

Steele County Plat Checklist

Name of Plat		X - Item addressed ___ - N/A O - Item needs attention	
Date:	# of Lots/Blocks/Outlots:	Comments	
1	Recorder fees \$56 \$46 per additional doc Auditor/Tres/Assr/GIS fee \$300 Co. Surveyor fee varies		
2	Plat Title (same as dedication) check for duplication		
3	Closure		
4	Lot Dimensions		
5	Curve Data		
6	Lot Block #'s (1 Block Plats Spell out "Block") (1 Lot spell out "Lot 1")		
7	Street Names, Width, Hwy Name		
8	Spelling		
9	Check Plat for scale		
10	Bar Scale		
11	North Arrow, bearing reference		
12	Adjacent Plats labeled in Stipple font		
13	Monuments found and or set		
14	Dedication Compare plat to title		
15	Dedicating public way(s) and or easements		
16	Recorded easements, Public shown on plat		
17	Ties to subdivision lines, label description calls		
18	Water Elevation, date of elevation, benchmark		
19	Wet Lands, Survey Line		
20	Subdivision arrows & bold linework for plat boundary		
21	Exceptions Shown & Labeled		
22	Highway alignments		
23	Underlying plats labeled and dashed lot lines		
24	Vicinity Map must include entire section		
25	Notaries and Acknowledgements		
26	Surveyor Cert Sect 505.03 Subd 3		
27	County Hwy Eng Certificate		
28	Inform owner taxes to be paid in full		
29	County Surveyor Scott A. Tuchtenhagen		
30	County Auditor Laura Ihrke		
31	County Treasurer Catherine Piepho		
32	County Recorder Rick G. Kvien		
33	Registrar of Titles Rick G. Kvien		
34	County Seals (request Cad file)		
35	Prints: 1-archivable 22"X34" 1-paper 22"X34" (signed blue ball point) 1-11"X17" paper (signed in blue)		
36	Municipal boundary labeled		
37	Flood Lines/reference flood study/Bldg permit note		
39	County Tile, County Ditch		

This checklist was updated March 2021