

*DODGE COUNTY
DEPARTMENTS— SURVEYS*

ASSESSOR **507-635-6245**

COUNTY SURVEYOR **651-385-3197**

FINANCE **507-635-6239**

HIGHWAY **507-374-6694**

RECORDER **507-635-6250**

SEWAGE TREATMENT **507-635-6272**

ZONING **507-635-6272**



**SURVEYORS LIST
AVAILABLE**

For a list of Minnesota Licensed Land Surveyors who commonly practice in Dodge County, please contact the Dodge County Recorder's Office. THE LIST IS PROVIDED FOR INFORMATION ONLY AND DOES NOT CONSTITUTE AN ENDORSEMENT BY DODGE COUNTY.

**SURVEYS IN DODGE
COUNTY**

**REQUIREMENTS
FOR THE
DIVISION OF
PROPERTY**

*Government Services Building
721 Main St N
Mantorville, MN 55955*



DODGE COUNTY
Historic. Vibrant. Rural.

Phone: 507-635-6250
Fax: 507-635-6255
In County Toll Free: 888-600-5169

ALL LANDOWNERS PROPOSING TO SPLIT PROPERTY SHOULD CONTACT DODGE COUNTY PRIOR TO HAVING A SURVEY OF THE PROPERTY PERFORMED TO OBTAIN INFORMATION ON ORDINANCE REQUIREMENTS, PROCESSES AND HOW THE PROPOSED SPLIT MAY AFFECT PROPERTY VALUE

When is a Certificate of Survey required?

A Certificate of Survey is required for the following:

1. All divisions of land by a metes and bound description, descriptions by acreage, or by fractional pieces of the section, and
2. Remainder descriptions of less than five (5) acres in size, resulting from the split of one or more parcels.

WHERE ANY CONVEYANCE OF LAND INVOLVES A DIVISION OR SPLIT OF LAND, A COMPLIANT CERTIFICATE OF SURVEY IS REQUIRED TO BE ATTACHED TO THE CONVEYANCE DOCUMENT.

Where should Certificate of Surveys be filed?

All Certificates of Survey shall be filed with the Dodge County Recorder's Office.

PLEASE BE ADVISED THAT NON-COMPLIANT CERTIFICATES OF SURVEYS AND/OR DIVISIONS OF PROPERTY THAT WOULD VIOLATE DODGE COUNTY ORDINANCE REQUIREMENTS WILL NOT BE PROCESSED.

REQUIRED INFORMATION: All Certificates of Survey shall contain the following information:	
	Title (Certificate of Survey);
	Existing legal descriptions shall note the Certificate of Title number, if applicable. If the existing legal description dimensions or descriptive recitals (calls) differ from what is measured or observed by the field survey, the Certificate shall show those differences
	A north arrow accurately correlated to the courses shown on the property lines;
	Scale of drawing shall include a graphic scale and the pertinent numerical divisions (Scale in feet).
	Legend describing all symbols used on the drawing;
	Date of Survey;
	Statutory Certification by a Minnesota Licensed Land Surveyor.
	Name of owner of the property or the name of the person who requested the survey;
	Sufficient boundary survey data and mathematical information (bearings to the nearest one-second of a degree and dimensions to the nearest one-hundredth of a foot) to locate and retrace the boundary and any other survey lines such as easements;
	Identify all property corner monuments as either found or set and describe the type of monument.
	Identify known boundary or description gaps or overlaps. Gaps and overlaps should be dimensioned whenever possible;
	Location, right of way widths, and names of public roads, other public ways, or railroads within or adjacent to the property;
	Distance and direction reference ties from the boundary of the proposed plat to a minimum of two (2) Public Land Survey corner monuments.
	Total area in square feet or acreage of the surveyed parcel.
	A vicinity map showing the location of the property surveyed by section, township, and range.
IF APPLICABLE:: The Certificate of Survey shall also contain the following :	
	Existing or proposed easements located in accordance with descriptions furnished, or as shown on the plat of record. Document numbers, if furnished, should be shown;
	Ponds, lakes, rivers, streams, creeks, wetland, or other waterway which are part of the boundary of the property. Elevations shall be referenced to an established bench mark with a mean sea level elevation and noted on the survey;
	The location of the closest point of any structures located within thirty feet (30') of any existing or proposed property boundary. The location of the proposed property line in relation to any existing structure shall not be less than the minimum required for the primary or overlay zoning district in which it is located;
	Location of existing or proposed primary and secondary treatment sewage treatment system(s);
	Location of existing wells, whether functional or non-functional;
	Visible encroachments