

LEGAL DESCRIPTION GUIDE:

ABBREVIATIONS:

Northeast	NE	Northeasterly	NELY
North west	NW	Northwesterly	NWLY
South west	SW	Southwesterly	SWLY
Southeast	SE	Southeasterly	SELY
Quarter	4	County Road	CO RD
Half	2	Highway	HWY
Fractional	(FRL)	Railroad	RR
Government Lot	Gov Lot	Meander Corner	MC
Less	ls	Undivided Interest	UND INT
Road	RD	Street	ST
Creek	CK	Transmission Line	TL
Balance	BAL	Stream	SRM
Right of Way	R/W	Private	PVT
Mineral Rights	M/R	Vacated	VAC
Easement	ESMT	Unknown	UNK
Tax Number	TAX #	Centerline	CL
Shore Lands	S/L		

All abbreviations will be in lower case in exceptions.

GENERAL RULES AND EXAMPLES:

All major groups of a single legal should be written using upper case lettering on separate lines if possible and separated by a semicolon (;) followed by a space and should be interpreted as “and”...

Eg: The North one-half of the Northeast one-quarter AND the Southwest one-quarter of the Northeast one-quarter should be written as follows:

N2 NE4;
SW4 NE4

If any portion of the major description has been excepted out that portion should be added following a comma (,) and before any semicolon (;) and written in lower case lettering.

Eg: The North one-half of the Northeast one-quarter. Except the South 200’ thereof AND the Southwest one-quarter of the Northeast one-quarter should be written as follows:

N2 NE4, ls s 200’;
SW4 NE4

An Included portion of a description should be placed in front of the main description in Upper Case Lettering. An extra space or two in between helps with the clarity.

Eg: S OF RIVER S2 NW4

If Mineral rights have been reserved on the entire parcel this should be placed on the LAST line of the legal description.

Eg: The North one-half of the Northeast one-quarter. Except the South 200’ thereof AND the Southwest one-quarter of the Northeast one-quarter should be written as follows:

N2 NE4, ls s 200’;
SW4 NE4
ls m/r on all

In this case the parcel should be followed by one that has ONLY the Mineral Rights and this should be noted on the FIRST line of the legal description.

Eg: The North one-half of the Northeast one-quarter. Except the South 200' thereof AND the Southwest one-quarter of the Northeast one-quarter should be written as follows:

M/R ONLY ON ALL:

N2 NE4, 1s s 200';

SW4 NE4

These same rules should apply to "Undivided Interests".

Short Plat lots should be indicated by the legal description followed by an informational line in parenthesis enclosing the short plat number.

TAX #4 (SP 166-99-1)

If a legal description includes a dimensional parcel the "of the" is reduced to "of" in the dimensional portion and is assumed in the rectangular portion unless otherwise indicated as would be encountered in a split dimension description.

Eg: The South 200' of the East 300' of the Southeast one-quarter of the Northeast one-quarter.

S 200' OF E300' SE4 NE4

or in the case a split dimension description.

SE4 NE4, 1s n 200' & s 100'

In rectangular descriptions the "of the" is assumed and not written.

SE4 NE4, 1s ne4 se4 ne4 & sw4 se4 ne4

If a description includes government lots because of its place in the township, this usually occurs on the North and West side of a Township, or has mining claims, or bodies of water, or other government land, it may be referred to as "fractional", in this case it will have the informational string added in parentheses.

Eg: S2 NE4 (FRL)

If it is strictly a government lot, the government lot number is indicated followed by the informational string indicating quarter section it is contained in enclosed with parenthesis.

Eg: GOV LOT 2 (NE4)

If two (2) or more parcels (perhaps in different sections) are connected by short plat or an exemption thereof or if a portion of a parcel description transgresses a section line leaving a portion that is smaller than 20 acres, these parcels should both be noted in the description field on the third line or lower that this parcel "CANNOT BE SOLD SEPARATE FROM PARCEL XXXXXXXX" or "CONTIG PROP IN SEC 9" to help avoid short plat violations or orphaned Forestland.

Short Plat lots and Tax Numbers that cross section lines should be noted on the third line or below that the balance is located somewhere else.

Eg: (BAL OF TAX 4 IN SEC 14)

Multiple Tax Numbers should be indicated with # followed by the first tax number followed by a comma then a space before the next number (no #). Consecutive numbers can be consolidated by using a hyphen (-) and placing a space on each side for clarity. The last number should be preceded by an ampersand (&). This is to be used on both exceptions and regular descriptions.

Eg: N2 SE4 SW4, 1s tax #2, 4, 40 – 47, 57 & 58

OR

TAX #2, 4, 40 – 47, 57 & 58

NOTE: The hyphen should only be used for inclusive, consecutive numbers.