

SURVEY REQUIREMENT FLOWCHART

Note: This entire process needs to be completed in 5 days or less

DEED COMES IN TO THE **RECORDER'S** OFFICE



RECORDER ADDS DOCUMENT # AND RECORDS IT



TREASURER CALCULATES DEED TAX



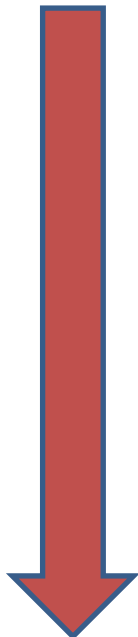
AUDITOR

Will this create a new legal description based on current parcel records?

NO



No survey required



YES



Is the new legal description an aliquot part?
(see definition)

YES



No survey required

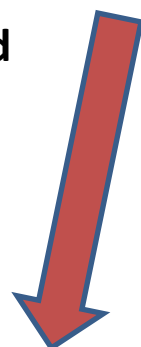


NO



Is a survey provided?

YES



NO



STOP:
Survey is required
See notes

AUDITOR TRANSFERS LAND RECORDS AND ADDS TRANSFER STAMP



RECORDER TRACTS & IMAGES DEED AND SENDS BACK TO SUBMITTER

Notes:

Call the attorney/title company who drafted the deed to see if they have a survey

IF THEY DO HAVE A SURVEY:

Ask them to provide a copy of the survey to you within the next day or so and wait to process the document until the survey is provided

IF THEY DON'T HAVE A SURVEY:

Being that a survey needs to be done and it will not be available in time to meet the 5 day process requirement:

Step One:

Transfer the land record with a legal description and approximate acreage with the best estimate (combined effort of the Auditor/Assessor/GIS) and add the transfer stamp. Then continue on with the flowchart. Notify the Assessor's Office that the division/combination will not be forwarded to their office until the survey is provided and legal description/acres can be verified and changed if needed. Move to step 2

Step Two:

Send a letter (along with a copy of the ordinance) to the attorney/title company requesting a survey as soon as possible. If no response within 1 week move to step 3

Step Three:

Send a second letter. If no response within 1 week move to step 4

Step Four:

Ask the County Attorney to send a third letter

Subdivision ordinance – Sibley County Code, Article 320

320.1.4.2 Application of Ordinance

320.7.2.2 Conveyance by Metes and Bounds

Effective: April 1, 2006

Amended: June 28, 2011

Aliquot Part:

A legal subdivision of a section and results from an equal division of halving and fourths - Bureau of Land Management 1995

The standard subdivisions of a section, such as a half section, quarter section, or quarter-quarter section - Bureau of Land Management