



HENNEPIN COUNTY

Addendum To The

Common Interest Community (CIC) Plat Manual Of Minimum Guidelines

February 22nd, 2016

INTRODUCTION

The Hennepin County Addendum to the “Common Interest Community (CIC) Plat Manual of Minimum Guidelines” is a publication drafted by the Hennepin County Surveyors Office. This Addendum provides guidance specific to platting CIC’s in Hennepin County and supplements the Common Interest Community (CIC) Plat Manual of Minimum Guidelines produced by MSPS and MACS (MSPS Manual). It is suggested that this Addendum be used in combination with the MSPS Manual to identify areas where local requirements or policies differ from requirements stated in the MSPS Manual. The MSPS Manual and this Addendum support compliance with Minnesota State Statutes, Minnesota Administrative rules Chapter 1800, Minnesota Attorney General Opinions, Hennepin County policies as well as other local governmental and professional standards.

The outline of this addendum follows the table of contents found in the MSPS Manual. This addendum is considered a living document and may be subject to change.

Please direct any questions or comments in reference to this Addendum to:

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Minnesota Common Interest Community Statutes
[515B.1-102 APPLICABILITY](#)
[515B.1-103 DEFINITIONS](#)
[515B.2-101 CREATION OF COMMON INTEREST COMMUNITIES](#)
[515B.2-108 ALLOCATION OF INTERESTS](#)
[515B.2-109 COMMON ELEMENTS AND LIMITED COMMON ELEMENTS](#)
[515B.2-110 COMMON INTEREST COMMUNITY PLAT \(CIC PLAT\)](#)
[515B.3-112\(a\) CONVEYANCE OR CREATION OF INTERESTS COMMON ELEMENTS](#)

PART ONE

PRELIMINARY APPROVAL AND REVIEW REQUIREMENTS

I. APPROVAL BY MUNICIPALITIES AND COUNTIES

B. COUNTY RECORDER

CIC Plats located on abstract land are recorded in the County Recorder's office.

A condominium on abstract land can be recorded if the Additional Real Estate is registered land, but before any part of the registered Additional Real Estate can be platted as a condominium, the entire CIC property must be registered.

See general rules of practice for the District Courts, [Rule 222, part \(e\)](#).

C. REGISTRAR OF TITLES

CIC Plats located on registered land are filed in the Registrar of Titles Office. A condominium on registered land can be filed even if Additional Real Estate is abstract land, but before that abstract Additional Real Estate can be platted as a condominium, the entire CIC property must be registered.

See general rules of practice for the District Courts, [Rule 222, part \(e\)](#).

D. COUNTY SURVEYOR

Contact for latest requirements and Manual update.

Submit Proposed CIC Plat for review.

One 22"x 34" paper copy of CIC plat

One working paper copy of the Declaration including completed exhibits.

Bylaws are not needed.

Fee for checking (refer to on-line fee schedule)

Copy of the Certificate of Title.

Allow 2-3 weeks for review process.

The Surveyor will be contacted via phone or E-mail with the review comments.

II. GENERAL PLAT REQUIREMENTS

All CIC Plats submitted for recording must be:

A transparent reproducible copy produced on 0.004 inch (minimum Thickness) double matte finish, stable base, transparent film with a chemically fixed permanent black photographic process image.

Sheet size shall be 22 inches x 34 inches.

Borders on each sheet shall be 1/2 inch on the top, bottom and right side, and 2 inches on the left 22 inch side.

Check List

The check list should be used as a guide and does not include all requirements of platting in Hennepin County.

This is an example of the items that the plat checking unit will look for when reviewing a submitted plat.

Hennepin County reviews the Declaration and the CIC Plat for possible discrepancies between the two documents and to ensure some basic statements such as the Shoreland statement are correct.

CHECK LIST FOR CIC PLATS ([Minn.Stat. §515B.2-110c Or 515B.2-1101c](#))
Required by 515B

DESCRIPTIONS

- CIC number
- Legally sufficient description
- Labeling
- Gaps and Overlaps
- Exception
- Additional Real Estate

FORMS

- Certification 515B.2-1101
- Acknowledgements
- Co. Surveyors Approval
- Statues correctly referenced

DIMENSIONS

- Underlying lot & block
- Plat and measured
- Closure
- Leader lines (dashed with arrowheads)
- Centerlines
- Divisions by area
- Measurements (tie-in, descriptive)
- Structural improvements
- Additional real estate
- Dist. & dir. between Noncontiguous parcels

SITE PLAN

- Plat name same as certification
- Proposed improvements – “MUST BE BUILT” OR “NEED NOT BE BUILT”
- Underlying plat name
- Adjoining plats
- Encroachments by or upon CIC
- Benchmarks (in feet with datum and location) VERTICAL
- Common Element dimensions

UNIT GRAPHICS

- Unit Numbers/identifiers
- Unit Dimensions
- L.C.E. Dimensions
- Upper/lower Unit boundaries
- Units which can be converted by declarant labeled (Pre 2010 CIC's)

ROADS

- Names
- Dimensions and locations
- Vacated
- Doc. number
- R-O-W Easements

EASEMENTS

- Legend
- Widths
- Designation
- Document Number
- Existing by Doc. No. or Plat Name

WATER

- Benchmarks (in feet with datum and location)
- Elevations
- Labeling
- Wet lands
- Survey Lines
- Plus/minus to Shoreline
- Line Types
- Aerial Photo

MONUMENTS

- Plat
- Right-Of-Way
- Judicial
- Government

- Legend
- Statement
- Witness monument

MISCELLANEOUS

- Document Block
- North Arrow
- Scale
- Bearing Assumption
- Sheet No. (sheet_of_sheets)
- Match Lines (labeled and tied in)
- Details and Insets
- Text size (minimum.08)

RESEARCH

- Sec folder
- Adjoining prop (Torrens)
- Plat folder
- CSP folders

DECLARATION ([515B.2-105](#))

- CIC Name
- Description
- Document Numbers
- Unit Numbers/identifiers
- Common Elements
- Limited Common Elements
- Misc (to be built etc.)
- Shoreline/Wet Land statement
- Additional Units created/subdivided
- Maximum number of Units to be created

PART TWO

DOCUMENTATION

I. TITLE OF CIC PLAT

Line 1: CIC NUMBER _____

Line 2: A Condominium (or Planned Community or Cooperative)

Line 3: NAME OF CIC PLAT

Line 4: TYPE OF PLAT

(CIC PLAT, FIRST SUPPLEMENTAL CIC PLAT ETC.)

Do not spell out CIC (Common Interest Community).

The name in the title shall be the same as recited in the declaration and also in the certification of the land surveyor and architect and shall be in capital letters in all circumstances.

III. CERTIFICATES AND SIGNATURES

The Surveyors Certification must reference the property Minnesota Statute. CIC's created prior to August 1st 2010 would reference [515B.2-110](#). CIC plats created on or after August 1st 2010 should reference [515B.2-1101](#)

A .The following certificate is required on all CIC Plats and placed on Sheet 1 and worded as follows:

1. SURVEYOR'S CERTIFICATE

EXAMPLE:

I, (Surveyor's name), do hereby certify that the work was undertaken by or reviewed and approved by me for this CIC Plat of CIC NUMBER _____, a condominium/planned community/cooperative, (Name of CIC), being located upon:
(Property description)

Note: For a Flexible CIC, insert the additional wording:

And the Additional Real Estate described as:

(Property description)

and that this CIC plat fully and accurately depicts all information required by Minnesota Statutes, Section 515B.2-110 OR 1101 (c)(subsections*); and that I am a duly Licensed Land Surveyor under the laws of the state of Minnesota.

Dated this _____ day of _____, 20___ .

 (signature blank)
(Name of Surveyor), Licensed Land Surveyor

*See Note above regarding the need to list subsections here.

NOTARY ACKNOWLEDGMENT FOR SURVEYOR’S

STATE OF MINNESOTA }state in which notarial act performed
COUNTY OF HENNEPIN } county in which notarial act performed
The foregoing instrument was acknowledged before me this ___day
of_____ 20___, by _____,
a Licensed Land Surveyor.

 (signature blank) (notary printed name)
Notary Public, (County), (State)
My Commission Expires (date)

(NOTARY STAMP) The Notary Stamp is not required if the notary’s name is signed and clearly printed.

B. The following certificates may be required on initial CIC Plats and if required should be placed on sheet 1 and worded as follows:

1. ARCHITECT’S CERTIFICATE

(This architect’s certificate, different than the architect’s certificate on the next page, is not needed if all parts of the CIC plat are prepared by a land surveyor. See note 1 on previous page.)

I, (Architect’s name) , do hereby certify that the work was undertaken by or reviewed and approved by me for this CIC Plat of CIC NUMBER _____ as described herein, that I am a duly Licensed Architect under the laws of the state of Minnesota; and that this CIC plat fully and accurately depicts all information required by Minnesota Statutes, Section 515B.2-110 (c) (subsections).

Dated this _____ day of _____, 20_____.

 (signature blank)
(Name of Architect), Licensed Architect
Minnesota License No. _____

NOTARY ACKNOWLEDGMENT FOR ARCHITECT’S

STATE OF MINNESOTA
COUNTY OF HENNEPIN

The foregoing instrument was acknowledged before me this _____ day
of _____, 20___, by _____ , a Licensed Architect.

 (signature blank) (notary printed name)
Notary Public, (County), (State)
My Commission Expires (date)

The Notary Stamp is not required ([See MN. STAT. 358.47](#)) but if used The Notary Stamp must be black, quick drying, non-smearing ink.

2. ENGINEER'S /ARCHITECT'S CERTIFICATE

(Required on a condominium, planned community or cooperative where the unit boundaries are delineated by a physical structure, i.e. a wall)

I, (Engineer's / Architect's name), pursuant to Minnesota Statutes, Section 515B.2-101(c), do hereby certify that the structural components of the structures containing the units and the mechanical systems serving more than one unit are substantially completed, and that I am a duly Licensed Engineer/Architect under the laws of the State of Minnesota.

Dated this ____ day of _____, 20__ .

(signature blank) _____

(Name of Engineer / Architect), Licensed Professional Engineer Or Licensed Architect
Minnesota License No. _____

OR

do hereby certify that the boundaries of all units created by the attached declaration do not coincide with physical walls or structures, but that any or all structural components and mechanical systems, and that I am a duly Licensed Engineer/Architect under the laws of the State of Minnesota.

(See CIC Number 734)

*The phrase "but not the units" is not required in Hennepin County.

NOTARY ACKNOWLEDGMENT FOR ENGINEER'S / ARCHITECT'S

STATE OF MINNESOTA
COUNTY OF HENNEPIN

The foregoing instrument was acknowledged before me this ____ day
of _____, 20__ , by _____,
a Licensed Professional Engineer or Licensed Architect.

(signature blank) (notary printed name)

Notary Public, (County), (State)
My Commission Expires (date)

The Notary Stamp is not required ([See MN. STAT. 358.47](#)) but if used The Notary Stamp must be black, quick drying, non-smearing ink.

C. COUNTY AUDITOR/TREASURER STATEMENT

A signature line is not necessary on the CIC Plat to indicate that there are no delinquent taxes and transfer entered per the current date. (The same purpose is accomplished by stamping the declaration). See [Minn. Stat. § 515B.1-116 \(f\)](#) for property tax requirements.

An amendment to or restatement of a declaration or bylaws, or an amended CIC plat, approved by the required vote of unit owners of an association, may be recorded without the necessity of paying the current or delinquent taxes on any of the units in the common interest community.

D. COUNTY SURVEYOR'S APPROVAL

(Pursuant to MN. Stat.389.09 and Hennepin County Board Ordinance no. 11)

Survey Division

Hennepin County, Minnesota

This CIC plat has been reviewed and is approved this ___ day of _____, 20__ .

Chris F. Mavis, Hennepin County Surveyor

By: (signature blank) _____

IV. RECORDING CERTIFICATE (HENNEPIN COUNTY)

The statement in the document block takes the place of the written recording/filing statement shown on subdivision plats, but it shall be subject to the requirements of the county(s) in which the CIC Plat is located.

A document block shall be placed in the upper right hand corner and inside the borderline, and should allow a 1/2 inch by 2-inch space (per line) for the document number. (The block will measure approximately 4 inches by 2 inches.)

The document block on Sheet 1 shall be in one of the following forms, and shall use the words "recorded" and Recorder" for abstract properties; and the words "filed" and "Registrar of Titles" for properties which have a registered Certificate of Title (Torrens).

1. CIC PLAT

a. Abstract – Affix to the upper right hand corner of Sheet 1:

This CIC Plat is part of the Declaration recorded as Document No. (leave 1/2" by 2" space per line) on this _____ day of _____, 20__ .
Hennepin County Recorder

b. Torrens – Affix to the upper right hand corner of Sheet 1:

This CIC Plat is part of the Declaration filed as Document No. (leave 1/2" by 2" space per line) on this _____ day of _____, 20__ .
Hennepin County Registrar of Titles

CERTIFICATE NO(s). _____

2. SUPPLEMENTAL CIC PLAT (when adding Additional Real Estate)

The document box should reflect the wording in the declaration. See [Minn. Stat. § 515B.2-118](#) for examples of proper usage of “Supplement” or “Amendment”.

a. Abstract

This (First, Second, etc.) Supplemental CIC Plat, is part of the (First, Second, etc.) Supplemental Declaration recorded as Document No. (leave 1/2" by 2" space per line)

on this ____ day of _____, 20__ .

Hennepin County Recorder

b. Torrens

This (First, Second, etc.) Supplemental CIC Plat is part of the (First, Second, etc.) Supplemental Declaration filed as Document No. (leave 1/2" by 2" space per line)

on this ____ day of _____, 20__ .

Hennepin County Registrar of Titles

CERTIFICATE NO(s). _____

3. AMENDED CIC PLAT (when subdividing, converting or relocating the boundaries of any unit or units, common elements or limited common elements)

a. Abstract

This (First, Second, etc.) Amended CIC Plat is part of the (First, Second, etc.) Amendment to Declaration recorded as Document No. (leave 1/2" by 2" space per line)

on this ____ day of _____, 20__ .

Hennepin County Recorder

b. Torrens

This (First, Second, etc.) Amended CIC Plat is part of the (First, second, etc.) Amendment to Declaration filed as Document No. (leave 1/2" by 2" space per line)

on this ____ day of _____, 20__ .

Hennepin County Registrar of Titles

CERTIFICATE NO(s). _____

The Document Block on subsequent sheets will measure approximately 1 inch by 4 inches and shall be divided into a top and bottom half by a solid line. The top half shall be left blank and the bottom half shall contain:

a. Abstract CIC sheets:

C.R. DOC. NO. (leave 1/2" by 2" space per line)

b. Torrens CIC sheets:

(leave blank)

PLANNED COMMUNITY DOCUMENT BLOCK

A Planned Community located on both abstract and registered land will have one copy of the CIC plat recorded. The CIC Plat will have 2 sets of document blocks on each sheet of the CIC Plat. One document block with the proper R.T. document box on all sheets, and one document block with the proper C.R. document box on all sheets. The Registrar of Titles document box will always appear above the County Recorders.

A Planned Community CIC cannot contain the word Condominium anywhere in the declaration or on the CIC Plat.

PART THREE

SITE PLAN GRAPHICS

VII. WATER BOUNDARIES

D. Wet land

Wet lands, as defined in [Minn. Stat. § 505.01 Subd.3](#), shall be shown and labeled on the site plan.

Boundary lines of any wet land shown on the CIC Plat will be designated by a dashed line. Edge of Wet land will be labeled when necessary.

The words "WET LAND" shall be shown in capital letters and lettered in a fine, solid line.

XVI. VICINITY MAP

Vicinity Maps are not required on CIC plats.

XXIII. PLAT AND MEASURED, DEED AND MEASURED

The terms PLAT and MEASURED shall be used only when the underlying platted distance is actually shown between two points which are also measured between in the current survey.

The term PLAT preceded by a distance is not sufficient; the plat name shall follow the underlying platted distance unless a note in the legend identifies the plat referred to.

Example:

237.65 MOYER ADDITION

237.05 MEASURED

PART FOUR

UNIT GRAPHICS

Planned Communities:Planned Communities are not Condominiums. If a Planned Community includes both Torrens and Abstract property, the boundary line of the Registered property shall be shown and labeled in all instances where it passes through common elements, limited common elements, units or additional real estate.

If the declaration provides the declarant or a unit owner the right to subdivide or convert units into additional units, common elements or limited common elements, these units must be labeled as such on the floor plans.

The maximum number of units allowed to be created should also be stated. [Minn. Stat. § 515B.2-112](#).

Example:

Unit(s)_____ may be subdivided or converted into additional units.

V. UNIT, BUILDING AND GARAGE IDENTIFIERS

E. There cannot be a duplication of unit identifiers for buildings, units or garage units within the same CIC.

"UNIT" means a physical portion of the CIC intended for separate ownership or occupancy. Do not label garage spaces which are intended to be limited common elements as "garage unit".

The City of Minneapolis has its own Unit/Suite numbering requirements. (V1.22 2004 Edition)

Unit/Suite sequence assignment within a building having a shared entrance:

When several units use the same entrance, a unit designation will be assigned in addition to the sequence number for the building entrance for the site. The following guidelines will apply.

The first one to two digits of the suite sequence number will designate the floor number of the site.

The last two digits of the suite sequence number will designate the unique ID for the unit (condo, suite, unit, or apartment).

Suite sequence numbers will be assigned to dwelling, commercial and retail units, not common areas. For example, laundry rooms, saunas, workout rooms, etc., would not be assigned numbers.

PART FIVE

PROCEDURE FOR RECORDING CIC PLATS

NOTE:

All preliminary approvals should be complete before proceeding with the following steps:

III. PROCEDURE FOR RECORDING

Bring the signed CIC plat mylar to the Hennepin County Surveyor's Office for final approval before proceeding to either the Examiner of Titles Office with a CIC on registered property (R.T. document block) or the Recorder's Office with a CIC on abstract property (C.R. document block).

To coincide with this procedure, a petition must be filed with the Clerk of Courts for a Proceeding Subsequent. Before filing the petition, the documents shall be given to the Examiner of Titles for review to determine whether they comply with the requirements of the Uniform Common Interest Ownership Act.

All recording fees must be paid at the time of recording/filing.