

February 20, 2015

COMMON INTEREST COMMUNITY

(CIC)

PLAT MANUAL
of minimum guidelines

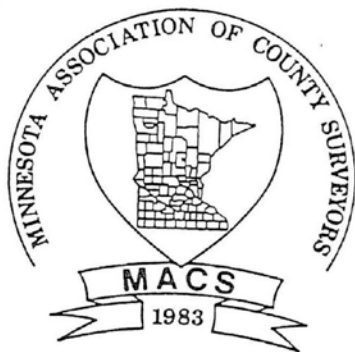


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INTRODUCTION

The objective of this manual is to produce an area wide standard by outlining policies and procedures to guide the preparation and checking of Common Interest Community Plats (CIC Plats). This manual should be used as an aid and a supplemental guide to Minnesota Statutes, Chapter 515B, the Minnesota Common Interest Ownership Act (The Act). Any reference herein to section 515B, such as section 515B.2-1101, means section 2-1101 of The Act.

The CIC Plat complying with section 515B.2-110 (c) or 515B.2-1101(c) of The Act is a part of the declaration for condominiums, for cooperatives in which the unit owners' interests are characterized as real estate and for some planned communities, and therefore the information shown on the CIC Plat must depict information recited in the declaration.

The CIC Plat complying with Chapter 505, 508 or 508A, is a part of the declaration for some planned communities and should be prepared in accordance with the Plat Manual of Minimum Guidelines adopted for use by the Minnesota Society of Professional Surveyors and by the Minnesota Association of County Surveyors. After recording the plat complying with Chapter 505, and/or the registered land survey complying with Chapter 508 and/or 508A, the Common Interest Community is created by the recording of the necessary declaration complying with section 515B.2-105 of The Act.

This manual is considered a living document and will be revised whenever necessary. If revision does occur by consensus of MACS and MSPS, copies of the revisions will be distributed to all interested parties. Questions regarding this manual should be referred to the county surveyor where the project is located.

Adopted for use by:

Minnesota Society of Professional Surveyors

Minnesota Association of County Surveyors

Common Interest Community Plat Manual

APPLICABILITY (515B.1-102)

- (d) Any condominium created under chapter 515, any planned community or cooperative which would be exempt from this chapter under subsection (e), or any planned community or cooperative created prior to June 1, 1994, or any planned community that was created on or after June 1, 1994, and prior to August 1, 2006, and that consists of more than two but fewer than 13 units, may elect to be subject to this chapter, as follows:
- (1) The election shall be accomplished by recording a declaration or amended declaration, and a new or amended CIC plat where required, and by approving bylaws or amended bylaws, which conform to the requirements of this chapter, and which, in the case of amendments, are adopted in conformity with the procedures and requirements specified by the existing declaration and bylaws of the common interest community, and by any applicable statutes.
 - (2) In a condominium, the preexisting condominium plat shall be the CIC plat and an amended CIC plat shall be required only if the amended declaration or bylaws contain provisions inconsistent with the preexisting condominium plat. The condominium's CIC number shall be the apartment ownership number or condominium number originally assigned to it by the recording officer. In a cooperative in which the unit owners' interests are characterized as real estate, a CIC plat shall be required. In a planned community, the preexisting plat or registered land survey recorded pursuant to chapter 505, 508, or 508A, or the part of the plat or registered land survey upon which the common interest community is located, shall be the CIC plat.
- (e) Except as otherwise provided in this subsection, this chapter **SHALL NOT APPLY**, except by election pursuant to subsection (d), to the following:
- (1) a planned community which consists of two units, which utilizes a CIC plat complying with section 515B.2-110 (d)(1) and (2), or section 515B.2-1101 (d) (1) and (2), which is not subject to any rights to subdivide or convert units or to add additional real estate, and which is not subject to a master association;
 - (2) a common interest community that consists solely of platted lots or other separate parcels of real estate designed or utilized for detached single family dwellings or agricultural purposes, with or without common property, where no association or master association has an obligation to maintain any building containing a dwelling or any agricultural building located or to be located on such platted lots or parcels; except that section 515B.4-101(e) shall apply to the sale of such platted lots or parcels of real estate if the common interest community is or will be subject to a master declaration;

- (3) a cooperative where, at the time of creation of the cooperative, the unit owners' interests in the dwellings as described in the declaration consist solely of proprietary leases having an unexpired term of fewer than 20 years, including renewal options;
 - (4) planned communities utilizing a CIC plat complying with section 515B.2-110 (d)(1) and (2), or section 515B.2-1101 (d)(1) and (2), and cooperatives, which are limited by the declaration to nonresidential uses alone or in combination with residential rental uses in which individual dwellings do not constitute units or other separate parcels of real estate; or
 - (5) real estate subject only to an instrument or instruments filed primarily for the purpose of creating or modifying rights with respect to access, utilities, parking, ditches, drainage, or irrigation.
- (h) Sections 515B.1-103(33a), 515B.2-110, 515B.3-105, 515B.3-115, 515B.4-102, and 515B.4-115 apply only to common interest communities created before August 1, 2010. Sections 515B.1-103(33b), 515B.2-1101, 515B.3-1051, 515B.3-1151, 515B.4-1021, and 515B.4-1151 apply only to common interest communities created on or after August 1, 2010.

I. COMMON INTEREST COMMUNITY DEFINITIONS (515B.1-103)

- (1) "**Additional real estate**" means real estate that may be added to a flexible common interest community.
- (6)* "**CIC plat**" means a common interest community plat described in section 515B.2-110 or in section 515B.2-1101.
- (7) "**Common elements**" means all portions of the common interest community other than the units.
- (10) "**Common Interest Community**" or "CIC" means contiguous or noncontiguous real estate within Minnesota that is subject to an instrument which obligates persons owning a separately described parcel of the real estate, or occupying a part of the real estate pursuant to a proprietary lease, by reason of their ownership or occupancy, to pay for (i) real estate taxes levied against; (ii) insurance premiums payable with respect to; (iii) maintenance of; or (iv) construction, maintenance, repair or replacement of improvements located on, one or more parcels or parts of the real estate other than the parcel or part that the person owns or occupies.
- (11) "**Condominium**" means a common interest community in which (i) portions of the real estate are designated as units, (ii) the remainder of the real estate is designated for common ownership solely by the owners of the units, and (iii) undivided interests in the common elements are vested in the unit owners.

- (13) **"Cooperative"** means a common interest community in which the real estate is owned by an association, each of whose members is entitled to a proprietary lease by virtue of the member's ownership interest in the association.
- (16) **"Declaration"** means any instrument, however denominated, that creates a common interest community.
- (18) **"Flexible CIC"** means a common interest community to which additional real estate may be added.
- (19) **"Leasehold CIC"** means a common interest community in which all or a portion of the real estate is subject to a lease the expiration or termination of which will terminate the common interest community or reduce its size.
- (20) **"Limited common element"** means a portion of the common elements allocated by the declaration or by operation of section 515B.2-109 (c) or (d) for the exclusive use of one or more but fewer than all of the units.
- (26)* **"Planned Community"** means a common interest community in which (i) some or all of the real estate is designated as units and (ii) the remainder of the real estate is designated as common elements owned and maintained by the Association for use by the unit owners.
- (35) **"UNIT"** means a portion of a common interest community the boundaries of which are described in the common interest community's declaration and which is intended for separate ownership, or separate occupancy pursuant to a proprietary lease.
- (36)* "Unit identifier" means an English letter or Arabic numerals, or a combination thereof, which identify only one unit in a common interest community and which meet the requirements of section 515B.2-104.

* Pending statute amendment

II. **APPLICABILITY OF LOCAL ORDINANCES, REGULATIONS & BUILDING CODES (515B.1-106)**

- (a) Except as provided in subsections (b) and (c), a zoning, subdivision, building code, or other real estate use law, ordinance, charter provision, or regulation may not directly or indirectly prohibit the common interest community form of ownership or impose any requirement upon a common interest community, upon the creation or disposition of a common interest community or upon any part of the common interest community conversion process which it would not impose upon a physically similar development under a different form of ownership. Otherwise, no provision of this chapter invalidates or modifies any provision of any zoning, subdivision, building code, or other real estate use law, ordinance, charter provision, or regulation.

III. COMMON INTEREST COMMUNITY PLAT (CIC PLAT) (515B.2-1101)

- (a)** A CIC plat is required for condominiums and planned communities, and cooperatives in which the unit owners' interests are characterized as real estate. The CIC plat is a part of the declaration in condominiums, in planned communities utilizing a CIC plat complying with subsection (c), and in cooperatives in which the unit owners' interests are characterized as real estate, but need not be physically attached to the declaration.

 - (1)** In a condominium, a planned community not utilizing a subdivision plat or registered land survey under subsection (d), clause (1), or a cooperative in which the unit owners' interests are characterized as real estate, the CIC plat shall comply with subsection (c).
 - (2)** In a planned community, a CIC plat that does not comply with subsection (c) shall consist of all or part of a subdivision plat or registered land survey complying with subsection (d), or any combination thereof. The CIC subdivision plat or registered land survey need not contain the number of the common interest community and may be recorded at any time before the recording of the declaration; provided that if the CIC plat complies with subsection (c), the number of the common interest community shall be included and the CIC plat shall be recorded at the time of recording of the declaration.
- (b)** The CIC plat or supplemental or amended CIC plat for condominiums, for planned communities using a plat complying with subsection (c), and for cooperatives in which the unit owners' interests are characterized as real estate shall contain certifications by a licensed professional land surveyor and licensed professional architect, as to the parts of the CIC plat prepared by each, that (i) the CIC plat accurately depicts all information required by this section, and (ii) the work was undertaken by, or reviewed and approved by, the certifying land surveyor or architect. The portions of the CIC plat depicting the dimensions of the portions of the common interest community described in subsection (c), clauses (8), (9), and (10), may be prepared by either a land surveyor or an architect. The other portions of the CIC plat shall be prepared only by a land surveyor.....

A CIC plat for a condominium, a planned community not utilizing a subdivision plat or registered land survey under subsection (d), clause (1), or a cooperative in which the unit owners' interests are characterized as real estate shall show:

Minnesota Statutes, Section 515B.2-1101 (c)

Interpretive Definitions

- | | |
|--|--|
| (1) the number of the common interest community, and the boundaries, dimensions, and a legally sufficient description of the land included therein; | The number assigned to the CIC at the time the documents are recorded in the office of the Recording Officer or the number that has been reserved in advance upon a request to the Recording Officer by the party preparing the documents; the defining boundary, the descriptive dimensions and the legal description of the parcel being subjected to the Common Interest Ownership Act. |
| (2) the dimensions and location of all existing roadways and material structural improvements that are part of the common elements; | The location of all material (noticeable) structures with reference to the boundary of the common interest community property by linear dimensions. Roadways are to be labeled as to name and at least a half right of way width dimensioned. |
| (3) the intended location and dimensions of all roadways and material structural improvements that may be constructed by the declarant within the common elements after the filing of the CIC plat, labeled either "MUST BE BUILT" or "NEED NOT BE BUILT"; | The intended location, dimensions and references to the property boundary of any structure or building that has not been built and is for common use at the time the common interest community documents are prepared and recorded. These improvements shall be labeled either "MUST BE BUILT" or "NEED NOT BE BUILT". |
| (4) the location and dimensions of any additional real estate, labeled as such, and a legally sufficient description of the additional real estate; | The angular, horizontal and vertical linear dimensions of a parcel or parcels in relation to the original common interest community parcel(s) that may be phased into the common interest community in one or more stages. These specific parcels are labeled "Additional Real Estate" on the site plan of the common interest community plat, depicting the legal description(s) of the additional real estate parcel(s) recited on the common interest community plat and in the narrative portion of the declaration. |
| (5) the extent of any encroachments by or upon any portion of the common interest community; | The illustration of any encroachment by common interest community structures, or encroachments upon the common interest community property with dimensions in relation to the boundary of said property. |

- | | | |
|------|---|--|
| (6) | the location and dimensions of all recorded easements within the land included in the common interest community burdening any portion of the land; | The relationship of the common interest community property and all recorded easements encumbering the property with dimensions and references to the property boundary. |
| (7) | the distance and direction between noncontiguous parcels of real estate; | The angular, horizontal and vertical linear measurements between parcels not sharing a common boundary line that will constitute the property being subjected to the Common Interest Ownership Act. |
| (8) | the location and dimensions of limited common elements, except that with respect to limited common elements described in section 515B.2-109, subsections (c) and (d), only such material limited common elements as porches, balconies, decks, and patios shall be shown; | The perimeter dimensions of limited common elements assigned for use by one or more units, but not all of the units, and the locations by measurements from fixed corners of units or buildings or parcel boundary corners. |
| (9) | the location and dimensions of the front, rear, and side boundaries of each unit and that unit's unit identifier; | Horizontal perimeter measurements of the unit boundaries, the unit identifier assigned to that unit and its location within the building or property of the common interest community. |
| (10) | the location and dimensions of the upper and lower boundaries of each unit with reference to an established or assumed datum and that unit's unit identifier; and | The upper and lower boundary dimensions in the form of an elevation for each unit and an identifying number for each unit. Elevations are to be referenced to an established or assumed datum. |
| (11) | a legally sufficient description of any real estate in which the unit owners will own only an estate for years, labeled as "leasehold real estate." | The legal description of any leasehold real estate parcel, in which unit owners own an estate for a specific number of years. These real estate parcels shall be labeled "Leasehold Real Estate" on the site plan of the common interest community plat. |
| (12) | Deleted from section 2-1101(c) | |

NOTE: (f) A CIC plat which complies with section 2-1101, subsection (c) is not subject to chapter 505.

NOTE: (g) This section applies only to common interest communities created on or after August 1, 2010.

NOTE: All interpretive definitions have been developed with legal advice.

Minnesota Statutes, Section 515B.2-1101(d)

A CIC plat for a planned community either shall comply with subsection (c) or it shall:

- (1) comply with chapter 505, 508, and/or 508A, as applicable; and
- (2) comply with the applicable subdivision requirements of any governmental authority within whose jurisdiction the planned community is located, subject to the limitations set forth in section 515B.1-106.

IV. SUPPLEMENTAL CIC PLAT (515B.2-110 (e)) and (515B.2-1101 (e))

A. Adding declared Additional Real Estate to a CIC created prior to August 01, 2010:

If a declarant, or successor declarant, adds Additional Real Estate to a CIC, said declarant shall record a supplemental CIC declaration and CIC plat for the real estate being added, conforming to the requirements of Minnesota Statutes, section 515B.2-110, which apply to the type of common interest community being supplemented. If less than all declared Additional Real Estate is being added, the supplemental CIC plat for a condominium, a planned community whose CIC plat complies with section 515B.2-110 (c), or a cooperative in which the unit owners' interests are characterized as real estate, shall also show the location and dimensions of the remaining additional real estate, if any.

B. Adding declared Additional Real Estate to a CIC created on or after August 01, 2010:

A supplemental declaration and CIC plat described above shall be recorded and must conform to the requirements of Minnesota Statutes, section 515B.2-1101, which apply to the type of common interest community being supplemented.

V. AMENDED CIC PLAT (515B.2-109(f)), (515B.2-112(f)), (515B.2-118(c)), (515B.2-124)

- A. An allocation of limited common elements may be changed by an amendment to the declaration executed by the unit owners between or among whose units the reallocation is made and the association. The amendment shall be approved by the board of directors of the association as to form, and compliance with the declaration. If approved, the association shall cause the amendment to be recorded promptly in the office of the recording officer in the county, or counties, in which the CIC is located.
- B. If, pursuant to section 515B.2-112, a declarant subdivides or converts any unit into two or more units, common elements or limited common elements, or combines two or more units, the declarant shall record an amended CIC plat showing the location and dimensions of any new units, common elements and limited common elements thus created.
- C. In the case of a conveyance involving a condominium, or a cooperative in which the unit owners' interests are characterized as real estate, the association shall record, simultaneously with the recording of the instrument of conveyance, an amended CIC plat showing the real estate constituting the common interest community exclusive of the real estate conveyed.

PART ONE

PRELIMINARY APPROVAL

AND

REVIEW REQUIREMENTS

PART ONE - PRELIMINARY APPROVAL AND REVIEW REQUIREMENTS

I. APPROVAL BY MUNICIPALITIES AND COUNTIES

A. LOCAL GOVERNING UNIT

Preliminary CIC Plats should be prepared according to the specifications set forth in the respective Local Governing Unit CIC ordinances, if any, or subdivision ordinances, where applicable. It may be prudent to obtain preliminary approval by the Local Governing Unit prior to the preparation of the final CIC plat.

B. COUNTY RECORDER

1. Contact Recorder's Office for CIC Number(s), check for name duplication, and confirm allowed CIC plat sheet size and media type.
2. Research pertinent documents.

C. REGISTRAR OF TITLES

1. Contact Registrar's Office for CIC Number(s), check for name duplication, and confirm allowed CIC plat sheet size and media type.
2. Research pertinent documents.
3. Contact Examiner of Titles Office for issuance of Examiner's directive.
4. Inquire about surrendering the Owner's Duplicate Certificate(s) of Title, if any.
5. See page 40 regarding CICs, additional real estate and registered property.

D. COUNTY SURVEYOR OR OTHER LICENSED LAND SURVEYOR

1. Contact for latest requirements.
2. County CIC Plat manual update(s) and addendum(s) to this manual.

II. GENERAL REQUIREMENTS

- A.** All CIC Plats submitted for recording must be manufactured according to the specifications adopted by the recording agency/agencies of the county/counties in which the CIC is located. Please check with the County Recorder and/or Registrar of Titles for any specific requirements.

Although CIC plats are not subject to Chapter 505, the plat format described in section 505.021, Subd. 1 is recommended.

- B.** CIC plats that consist of more than one sheet should have sheet numbers in the lower right corner outside the border lines, if any, indicating the sheet number and total number of sheets.

Example: Sheet 1 of 2 Sheets
 Sheet 2 of 2 Sheets

- C.** The CIC plat shall have all sheets labeled "OFFICIAL". All replicas of the CIC plat shall have all sheets labeled "COPY". The words OFFICIAL and COPY shall be centered on the top of and outside the border lines, if any, of all sheets of the CIC plat.

- D.** The Site Plan portion of initial and supplemental CIC plats shall contain adequate mathematical data (distances, angles and/or bearings or azimuths) to facilitate the computation of the CIC property boundary closure.

An amendment to the CIC plat that shows the change(s) to the CIC property boundary shall contain adequate mathematical data (distances, angles and/or bearings or azimuths) to facilitate the computation of the resultant CIC property boundary closure.

The accuracy of the mathematical data and the precision of the CIC property boundary closure should conform to the standards as practiced by licensed land surveyors in the locale in which the CIC plat is recorded.

PART TWO

DOCUMENTATION

PART TWO - DOCUMENTATION

I. TITLE OF CIC PLAT

- A. The Recording Officer shall upon request promptly assign a number (CIC number) to a common interest community to be formed or to a common interest community resulting from the merger of two or more common interest communities (515B.1-116(b)).
- B. The CIC plat for a condominium, for a planned community that does not comply with chapters 505, 508 or 508A, or for a real estate cooperative, the **number of the CIC, the type of CIC**, and the **name of the CIC** shall appear at the top center of all sheets of the CIC plat and must be exactly the same as shown at the top of the first page of the CIC declaration. The use of "Number" or "No." should always be exactly the same for all references on the CIC plat as in the CIC declaration.

Line 1: Common Interest Community No. _____

Line 2: Type of Common Interest Community

Line 3: Name of Common Interest Community

Some counties may require an additional line of text, such as the County Name.

Some counties may require that CIC (Common Interest Community) be spelled out.

- C. The number and name of the CIC in the land surveyor's certificate and in the architect's certificate, where applicable, should be as shown at the top of the first page of the CIC declaration.
- D. The name of the municipality shall not be shown adjacent to the name in the title. This will eliminate the possibility of someone assuming the municipality name is to be part of the official name.
- E. CIC Names should be short in length and as simple as possible. Do not use symbols or irregular marks in a name that cannot be reproduced by a standard keyboard.

II. PROPERTY LEGAL DESCRIPTION

- A. The legal description shall be compatible with the boundaries shown on the CIC Plat.
- B. The legal description shall be exactly the same on the CIC Plat as recited in the CIC declaration.
- C. Any legal description of registered (Torrens) property must agree with the relevant Certificate(s) of Title.
- D. If the CIC is a Flexible CIC, the legal description of the Additional Real Estate boundaries must be included in the Surveyor's Certificate.

III. CERTIFICATES AND SIGNATURES

- A. The following certificate is required on all initial CIC Plats complying with section 515B.2-1101 and should be placed on Sheet 1, and worded as follows:
(All signatures should be in black ink)

SURVEYOR'S CERTIFICATE

I, (-----Surveyor's name-----), do hereby certify that the work was undertaken by, or reviewed and approved by, me for this CIC Plat† of Common Interest Community No. _____, (Name of CIC), being located upon:

(indent property description)

Note: For a Flexible CIC, insert the additional wording and legal description(s):
And the Additional Real Estate described as:

(indent property description)

And fully and accurately depicts all information required by Minnesota Statutes, Section 515B.2-1101(c)††, (clauses 1, 2, 3,.....)
(specify clauses if not certifying to all of subsection c-see below)

Dated this _____ day of _____, 2_____.

(signature in black ink)
(Name of Surveyor), Land Surveyor
Minnesota License No. _____

† See page 18 for supplemental, and amendments to, CIC plats.

†† See page 18 for supplemental, and amendments to, CIC plats of CICs created prior to August 01, 2010.

Note: According to section 515B.2-1101 (b), the portions of the CIC Plat, or supplemental CIC plat or amended CIC plat, depicting the dimensions of the parts of the common interest community described in section 515B.2-1101 (c), clauses (8), (9) and (10) may be prepared by either a land surveyor or an architect. If these activities are performed by an architect, that architect must so certify on the CIC Plat, or supplemental CIC plat or amended CIC plat, and the land surveyor must exclude those clauses from the surveyor's certificate. The other portions of the CIC Plat, or supplemental CIC plat or amended CIC plat shall be prepared only by a land surveyor.

Note: The land surveyor should be aware that when executing the surveyor's certificate, the surveyor is certifying not only to the land boundaries, but also the location of all existing and contemplated improvements, the location of Additional Real Estate, the extent of any encroachments, the location of all recorded easements, the location and dimensions of limited common elements, and the location of the front, rear, side, upper and lower boundaries of each unit.

The source of recorded easement data must be shown on the CIC plat.

NOTARY ACKNOWLEDGMENT FOR SURVEYOR

STATE OF _____ (same as Notary's jurisdiction below)
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2____, by (Name of Surveyor) _____.

(A notary stamp is required
MS section 358.47)

(signature in black ink)
Notary Public, (-----County-----), (-----State-----)
My Commission Expires (-----date-----)

(NOTARY STAMP must be black, quick drying, non-smearing ink)

B. The following certificates may be required on initial CIC Plats and if required should be placed on Sheet 1 and worded as follows: (Check local governing unit(s) for any specific requirements).

1. ARCHITECT’S CERTIFICATE

I, (-----Architect's name-----), do hereby certify that the work was undertaken by, or reviewed and approved by, me for this CIC Plat† of Common Interest Community No. _____, (Name of CIC), as described herein, and fully and accurately depicts all information required by Minnesota Statutes, Section 515B.2-1101(c)†† clause(s) (8) and/or (9) and/or (10).

Dated this _____ day of _____, 2____.

(signature in black ink)
(Name of Architect), Licensed Architect
Minnesota License No. _____

† See page 18 for supplemental, and amendments to, CIC plats.
†† See page 18 for supplemental, and amendments to, CIC plats of CICs created prior to August 01, 2010.

NOTARY ACKNOWLEDGMENT FOR ARCHITECT

STATE OF _____ (same as Notary's jurisdiction below)
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2____, by (Name of Architect) _____.

(A notary stamp is required
MS section 358.47)

(continued below)

(signature in black ink)
Notary Public, (-----County-----), (-----State-----)
My Commission Expires (-----date-----)

(NOTARY STAMP must be black, quick drying, non-smearing ink)

2. ENGINEER'S/ARCHITECT'S CERTIFICATE*

(For a Condominium, a Planned Community utilizing a CIC plat complying with section 515B.2-110 (c) or section 515B.2-1101 (c), or a cooperative, where the unit boundaries are delineated by a structure).

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.

Dated this _____ day of _____, 2_____.

(signature in black ink)
(Name of Engineer/Architect), Licensed Engineer/Architect
Minnesota License No. _____

NOTARY ACKNOWLEDGMENT FOR ENGINEER/ARCHITECT

STATE OF _____ (same as Notary's jurisdiction below)
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2____, by (Name of Engineer/Architect).

(A notary stamp is required
MS section 358.47)

(signature in black ink)
Notary Public, (-----County-----), (-----State-----)
My Commission Expires (-----date-----)

(NOTARY STAMP must be black, quick drying, non-smearing ink)

* Section 515B.2-101(c) states that a CIC declaration, creating units whose boundaries are delineated by a structure, shall not be recorded unless an Engineer's or Architect's certification is recorded. But The Act does not require the certificate to be on the CIC plat. The certification when required could be made part of the CIC plat or part of the declaration or perhaps recorded by separate document prior to the recording of the CIC declaration.

- C. The following certificate is required on all initial CIC Plats complying with section 515B.2-1101. (Check local governing unit(s) for any specific requirements).

COUNTY AUDITOR/TREASURER TAX STATEMENT *

Pursuant to Minnesota Statutes, Section 515B.1-116 (e) and Section 272.12, taxes payable in the year _____, on real estate hereinbefore described, have been paid; there are no delinquent taxes and transfer entered, on this _____ day of _____, 2 _____.

_____(signature in black ink)
(Check with county/counties as to form)
By _____(signature in black ink) _____, Deputy

NOTE: 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 requiring a certification as to the current or delinquent taxes on any of the units in the common interest community, provided the amendment to or restatement of the declaration, bylaws, or CIC plat does not change the boundaries of an existing tax parcel. (section 515B.1-116 (e))

* According to Minnesota Statutes, Section 272.12, the county auditor shall make note upon a CIC plat or a CIC declaration that contains such a plat, over official signature, the words "no delinquent taxes and transfer entered" if that is the case. According to section 515B.1-116(e) the county treasurer's certification of the current year's taxes having been paid is in addition to the certification by the county auditor. Therefore, the required certification shown in, or similar to, (C) above may be on a CIC plat or it may be made part of the CIC declaration that contains such a plat.

- D. A CIC plat may be subject to approval by a county surveyor or other licensed land surveyor hired by the county, or counties, for this purpose. If such approval is required by the county, or counties, an approval certificate, or certificates, could be placed on Sheet 1 of an initial CIC plat and worded as follows: (Check local governing unit(s) for any specific requirements).

COUNTY SURVEYOR'S APPROVAL

Pursuant to Minnesota Statutes, Section 389.09, and ___(name)___ County Board Resolution No. _____, this CIC Plat† has been reviewed and is approved this _____ day of _____, 2 _____.

_____(signature in black ink)

County Surveyor
(Check with county/counties as to form)

(See next page for † and ††)

†The beginning of the surveyor's certificate and of the architect's certificate will change by specifying the number of the supplemental CIC plat, or the number of the amendment to CIC plat, as contemplated in Part Three, Section III.A.1, and in Part Four, Section IV.A.2 herein below.

Example:

I, (-----Surveyor's name-----), do hereby certify that the work was undertaken by, or reviewed and approved by, me for this First (or 1st) Supplemental CIC Plat of Common Interest Community No. _____, (Name of CIC), being located upon:.....

Example:

I, (-----Architect's name-----), do hereby certify that the work was undertaken by, or reviewed and approved by, me for this Second (or 2nd) Amendment to CIC Plat of Common Interest Community No. _____, (Name of CIC)....

††Supplemental CIC plats and amendments to the CIC plat for CICs created prior to August 01, 2010, will have the same certificates shown in subsections A thru D above, where applicable, (the architect's certificate, the engineer's/architect's certificate or the county surveyor's certificate may not be necessary) but the statute citation in the surveyor's certificate and in the architect's certificate shall be changed to section 515B.2-110(c), (clauses and/or 12).

IV. RECORDING CERTIFICATE (See page 40 regarding registered land)

The suggested recording certificate examples below will also be placed on Sheet 1 of a CIC plat, but shall be subject to the requirements of each county in which the CIC Plat is recorded. The term "recorded" shall also mean "filed" in the case where the CIC includes registered land.

1. The following form is used on an Initial CIC plat:

This CIC Plat is part of the CIC Declaration recorded as Document No. (leave 1/2" by 2" space) on this _____ day of _____, 2____.

(Signature in black ink)
County Recorder or Registrar of Titles

(Signature in black ink)
Deputy County Recorder or Deputy Registrar of Titles

2. The following form is used on a Supplemental CIC Plat when adding declared Additional Real Estate:

This First (or 1st) Supplemental CIC Plat, (Second (or 2nd) Supplemental, etc.) is part of the First Supplemental CIC Declaration (Second Supplemental CIC Declaration, etc.) recorded as Document No. (leave 1/2" by 2" space) on this _____ day of _____, 2____.

(Signature in black ink)
County Recorder or Registrar of Titles

(Signature in black ink)
Deputy County Recorder or Deputy Registrar of Titles

3. The following form is used on an Amendment to a CIC Plat:

This First (or 1st) Amendment to CIC Plat, (Second (or 2nd) Amendment to, etc.) is part of the First Amendment to CIC Declaration (Second Amendment to CIC Declaration, etc.) recorded as Document No. (leave 1/2" by 2" space) on this _____ day of _____, 2____.

(Signature in black ink)
County Recorder or Registrar of Titles

(Signature in black ink)
Deputy County Recorder or Deputy Registrar of Titles

PART THREE

SITE PLAN GRAPHICS

PART THREE - SITE PLAN GRAPHICS

I. REAL ESTATE BOUNDARIES

- A.** The boundaries and dimensions of all the real estate included in the CIC must be shown.
1. The legal description(s) and the parcel boundaries shown on the CIC Plat must agree, or include notes, which will explain the difference, i.e. recorded/measured.
 2. Government corners and their monuments shall be labeled.
 3. Boundary lines shall not be drawn through the open circles which symbolize boundary corner monuments.
- B.** Boundary and property lines.
1. Boundary lines of the CIC real estate should be heavy weight solid lines that are easily identified.
 2. Boundary lines of "Additional Real Estate" should be medium weight solid lines.
 3. Underlying property description lines should be shown on the CIC plat as light weight dashed lines.
 4. Boundary lines and corners on the drawings should be labeled in the same manner as recited in the description. These labels may be abbreviated to an acceptable form.
 5. All platted property within the CIC boundary such as lot, block, outlot and street designations, subdivision name(s), registered land survey number(s) and tract designations, should be shown as stippled text.
- C.** Buildings and location of improvements.
1. All perimeter dimensions of existing buildings will be measured and shown on the CIC plat with distance and direction dimensions tied to the boundary lines.
 2. Show all buildings on the CIC Plat with a reference to the sheet number of the CIC plat that will further detail the building(s) layout and dimensions where necessary.
 3. Trees, shrubs, flowers, etc. shall not be shown.
 4. Public streets and alleys abutting the CIC, as well as their widths, should be shown at least to the center line.
 5. Parking lots, sidewalks and driveways shall be shown by scale and shall be dimensioned as to length, width, etc.

6. The location of all existing material (noticeable) structural improvements such as swimming pools, tennis courts and playgrounds must be shown.
 - a. Locate by measured distances to the nearest foot to show relation to other buildings and improvements.
 - b. The actual improvements themselves must also be dimensioned to the nearest foot.
- D. The extent of any encroachment by or upon any portion of the CIC shall be shown, located and dimensioned.

II. ADDITIONAL REAL ESTATE

- A. All Additional Real Estate, if any, must be shown and labeled as such on the CIC plat. The CIC plat shall contain a legally sufficient description of the Additional Real Estate as recited in the CIC declaration.
- B. Show location and dimensions of any Additional Real Estate in relation to the CIC real estate. Additional Real Estate need not be contiguous to the CIC real estate or other Additional Real Estate, but must have distance and direction ties between all noncontiguous parcels.

III. FLEXIBLE CIC - SUPPLEMENTAL CIC PLAT

- A. Adding "ADDITIONAL REAL ESTATE" to an existing Flexible CIC requires the recording of a SUPPLEMENTAL COMMON INTEREST COMMUNITY DECLARATION. Where the initial CIC declaration was recorded with a CIC plat complying with section 515B.2-110(c) or section 515B.2-1101(c), a SUPPLEMENTAL COMMON INTEREST COMMUNITY PLAT showing the real estate being added to the CIC must also be recorded. If the initial CIC plat was recorded complying with section 515B.2-110(c) so shall any and all supplemental CIC plats. If the initial CIC plat was recorded complying with section 515B.2-1101(c) so shall any and all supplemental CIC plats.
 1. If there is to be a series of SUPPLEMENTAL CIC PLATS for a Flexible CIC, they should be sequentially labeled, starting with: FIRST (or 1st) SUPPLEMENTAL COMMON INTEREST COMMUNITY PLAT, SECOND (or 2nd) SUPPLEMENTAL COMMON INTEREST COMMUNITY PLAT, etc. to distinguish between them. The numbering of the supplemental CIC plats should be as required/allowed by the County Recorder(s) and/or Registrar(s) of Titles of the county/counties the CIC is in.
 2. Such SUPPLEMENTAL CIC PLATS shall be labeled on each sheet below the CIC name in the title block.
 3. The use of PHASE 1 or similar terms is not permitted.

4. The same technical standards shall apply to all supplemental CIC Plats, as are/were required for the initial CIC Plat.
5. When a portion of the declared ADDITIONAL REAL ESTATE is included in a SUPPLEMENTAL CIC PLAT, the location and dimensions of any remaining additional real estate, if any, must be shown and outlined by a medium weight solid line and labeled "ADDITIONAL REAL ESTATE".
6. Any remaining ADDITIONAL REAL ESTATE shall be described on each of the SUPPLEMENTAL CIC PLATS.

IV. MATCH LINES

- A. Match lines should follow obvious division lines within the CIC Plat.
- B. If the CIC Plat has more than one match line, the match lines should be labeled "MATCH LINE A" (See Sheet 1 of 2 Sheets), "MATCH LINE B", etc.

V. MATHEMATICAL DATA

- A. All distances, directional lines and boundary lines of parcels and references to any noncontiguous parcels on the CIC Plat must have sufficient mathematical data to form a closed traverse.
 1. Distance and direction shall be shown for all individual lines of all CIC real estate boundary lines.
 2. All CIC real estate boundary distances shall be shown to the nearest hundredth of a foot.
 3. The accuracy of the mathematical data and the precision of the CIC property boundary closure should conform to the standards as practiced by licensed land surveyors in the locale in which the CIC plat is recorded.
- B. Curve data should include arc length to the hundredth of a foot, central angle to the nearest second and radius length to the hundredth of a foot on each segment of curve.
 1. Non-tangential curves must also include a direction of its chord.
 2. If applicable, dashed radial lines at the ends of any curve should be extended far enough toward the radius point to clearly indicate the direction of curvature, or a statement affixed to indicate the direction of concavity.
- C. The dimensions and location of all existing material (noticeable) structural improvements and roadways must be shown.
 1. Show platted rights of way and/or easement widths.
 2. The actual length and width of existing pavement should be drawn to scale and dimensioned when practicable, or indicate the average width if irregular.

3. Public way or easement widths need not be shown to the hundredth of a foot.
4. Distances recited in any legal description as chains, rods, etc., should be shown on the CIC Plat, together with the equivalent distance in feet and decimals of a foot.
5. Buildings shall be tied to the CIC real estate boundary with a minimum of two distance and directional dimensions.

VI. EASEMENTS

A. Existing Recorded Easements

1. The location and dimensions of all recorded easements within the land included in the CIC burdening any portion of the CIC shall be shown.
2. Existing easements burdening or appurtenant to ADDITIONAL REAL ESTATE should be shown.
3. All easements should be identified by the document number or the name of the plat which created them.
4. Identify existing easements by individual labeling or by a precise reference in the CIC Plat legend.

VII. WATER BOUNDARIES

A. Survey Line

1. In any instance where a body of water constitutes a boundary line within or of the CIC real estate, a survey line should be shown.
2. The survey line should be shown as a dashed line.
3. All "Survey Lines" shown on the CIC plat should be labeled as such.
4. The survey line should show distance and direction of all of its segments.
5. The overall distance between angle points on the survey line should be shown.
6. Monuments should be placed at all angle points along the survey line.
7. The approximate distance from all angle points on the survey line to the shoreline should be shown.

B. Bench Mark and Water Elevation

1. Where any CIC real estate is bounded by a body of water the CIC plat should show a solid contour line denoting the present water boundary line, and water elevation and the date of survey. Where any CIC real estate includes a body of water the CIC plat should show, for the purpose of information only, a contour line denoting the margin of the water as a thin dashed line, and water elevation and the date of survey.
2. The highest known water elevation and the datum should be indicated on the face of the CIC plat by numerical figures if this information is available. The Ordinary High Water elevation and the datum, if known, may also be indicated on the CIC plat.
3. All elevations are encouraged to be in mean sea level datum and should be referenced to a durable bench mark described on the CIC plat together with its location, elevation to the nearest hundredth of a foot, and the datum which was used to establish the bench mark elevation.
4. If the bench mark is on the lands shown on the CIC plat, then its location should be plotted and labeled.

Examples: Bench Mark:
Top of front entry step at 825 Summit Avenue.
Assumed Elevation = 100.00 feet

 Bench Mark:
Top nut of fire hydrant located in the Northwest quadrant of the
intersection of Osgood Avenue and 50th Street North.
Elevation = 931.71 feet (N.A.V.D. - 1988)

5. Lake datum should be shown.

Example: Water Elevation March 10, 2006 = 929.36 feet (N.A.V.D. -1988)

 High Water Elevation = 930.51 feet (N.A.V.D. - 1988) according
 to records of the Minnesota Department of Natural Resources.

C. Shoreland Statement: section 515B.2-105 (a)(13)

The declaration shall contain a statement as to whether the common interest community includes any shoreland, as defined in Minnesota Statutes section 103F.205, and, if the common interest community includes shoreland, a statement that the common interest community may be subject to county, township, or municipal ordinances or rules affecting the development and use of the shoreland area.

VIII. UNDERLYING PLATTED PROPERTY

- A.** The lines of platted property lying within the boundary of the CIC real estate should be shown as dashed lines, and the plat name, lot and block numbers and street names should be stippled on the CIC Site Plan.
- B.** Underlying plat bearings, angles and distances should not be shown unless referred to in the description or are part of the boundary of the CIC real estate.
- C.** Arrowed lines used with dimensions or descriptions should be dashed or dotted lines.

IX. ADJOINING REAL ESTATE

- A.** The name and boundary lines of adjoining subdivided real estate, such as subdivision plats, registered land surveys and CIC plats, should be stippled on the CIC plat.
- B.** Lot lines or lot and block numbers of adjoining subdivisions need not be shown, but are encouraged.
- C.** Adjoining unplatted real estate should not be designated as such.
- D.** Stipple the names of adjoining streets and alleys and show their widths in Arabic numerals.
- E.** Double designation of public ways should have the municipality's name listed first.

Example: Osgood Avenue North (County Road No. 67)
 Dellwood Place (State Highway No. 96)
- F.** Adjoining railroads, lakes, streams and rivers should be shown and identified.

X. SHEET SIZE AND BORDER LINES

- A.** CIC plat sheet size should be as required/allowed by the County Recorder(s) and/or Registrar(s) of Titles of the county/counties the CIC is in. (although CIC plats are not subject to Chapter 505, the plat format described in section 505.021, Subd. 1 is recommended)
- B.** Borders on each CIC plat sheet shall be as required/allowed by the County Recorder(s) and/or Registrar(s) of Titles of the county/counties the CIC is in.

XI. SHEET NUMBERING

- A.** CIC plats that consist of more than one sheet should have sheet numbers in the lower right corner outside the border lines, if any, indicating the sheet number and total number of sheets.

Example: Sheet 1 of 3 Sheets
 Sheet 2 of 3 Sheets
 Sheet 3 of 3 Sheets

- B.** CIC Plats consisting of more than one sheet should use the sheet containing certificates as Sheet 1.

XII. SCALE OF THE CIC PLAT

- A.** Scales of CIC Plats should be confined to those normally used on an engineers/architects scale.
- B.** A graphic scale must be shown on each sheet where there is pictorial representation.
- C.** Each graphic scale should include the phrase, "SCALE IN FEET".

XIII. CIC PLAT ORIENTATION

- A.** A north arrow should be shown on each sheet where there is a graphic representation.
- B.** North should be towards the top of the sheet.
- C.** If that is not possible, north should be towards the binding edge of the sheet.
- D.** In either case all text, dimensions and unit identifiers should read from the bottom or the right side of the sheet.

XIV. BEARING ORIENTATION

- A.** A note should state the basis of the directional orientation of the bearings on the CIC Plat.

Examples: Orientation of this bearing system is Grid North,
 (name) _____ County Coordinate System, NAD83, _____ Adjustment.

Orientation of this bearing system is based on the west line of the Northwest Quarter of the Southwest Quarter of Sec. 14, T. 114, R. 25 having an assumed bearing of North.

Orientation of this bearing system is based on the north line of Block 1, JOHN DOE ADDITION, having a record bearing of East.

- B.** The statement "all bearings are assumed" should not be used. This statement negates the mathematical relationship of the lines.

XV. LINE WEIGHTS AND TEXT SIZES

- A.** Lines drawn on the CIC Plat should have at least four distinct line weights according to the following breakdown from thickest to thinnest.
1. CIC real estate boundary lines.
 2. Additional Real Estate boundary and unit boundary lines.
 3. Limited common element and building perimeter lines.
 4. Common element improvement and dashed underlying description or easement lines.
- B.** Text sizes on the CIC Plat should vary according to the following list from largest to smallest. To facilitate legibility, photo reproduction, microfilm reduction, and image scanning, the smallest size used must be sufficiently legible to reproduce a readable copy using the county recorder's or registrar of title's current method of reproduction.
1. Title of the CIC plat.
 2. Stippled underlying subdivision names and registered land survey numbers.
 3. Stippled street names, underlying Block numbers and Outlot letters.
 4. CIC real estate boundary dimensions and underlying Lot numbers and Tract letters. Unit identifiers if shown on the site plan.
 5. Additional Real Estate dimensions. Unit dimensions and elevations if shown on the site plan.
 6. Common element dimensions, Easement dimensions and similar data.

XVI. VICINITY MAP (optional by the Local Governing Unit)

- A.** If a vicinity map showing the location of the CIC is required, the north orientation for the map should be the same as the CIC Plat drawing.
- B.** The vicinity map should show a full section with enough information to locate the property in a quarter-quarter section or a government lot. The map should also show and identify prominent physical features within 1/2 mile, such as highways, rivers, lakes, railroads, etc.

XVII. MONUMENTS

- A.** Where practicable, durable iron monuments should be set at all angle and curve points on the outside boundary lines of the CIC real estate.
- B.** Any monument placed must have inscribed thereon the license number of the land surveyor making the survey.
 - 1.** The CIC Plat legend or a note should identify the type of monument set and the license number of the land surveyor. Monuments set should conform to the standards as practiced by licensed land surveyors in the locale in which the CIC plat is recorded.

Example: ○ Denotes 1/2 inch diameter by 18 inch
long iron pipe monument set and marked
by License Number _____.

- 2.** The symbol to denote an iron monument set should be an open circle.
- 3.** The symbol to denote a found monument should be filled in.

Example: ● Denotes 1/2 inch diameter iron pipe monument found
and marked by License Number _____.

- C.** Boundary lines should terminate at the circumference of the circle which symbolizes iron monuments set by the land surveyor.
- D.** Judicial Landmarks of record and found in place should be shown and designated JLM found. Record JLM's not found should also be so indicated.
- E.** Show all government corners that determine the CIC real estate boundary whether or not these corners are a part of the CIC real estate boundary. These government corners will be referenced to the CIC real estate boundary by distance and direction. The type of monument should also be designated.

Example: West 1/4 Corner
Sec. 36, T.108, R.26
(Found Cast Iron Monument)

XVIII. SECTION SUBDIVISION LINES

- A.** All section, quarter section, quarter-quarter section and government lot lines should be shown and labeled if they relate to the real estate boundary.
- B.** Every effort should be made to reference the CIC real estate boundary to section or quarter section lines.

XIX. EXISTING RIGHTS OF WAY

- A.** The name of any public way within and/or adjoining the CIC real estate boundary should be shown in stippled text. Stippled text indicates the public ways are not created by the CIC declaration. The width of these public ways should be shown in Arabic numerals.
- B.** If adjoining public ways are intersected by another public way, also being outside the CIC real estate boundary, the name of this intersecting public way should also be stippled on the CIC Plat.
- C.** Adjoining railroads and similar rights of way should be treated in the same manner as public ways.

XX. THOROUGHFARE CENTER LINES

- A.** Where a highway right of way shown upon a CIC Plat has been surveyed according to the description of record, the document number or book and page number of the description of record should be shown. The CIC Plat should also show all courses of the location line described in the instrument that will control that portion of the right of way pertinent to the CIC Plat.
- B.** When the right of way is of varying widths, the center line should be labeled as described by document number, book and page number, or as traveled.
- C.** When the boundary of a CIC Plat is the center line of a traveled road, always label the center line accordingly.

XXI. DETAILS

- A.** Details of small, congested areas may be needed. If more than one detail is necessary, identify each with a letter.
- B.** Details should be drawn to scale and the graphic scale should be shown on the detail. If gross exaggeration is necessary, note that the detail is not drawn to scale.
- C.** The north orientation for the detail should be the same as the CIC Plat.

XXII. EXCEPTIONS

- A.** The word EXCEPTION should be used on the CIC Plat only where a specific parcel is recited in the description as being an exception or an exclusion to the primary and/or Additional Real Estate parcel(s).
- B.** On the CIC Plat, the word EXCEPTION should be shown in solid letters within the area being excluded.

PART FOUR

UNIT GRAPHICS

PART FOUR - UNIT GRAPHICS

I. UNIT BOUNDARIES (515B.2-102)

A. Front, Rear and Side Boundaries

(The boundaries of a unit need not be delineated by a structure).

1. All unit boundary dimensions must be shown.
 - a) Unless different unit boundaries are designated in the declaration, measurements are to the interior, unfinished surfaces of the perimeter walls, doors, windows, and door and window frames surrounding the unit.
2. Unit boundary dimensions should be shown in either feet and tenths of a foot, or feet and inches.

B. Upper and Lower Elevation Boundaries

1. All unit elevation boundary dimensions must be shown.
 - a) Unless different unit boundaries are designated in the declaration, measurements are to the interior, unfinished surfaces of the floors and ceilings of the unit.
 - b) Elevations must be shown for each floor and ceiling surface within each unit and should be shown in feet and tenths of a foot.
2. All sheets of the CIC Plat showing elevations must make reference to the established or assumed datum used to determine such elevations.

Example: Unit No. 1, Ceiling Elevation = 844.2 feet.
Floor Elevation = 836.1 feet.

3. Floor to ceiling heights may be shown for each unit as supplemental information, **not in lieu of the ceiling elevation**, and if shown should be in feet and tenths of a foot.
4. Units with varying upper and lower boundary elevations should show sufficient information at various locations to illustrate these different elevations.
 - a) Cross sectional views may be required to show variable upper and lower boundary elevations, and if used, the location of the cross section through the unit or building must be clearly shown.

C. General

1. The CIC Plat must represent the unit boundaries as they are described in the declaration.
2. Unless otherwise specified, all spaces, windows, interior partitions, fixtures and improvements within the bounds of a unit are a part of the unit and should not be shown on the CIC Plat.

II. COMMON ELEMENTS AND LIMITED COMMON ELEMENTS

A. Common Element

1. All common element improvements such as driveways, parking lots, retaining walls, sidewalks, etc., which are generally outside of the buildings shall be shown and dimensioned.
2. Show common element improvements that are intended to be constructed or are planned for construction after the CIC documents are recorded.
 - a) The intended location by distance and direction dimensions to the buildings and/or CIC real estate boundary must be shown.
 - b) Contemplated common element improvements shown shall be labeled either "MUST BE BUILT" or "NEED NOT BE BUILT".

B. Limited Common Element

1. Location and dimensions of all limited common elements must be shown and must specify to which unit or units each limited common element is allocated.

Examples: LCE Unit No. 101, Storage Area

Limited Common Element Patio, Unit A45

Deck LCE Unit 23

When using LCE or CE abbreviations on the CIC plat a definition of the abbreviations should be made part of the plat legend.

2. All windows, shutters, awnings, door steps, stoops, exterior doors or any fixture designed to serve a single unit, but located outside the unit need not be shown.
3. Flues, chutes, ducts, pipes, conduits, wires, bearing walls, columns or other such fixtures do not need to be shown.

III. FLEXIBLE CIC - SUPPLEMENTAL CIC PLAT

- A.** The adding of "ADDITIONAL REAL ESTATE" to a Flexible CIC may require the preparation of a SUPPLEMENTAL CIC PLAT. This CIC plat shows the addition of common elements and units to the common interest community.
- 1.** If there is to be a series of SUPPLEMENTAL CIC PLATS showing added declared additional real estate to a Flexible CIC, they shall be sequentially labeled, starting with FIRST (or 1st) SUPPLEMENTAL CIC PLAT, SECOND (or 2nd) SUPPLEMENTAL CIC PLAT, etc.
 - 2.** Such SUPPLEMENTAL CIC PLATS shall be labeled on each sheet below the CIC name in the title block.
 - 3.** The use of PHASE 1 or similar terms is not permitted.
 - 4.** The same technical standards shall apply to all SUPPLEMENTAL CIC PLATS as was required for the initial CIC Plat.
 - 5.** When less than all the declared ADDITIONAL REAL ESTATE is included in any SUPPLEMENTAL CIC PLAT, the location and dimensions of any remaining declared additional real estate must be shown and outlined by a medium weight solid line and labeled "ADDITIONAL REAL ESTATE".
 - 6.** Any remaining ADDITIONAL REAL ESTATE shall be described on each SUPPLEMENTAL CIC PLAT.

IV. AMENDMENT TO THE CIC PLAT (515B.2-118(c))

- A.** An owner or declarant may decide to subdivide or convert any unit into two or more units, common elements or limited common elements or combine two or more units.
- 1.** Section 515B.2-101 (c) requires that in a condominium, a planned community utilizing a CIC plat complying with section 515B.2-110 (c) [or section 515B.2-1101 (c)], or a cooperative where the unit boundaries are delineated by a structure, a declaration, or an amendment to a declaration adding units, SHALL NOT be recorded unless the structural components of the structures containing the units and the mechanical systems serving more than one unit, but not the units, are substantially completed, as evidenced by a recorded certificate executed by a licensed engineer or architect. (see certificates in Part Two above)
 - 2.** Amendment to CIC Plats in this case will be labeled consecutively beginning with First (or 1st) Amendment to CIC Plat, (Second (or 2nd) Amendment to CIC Plat, etc.), and the label shall be placed on each sheet below the CIC name in the title block. (see certificates in Part Two above)
 - 3.** That portion of the CIC real estate that is being changed by the Amendment to CIC Plat will be described in the Surveyor's Certificate and in the Amendment to Declaration.

- B. Adjoining unit owners, with approval of the homeowners association, may relocate the boundary between their units by recording an amendment to CIC Plat to show the altered unit boundaries.
- C. The amendment to CIC Plat shall show the location and dimensions of any new or altered units, common elements and limited common elements created.

V. UNIT AND BUILDING IDENTIFIERS (515B.2-104 (b))

- A. If the CIC plat for a planned community complies with chapter 505, 508, or 508A, then a description of a unit in the planned community is legally sufficient if it is stated in terms of a plat or registered land survey. Any instrument conveying or asserting an interest in a unit shall reference the county and the common interest community number immediately following the name of the plat or registered land survey.
- B. In planned communities whose CIC plats comply with section 515B.2-110 (c) or [section 515B.2-1101 (c)], and in all condominiums and cooperatives created under chapter 515B, a unit identifier shall contain no more than six characters, only one of which may be a letter.
- C. Each unique unit identifier should be shown within the unit's boundary on the CIC Plat and shall be preceded by the word UNIT.
- D. The numbering of each building is optional. However, if used, the numbers should be shown within the building boundary and should be preceded by the word BUILDING.

VI. LINE WEIGHTS AND TEXT SIZES

- A. Lines drawn on the unit detail portion of the CIC plat should have at least four distinct line weights according to the following breakdown from thickest to thinnest.
 - 1. Unit boundary lines.
 - 2. Building perimeter lines.
 - 3. Limited common element lines.
 - 4. Common element improvement and dashed underlying description or easement lines.

- B.** Text sizes on the CIC Plat should vary according to the following list from largest to smallest. To facilitate legibility, photo reproduction, microfilm reduction, and image scanning, the smallest size used must be sufficiently legible to reproduce a readable copy using the county recorder's or registrar of title's current method of reproduction.
1. Title of the CIC plat.
 2. Unit numbers, stippled underlying subdivision names.
 3. Stippled street names.
 4. Unit dimensions and elevations.
 5. Underlying lot numbers and tract letters and similar information.
 6. Easements and similar data.

VII. DETAILS

- A.** Details of small, congested areas may be needed. If more than one detail is necessary, identify each with a letter.
- B.** Details should be drawn to scale and the graphic scale should be shown on the detail. If gross exaggeration is necessary, note that the detail is not drawn to scale.
- C.** North orientation of the details should be the same as the North orientation of the Unit drawings.

PART FIVE

PROCEDURE FOR RECORDING CIC PLATS

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

I. MATERIAL AND SPECIFICATIONS

All CIC Plats submitted for recording must be manufactured according to the specifications adopted by the recording agency/agencies of the county/counties in which the CIC is located. Please check with the County Recorder and/or Registrar of Titles for any specific requirements.

Although CIC plats are not subject to Chapter 505, the plat format described in section 505.021, Subd. 1 is recommended.

II. QUANTITY

- A. One CIC plat is usually required for recording. Please check with the County Recorder and/or Registrar of Titles for any specific requirements. Also please check with the city or township for any specific quantity requirements.

The CIC plat shall have all sheets labeled "OFFICIAL". All replicas of the CIC plat shall have all sheets labeled "COPY". The words OFFICIAL and COPY shall be centered on the top of and outside the border line, if any, of all sheets of the CIC plat.

- B. CIC Plats in unsatisfactory condition may not be accepted for recording.
1. It is required that PENS WITH PERMANENT BLACK INK BE USED for all signatures, dates, and notary acknowledgments.
 2. BALL POINT PENS **shall not** be used for any signatures or dates on CIC Plats.
 3. DO NOT FOLD CIC plats.

III. PROCEDURE FOR RECORDING

- A.** CIC plats must be signed as required, before a Notary Public. The Notarial Officer certification must include the official notary stamp and they may clearly print in black ink their name and their commission expiration date in addition to their required signature. The MONTH of all dates must be spelled out in full.
- B.** A CIC declaration, bylaws, any amendment to a CIC declaration or bylaws, and any other instrument affecting a common interest community shall be entitled to be recorded. In those counties which have a tract index, the County Recorder shall enter the CIC declaration into the tract index for each unit affected. The Registrar of Titles shall file the CIC declaration on the certificate of title for each unit affected.

Submit the CIC Declaration and the CIC Plat to the County Recorder/Registrar of Titles for recording.

- 1.** The CIC Declaration and CIC Plat complying with chapter 515B are recorded as one document.
- 2.** If the CIC is registered property (Torrens), the documents shall be given to the Examiner of Titles for review to determine whether they comply with the requirements of the Minnesota Common Interest Ownership Act.
- 3.** All fees must be paid prior to or at the time of recording.

IV. CICs, Additional Real Estate and Registered Property

A condominium declaration subjecting abstract land to The Act can be recorded if any part of declared Additional Real Estate is registered land. But before any part of that registered Additional Real Estate is added to the condominium the entire CIC property must become registered land. Declared Additional Real Estate is not CIC property. See general rules of practice for the District Courts, Rule 222, part (e).

A condominium declaration subjecting registered land to The Act can be filed if any part of declared Additional Real Estate is abstract land. But before any part of that abstract Additional Real Estate is added to the condominium it must become registered land. See general rules of practice for the District Courts, Rule 222, part (e).