



Cass County Recorder
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PLATS, SURVEYS & CORNER RECORDS

Note: If a **parcel split** is planned, please reach out to the respective county or city planning office in advance of any work to discuss any subdivision requirements or exemptions. Contact information for the planning offices for each jurisdiction can be found on the Recorder page at www.casscountynynd.gov.

PLATS

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| Requirements: Subdivision Name | Check the subdivision listing on the Cass County page on <i>ndrin.com</i> to confirm the name has not already been used and is not similar to another. |
| Legal Description | Original description (include vacated parcels, if applicable) and new description. |
| Owners Certificate | Must be signed by all current parcel owners with a full notary acknowledgement. |
| Surveyors Certificate | Must include surveyor's stamp with signature across stamp. Notarization not required. Cannot be e-signed per NDCC 40-50.1-03 & 1-01-37. |
| Signature by City/Township/County Officials | Must include full notary acknowledgement for the following: <ul style="list-style-type: none">• Engineer• Planning Commission• City/County Commission Or, county/township signatures may be <u>attested</u> on rural subdivision plats. |
| Shading or Aerial Photos | Are <u>not</u> allowed. |
| Resolutions | <i>May</i> be recorded. Be sure name is exactly as it appears on plat, it is signed, and number of lots and blocks agree with plat. |
| Vacation (or partial vacation) | If applicable, it must be signed with a full notary acknowledgement and include a legal description of the vacated parcel(s). |

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| Document Specs: | Size | 22" x 34" per Cass County Subdivision Ordinance #2006-1. |
| | Font | ≥ 10 pt. Calibri |
| | Media | 8 mil polypropylene/PSA 36"x100' w/ 3" core OR durable matte polypropylene by Canon Banner 139gsm/7mil, item #0834V779, can be found at Advanced Business Methods or Liberty Business Systems Inc. (mylar is not good for stamps and notaries) |

Recording: *Original* plats must be submitted **via eRecording** thru the following submitters: Taxes must be paid before recording (except for cemetery plats).

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| City of Fargo | For subdivisions in the City of Fargo or its ET. |
| City of West Fargo | For subdivision in the City of WF or its ET. |
| Ohnstad Twichell Law Firm | For subdivisions in cities where Ohnstad Twichell Law Firm is the city attorney. |
| Cass County Planning Office at the Highway Department | All other areas of the county not covered above. |

Research: NDRIN: 1985 – present (we add older plats as we have time)

Recorder Page at casscountynd.gov All plats are available for public viewing.

AUDITOR LOT PLATS

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| Requirements: | Must obtain Auditor's approval prior to recording. | See Finance Office page at casscountynd.gov or call the Finance Office at 701-241-5600. |
| | Size | 8½" x 14" (or may be submitted up to 22" x 34") |
| | Font | ≥ 10 pt. Calibri |
| | Shading or Aerial Photos | Are <u>not</u> allowed. |
| Recording: | Must be submitted via eRecording as shown above. | Recorder will assign auditor lot number at time of recording. Taxes must be paid before recording. |
| Research: | NDRIN: | Most auditor lot plats are available. |
| | Recorder Page at casscountynd.gov | All plats are available for public viewing. |

SURVEYS

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| Requirements: | Size | No larger than 8½” x 14” |
| | Font | ≥ 10 pt. Calibri |
| | Shading or Aerial Photos | Are <u>not</u> allowed. |
| | Signatures | Surveyor’s signature must appear over their seal. |
| | Notary Acknowledgement | Needed if the survey is recorded as a stand-alone document (i.e. not an exhibit attached to another submitted document). |
| Note: | A survey does not transfer a parcel. | A separate transfer document will need to be recorded to effect a transfer of the surveyed parcel. |

CORNER RECORDS

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| Requirements: | Signatures | Surveyor’s signature must appear over their seal. |
| | File with Recorder | Physical corner monument document must be submitted to Records Office where it will be indexed and placed in the Corner Record books. |
| Document Specs: | Use current form approved by NDPELS | See ndpelsboard.org/north-dakota-land-survey-monument-record/ |
| | Size | No larger than 8½” x 14” |
| | Paper | Should be on good bond stock weighing not less than 16 lbs. |
| Research: | NDRIN: | All corner records are available. The S/T/R index is available on the Cass page on NDRIN. To search by file number, use letter <i>C</i> and six digits for the file number (575 would be C100575). Numbers range from C100001 thru C104165 (as of 11/19/2024) Or, you can search by document type using <i>Corner Record</i> and the S/T/R. |