



**SCOTT COUNTY  
GOVERNMENT CENTER  
LAND RECORDS DEPARTMENT**  
200 FOURTH AVENUE WEST  
SHAKOPEE, MINNESOTA 55379-1220

**PAT BOECKMAN**  
RECORDER/REGISTRAR OF TITLES

(952) 496-8150  
Fax: (952) 496-8138

pboeckman@co.scott.mn.us  
http://www.co.scott.mn.us

**HOW TO VIEW THE WEB FOR LOT SIZES**

[www.co.scott.mn.us](http://www.co.scott.mn.us)

Select **Land Records** from the left side of the first web page.

**New!!!**

Select **Plat/RLS/CIC for Plats-Type** in **Plat Name** . On the next screen click on **image to the right** of the Plat Name and this selection will take you directly to the Plat. Always make note of which direction the **North Arrow** is pointing. You will also need to use the magnifying glass on the toolbar to enlarge the lot/block you are looking for (see printing instructions on next sheet).

\*\*\*\*\*

If you do not know the **Plat Name** and have a PIN Number you can find the Plat Name using **GIS Maps**.

Select **Property Information Search under Taxation**. Click on the **PIN Tab** and then type in the Property ID Number in the open box to the right and then click on the **Search Button**.

You will see a picture of the lot above. To access the plat with dimensions you will need to use your scroll bar to the right and scroll down until you see your **Plat Link** under Plat Description. You will need to remember your legal to choose the correct Plat and corresponding **Image** on the next screen.

\*\*\*If GIS Maps is not operating try using the Land Records option above. They are rarely down at the same time.

\*\*\*\*\*

Or **Select Documents by Tract Index** and double click.

- Choose a Search Method
- Leave “drop down” box with **Plat Number** in it
- Click on **Continue**

On the next screen:

- Leave all the option buttons filled in as is (ie: the search criteria such as legal description, ascending, etc. already selected)
- Change the **date** to **03/01/1700** so the computer searches ALL plats, not just the ones from 1985.

You can search by:

- Grantor/Grantee Name-Type in Plat Number.
  - Or type in number of plat with lot/block (plat number is usually the first 5 digits of your parcel identification number).
  - Or click on “Show Plat Numbers” tab to locate plat.
- \*\*You must have a Plat number with lot/block.**

Locating Plat: Click on “**Show Plat Numbers**” tab

Next screen:

Choose **Plat Numbers** field to see plats by name and select plat with down arrow” in the drop box .Select **Continue**.

Next screen:

Click on **Search** tab to locate plat.

Next screen:

Scroll until you see the word **PLATS** under the “**Instrument Type**” field.  
Click on “**INFO**” (highlighted in blue) to the left of the screen.

Next screen:

Click on the highlighted document number underlined.  
This will bring up **Acrobat Reader**, which will allow you to view the picture of the plat.

You need to look for the “**North Arrow**” on all plats to know which direction on the plat is North.

You can “zoom in” or “zoom out” using the magnifying glass on the tool bar to better view the dimensions. Click on the + key and move it to the lot you want to enlarge, then click on it.

To zoom out click on the down arrow to the right of the magnifying glass and choose “zoom out” and click on the plat again.

### **PRINTING OUT A LOT DIMENSION**

- You have the following 3 options for printing:
- You can pay for Acrobat Reader 6.0 or greater and you will get the printer icon on the Toolbar to print out your documents or ;
- If you have Acrobat Reader 5.0 or greater there is a Select Graph Tool Icon on the Tool bar to select the area you want to print. This feature allows you to draw a box around the area you want to print and then right click on it to copy. Then you will need to open your Wordpad Software ; Go to Start then Programs then Accessories then Wordpad. Once Wordpad is open you go to Edit on your menu then use paste to put your plat into this document. You can print from Wordpad using the printer icon on the top tool bar or;  
\*\* (Acrobat Reader 5.0 can be downloaded from their website [www.adobe.com](http://www.adobe.com))
- You can use the Print screen key on the top right of your keyboard . Then open WordPad per the instructions above and then print.
- 

### **SECTION LAND**

Select **Property Tax** in the left column of the first Web Page.

Select **Property ID Search**.

Type in the **Parcel Identification Number** and click on the **Search** button.

You will find the Deeded Acres under **the Legal Description** Information area.