

## Plat Recording Requirement & Process

After the Golden Valley City Council grants approval of a Final Plat, the platter is ready to move on to the recording process. **NO BUILDING PERMITS WILL BE APPROVED** for any new or adjusted lots in Golden Valley until after the City's Physical Development Department receives acceptable evidence (as identified in Step 5) that the plat has been successfully recorded at the county.

### Preliminary Requirements:

- Hennepin County requires one mylar copy of each sheet comprising the plat.
- The City of Golden Valley requires a digital copy of each sheet.
- Do not roll or fold mylars. Plats in unsatisfactory physical condition are not acceptable for recording.
- State law requires that **ONLY BLACK, PERMANENT INK BE USED** for all stamps, signatures, and dates. Ballpoint and felt tip pens are not acceptable. If your surveyor supplies a pen (and most do), make sure that **ALL** signers use it.
- Ink will smear if sheets are shuffled together before dry, especially when a stamp is used. **ILLEGIBLE STAMPS, SIGNATURES, OR OTHER ENTRIES ARE NOT ACCEPTABLE.** Leave inked sheets spread out and undisturbed on a flat surface until ink is completely dry.

### STEP 1: Property Owners and Others Having an Interest in the Affected Land

- The plat has a signature area and a dedication area. Each owner or other party must sign both mylar copies **IN THE APPROPRIATE BLANK, IN THE PRESENCE OF A NOTARY PUBLIC, USING AN APPROVED INK PEN.** Signatures must exactly match any names pre-printed below the signature blank, and/or any names listed in the dedication area.
- Corporate seals must be affixed when possession of such seal is indicated on the plat. Seals must be affixed near the corporate signatures, but should not obscure other lettering.
- The Notary Public must print or stamp his/her name and commission expiration date, and add his/her signature in the witness blank near the signatures(s) being witnessed. If using a stamp, **THE PAD OR RESERVOIR MUST BE SUPPLIED WITH BLACK, PERMANENT INK** (some Notaries don't know this, so it pays to give them specific instructions).
- The **MONTH** of all dates must be spelled out in full.

### STEP 2: City of Golden Valley

- City officials will sign the mylar only after all private parties have completed their signature blanks per Step 1. Bring all mylar sheets comprising the plat to the City's Physical Development Department. If there are any covenants, easements, or other legal documents relating to the plat and requiring City signatures as a party thereto, they should be turned in with the mylar. It will take a few days to get the necessary City signatures. Leave a phone number where you can be reached when the plat is ready to go.

- When the mylar is returned to you, it will be accompanied by a certified copy of the approving resolution and by the signed copies of any covenants or other legal documents to which the City is a party.
- If there is a park dedication fee or any special assessment due to the City as part of the platting approval, it must be paid before the signed mylar is collected.

#### STEP 3: Hennepin County Tax Department

- Take the plat and any related legal documents to the Hennepin County Government Center in downtown Minneapolis. The Property Taxation Department is on the sixth floor of the Administration Tower (Room A-603).
- Along with the plat, you must provide a current tax statement for all affected property, and a receipt indicating payment of current year taxes. ALL PROPERTY TAXES FOR THE ENTIRE CURRENT YEAR MUST BE PAID IN FULL before the plat will be accepted for recording. If they are not already paid up, you will have to write a check at this point.

#### STEP 4: Hennepin County Surveyor

- Go up one floor in the Administrative Tower of the Government Center to the Surveyor's Office (Room A-703). Surveyors will compare the plat to records from their preliminary review. They will sign the appropriate signature blank only if the plat meets all earlier stated requirements of their office.

#### STEP 5: Hennepin County Recording Office

- Go up one more floor to the Recording Offices (Room A-803) to complete the process. You will be charged a filing fee for the plat itself, plus a separate fee for each related legal document you record along with the plat.
- If any part of the plat is Torrens property, it must be reviewed by the Registrar of Titles (same location as recording office) before completing the recording process.
- When paying the recording fees, you must also request (for another fee) **A DIGITAL COPY OF THE FULLY RECORDED FINAL PLAT TO BE SENT TO THE CITY OF GOLDEN VALLEY PHYSICAL DEVELOPMENT DEPARTMENT** at [Planning@goldenvalleymn.gov](mailto:Planning@goldenvalleymn.gov). This will be your proof of filing, which is necessary before the City will issue any building permits.
- Review by the Registrar of Titles, or any other part of the County recording process, may cause a delay of days or even weeks before your plat completes the process. If timing is particularly important to you, the City will accept A RECEIPT FROM THE RECORDING OFFICE, SPECIFYING THAT YOU HAVE PAID FOR THE DIGITAL COPY OF THE FULLY RECORDED PLAT, which will be sent to the City at a later date. The City must have either the digital copy itself, or the receipt stating that you paid for such a copy, or no building permits will be issued.

**Plats become void if not filed with Hennepin County within 60 days of Final Plat approval.**

Extensions to the deadline may be requested to the City Council no later than 30 days following Final Plat approval. Contact the City's Planning Division offices at 763-593-8095 for more information about requesting an extension of Final Plat approval.