temporary easement for highway purposes in that part of Government Lot 1, Section 34, Township 118 North, Range 23 West, shown as Parcel 77D on Minnesota Department of Transportation Right of Way Plat Numbered 27-127 as the same is on file and of record in the office of the Registrar of Titles in and for Hennepin County, Minnesota, by the temporary easement symbol; the title thereto being registered as evidenced by Certificate of Title No. 1072418, said easement shall cease on December 1, 2008, or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.


CONSULTANT INSTRUCTIONS:

You must work with your R/W contract manager to determine the creation method (WORD or REALMS) of MnDOT legal description and review.

If you are creating the legal descriptions using the Plat Description Templates in Microsoft Word and then importing the descriptions into REALMS you must ensure that the section break-line is intact before importing them. If the section-break line is missing the in the legal description other units cannot use it within their documents.

To check if the template has the section break-line in place: click on the show/hide paragraph key  on the standard toolbar of Microsoft word.



You must fill in the heading information (above the section break-line) when using the Plat Description Templates outside of the REALMS environment. To type in the header area, make sure the Lock icon  on the FORMS toolbar is turned off, double click anywhere in the heading area and then type in the header information. Double click in the main body after you have finished the heading, turn on the lock button, then continue filling in the template.

APPENDIX A

Checklists

R/W Plat Description Review Checklist

	C.S.	S.P.	PLAT No.	
√				initial
	Title Package Review:			
	Check for correct: Fee Owner, Parcel Number, Control Section(s) [C.S. (legal route) 900], State Project Number, CID (job number), county, etc. on all documents, both originals and copies and on parcel files.			
	Order the Attorney's Condition of Title (ACOTS) for all parcels			
	Obtain existing final R/W maps & MNDOT highway plats			
	Request parcel files, condemnation files and railroad maps from the Record Center (651-366-3023) as needed to verify existing R/W, special provisions, channel changes, conveyances, turnbacks etc. Check these for agreement with the final R/W maps.			
	Obtain the descriptions of conveyances and turnbacks not found in the old parcel files but shown on existing maps or plats (Central Office Legal Dept.)			
	Request or obtain utility easements noted as affected on COT or Field Title Report and not included in Title Package			
	Spot Title, Verify that we have COT's to cover area to be acquired and that the Field Title Report, Attorney's Condition of Title and COT have the same fee owner name (If not the same, continuation, updated or new COT's are required)			
	Review parcel sketches and Market Data sheets for accuracy			
	Check Autho Map against the Work Map and plats. All need to show the same right of way widths and takings.			
	Review the captions on Work Map against COT's and Market Data sheets			
	Check for underlying fee areas			

	MnDOT Right of Way Plat Review:	
	Check Title block: Plat number, sheet number identification for multiple page plats, C.S. (xxxx(xxx=xxx)xxx), correct quarter quarter or Government Lots, section, township, range, county, amendment note if applicable	
	Check Identification notes in lower right-hand corner: including sheet number if necessary, and Registrar of Titles block for Torrens property	
	Check Identification of Quarter-Quarters and Gov't Lots on graphics	
	Check Platted property: Plat name, Block and Lot numbers (check against Subdivision Plats).	
	Check Registered Land Surveys: R.L.S. number, Tract letter	
	Check Section corner symbols, Section lines and Section line identification.	
	Check if Labeled and identified: Existing T.H., all other Roads (including vacations), City Names, Railroad names, Rivers and Lakes.	
	Verify all affected specific easements. (including document #s and widths)	
	Compare Plat Boundary, T.E. lines, access control and any early acquisitions from workmap.	
	Verify parcel flagging matches work map.	
	Check for correct Identifications of Parcel #'s for all types of Acquisitions, including the correct access control labeling.	
	Check that Acquisitions Types is correct in REALMS for each parcel.	
	Check that the areas and the location information is correct in REALMS for each parcel.	
	Check parcel data in the Parcel Tab (includes Torrens #s, area of takings, expiration dates, highest permanent estate, split areas for Torrens vs. abstract etc.)	
	Description Review:	
	Verify that the correct template in REALMS (form templates tab in REALMS) was used and saved to the network	
	Verify the C.S and S.P. are correct	
	Verify the location in the description matches the plat takings	
	Verify the area figures match the plat(s)	
	Check that all types of acquisitions are covered in the description, including any access and special provision	
	Check that the description is under the completed forms (tab in REALMS) as an uncompleted description (any changes to the description can be made under this tab by using the edit button. Completion can then be effected using the complete button.	
	Verify that the area figures on the highway plat, work map, REALMS, and the description all match	
	<i>revised 07/31/07</i>	

PLAT DESCRIPTIONS CHECKLIST

Parcel #: _____	PLAT :		PLAT :		PLAT :	
	Write	Chk	Write	Chk	Write	Chk
1. Create parcel file and label						
Label includes:						
1. Parcel #						
2. Fee owner name (check against COT, FTR, REALMS)						
3. C.S.(leg. Route)900# (check against COT, FTR, REALMS)						
4. S.P. (check against COT, FTR, REALMS)						
5. County						
6. CID # (check against COT, FTR, REALMS)						
2. Spot titles						
Check that there is title for all affected portions of parcel and that property lines are shown correctly						
3. Private easements (specific)						
Verify that affected easements match on COT, FTR and Plat, and that documents are included in package						
4. Plat graphics						
Verify that parcel flagging matches the workmap for all types of acquisitions						
5. Plat parcel tab						
1. Parcel # and Owner name match documents						
2. Header and location data match affected areas						
3. Plat names in Header match exactly the name as shown on the Subdivision plat (match as shown in the dedication block, if legible)						
4. C.S./900# designation if more than one						
5. Torrens numbers match title						
6. Areas are split between abstract and individual torrens titles						
7. Area totals match worksheet, workmap captions, and REALMS						
8. T.E. expiration date matches workmap caption						
9. Permanent R/W Interest (FEE, EASE, ACCESS)						
6. Write description						
1. Choose proper template in REALMS and save to network						

2. Create description body (ie. "All of the following:")						
* Location (ie. "That part of...") matches plat tab						
* Separate paragraphs for torrens and abstract						
3. Verify that torrens numbers match COT and Parcel Tab						
4. Include areas for unplatted property (also note any of which is encumbered by easements)						
5. Add other types of takings (ie. "together with...") and verify that they match parcel tab and flagging (access control may not show up in tab)						



Minnesota Department of Transportation

Office of Land Management

Description Unit

Mail Stop 632, 8th Floor
395 John Ireland Boulevard
St. Paul, MN 55155-1899

REVIEW OF DESCRIPTIONS FOR PLAT NO. _____

C.S.

S.P.

General Comments

Workmap Comments

Plat Comments

Description Comments

[Reviewer's Signature]

[Reviewer's Name]

[Reviewer's Title]

APPENDIX B



Minnesota Department of Transportation

Office of Land Management

Description Unit

Mail Stop 632, 8th Floor
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Date: August 26, 1980

To: Description Squad Personnel

From: R. L. Pitts
Description Squad Supervisor

Subject: Policy and Procedure for Plat Reference
Descriptions When Cattle Passes are involved .

The following the examples of cattle pass clauses are to be used on plat or fresh descriptions:

PERPETUATING OF EXISTING

The owner of the lands from which said Parcel _____ is being acquired shall have all the necessary rights and privileges of building and maintaining a cattle Lane of it would reasonably sufficient and adequate to accommodate the passage of stock from his adjoining premises, adjacent to an opposite each end of a cattle pass at approximately Engineer's, Station _____ + _____, (as provided) or (instead of as provided) in imminent domain proceedings brought in _____ County entitled, " State versus _____," S. P. _____, Parcel _____, and approximate Engineer's Station _____. This cattle passes to be kept free and clear of all debris of all kinds by the owner and at his/her own expense.

EXTINGUISHMENT OF EXISTING.

All rights and interests which the owner of the lands from which said Parcel _____ is being acquired may or could have in the cattle pass and lane as provided by the State of Minnesota in eminent domain proceedings brought in _____ County, entitled, "State versus _____," S. P. _____, Parcel _____, and approximate Engineer's Station _____, it being intended that said cattle pass and lanes shall be forever extinguished and obliterated.

ESTABLISHMENT OF NEW

the owner of the lands from which said Parcel _____ is being acquired, shall have all necessary rights and privileges of building and maintaining a cattle lane of a width reasonably sufficient and adequate to accommodate the passage of stock from his adjoining premises adjacent to an opposite each end of a cattle pass, which shall be constructed and maintained by the State and approximate Engineer's Station _____. Said cattle pass is to be kept free and clear of all debris of all kinds by the owner and at his/her own expense.

Approved as to form signed (L.J. Moosbrugger) Date 8/28/80

SAMPLE -2 SPECIAL PROVISIONS EXTINGUISHMENTS

June 11, 2014
2801070.902

FEE ACQUISITION

Parcel 70 C.S. 2801 (16=9) 902

S.P. 2801-64

All of the following:

That part of the West Half of the Southeast Quarter and the Northeast Quarter of the Southeast Quarter, all in Section 29, Township 104 North, Range 4 West, shown as Parcel 70 on Minnesota Department of Transportation Right of Way Plat Numbered 28-12 as the same is on file and of record in the office of the County Recorder in and for Houston County, Minnesota;

containing 10.24 acres, more or less;

together with other rights as set forth below, forming and being part of said Parcel 70:

Access:

All right of access as shown on said plat by the access control symbol.

Special Provisions Extinguishment:

All rights and interests which the owner of the lands from which said Parcel 70 is being acquired may or could have in the approach and culvert as provided by the State of Minnesota in eminent domain proceedings brought in Houston County, entitled "State vs. Stark-Schnedecker, et al.", S.P. 9-28 [also known as C.S. 2801 (16=9-28)] Parcel 3, at approximate Engineer's Station 20 + 00 and Engineers Station 31 + 00, it being intended that said approach and culvert shall be forever extinguished and obliterated.

Special Provisions Extinguishment:

All rights and interests which the owner of the lands from which said Parcel 70 is being acquired may or could have in the right of way of Trunk Highway No. 16, as provided by the State of Minnesota in eminent domain proceedings brought in Houston County, entitled "State vs. Stark-Schnedecker, et al.", S.P. 9-28 [also known as C.S. 2801 (16=9-28)], Parcel 4, at approximate Engineer's Station 35 + 00, it being intended that said right shall be forever extinguished and obliterated.

Temporary Easement:

A temporary easement for highway purposes as shown on said plat as to said Parcel 70 by the temporary easement symbol, said easement shall cease on December 1, 2006, or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

SAMPLE – CATTLE PASS PERPETUATION

FEE ACQUISITION
Parcel 71 C.S. 2801 (16=9) 902
S.P. 2801-64

All of the following:

That part of the Northwest Quarter of the Southwest Quarter of Section 28, the East half of the Southeast Quarter and the Southeast Quarter of the Northeast Quarter, both in Section 29, all in Township 104 North, Range 4 West, shown as Parcel 71 on Minnesota Department of Transportation Right of Way Plats Numbered 28-12 and 28-13 as the same are on file and of record in the office of the County Recorder in and for Houston County, Minnesota;

containing 8.17 acres, more or less;

together with other rights as set forth below, forming and being part of said Parcel 71:
Access:

All right of access as shown on said plats by the access control symbol.

Temporary Easement:

A temporary easement for highway purposes as shown on said plats as to said Parcel 71 by the temporary easement symbol, said easement shall cease on December 1, 2006, or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes.

Cattle Pass Perpetuation:

The owner of the lands from which said Parcel 71 is being acquired shall have all necessary rights and privileges of building and maintaining a cattle lane of a width reasonably sufficient and adequate to accommodate the passage of stock from his adjoining premises adjacent to and opposite each end of a cattle pass at approximate Engineer's Station 56 + 70 instead of as provided in eminent domain proceedings brought in Houston County entitled, "State vs. Stark-Schedecker et al.", S.P. 9-28 [also known as C.S. 2801 (16=9-28)], Parcel 5, at approximate Engineer's Station 57 + 20. This cattle pass is to be kept free and clear of all debris of all kinds by the owner at his/her own expense.

SAMPLE – CATTLE PASS EXTINGUISHMENT

June 11, 2014
2801079.902

FEE ACQUISITION

Parcel 79 C.S. 2801 (16=9) 902

S.P. 2801-64

All of the following:

That part of the Southwest Quarter of the Southeast Quarter of Section 21, and the North Half of the Northeast Quarter of Section 28, all in Township 104 North, Range 4 West, shown as Parcel 79 on Minnesota Department of Transportation Right of Way Plat Numbered 28-14 as the same is on file and of record in the office of the County Recorder in and for Houston County, Minnesota;

containing 7.73 acres, more or less;

together with other rights as set forth below, forming and being part of said Parcel 79:

Access:

All right of access as shown on said plat by the access control symbol.

Cattle Pass Extinguishment:

All rights and interests which the owner of the lands from which said Parcel 79 is being acquired may or could have in the cattle pass and lanes provided by the State of Minnesota in eminent domain proceedings brought in Houston County, entitled "State vs. Stark - Schnedecker, et al.", S.P. 9-28 [also known as C.S. 2801 (16=9-28)], Parcel 9, at approximate Engineer's Station 90 + 30, it being intended that said cattle pass and lanes shall be forever extinguished and obliterated.