

Plat of Survey, Application and Submittal – Checklist

* Plat of Survey – 45.25.1

- _____ 1 - Marked as Plat of Survey
- _____ B - Parcel letter approval from the County Auditor
- _____ G - Approval signature block on plat
- _____ All items in section 45.25.1 – A. C. D. E. & F.
- _____ Road entrances shown on plat **and marked on site**
- _____ **Reference to two public land survey corner certificates - location by book and page number – existing or prepared and recorded prior.**
- _____ **ALL REQUIREMENTS OF 355.7 AND APPLICABLE SECTIONS OF CHAPTER 355 WILL BE REVIEWED FOR INCLUSION.**

* Application and Submittals – 45.25.2

- _____ I - Application Form – signed
- _____ 2 - Application fee
- _____ Plat of Survey – 5 copies
- _____ E - Copy of covenants to be filed^o
- _____ E – Easements - utility
- _____ F - Statement of water and sewer proposed
- _____ H - Entrance authorization – County permit or State letter^o
- _____ J - Resolution from Municipality with jurisdiction^o
- _____ - - Fence agreement for existing or planned fences^o

^o Original documents are to be kept by the applicant until filing with Recorder.

* Check for inclusion in CRP program – check county FSA office.

* Check for inclusion in drainage district – Auditor’s Office or S.D.Coordinator.

* **Procedure** – Summary guide and 45.25.3 Approval Procedure (pg.13) give an overview.

Plat of Survey – Appropriate Usage

One new parcel created with each Plat of Survey -- Is Not An Official Plat --
-- Does Not Create a Lot --

Used for the following:

One parcel split – one new parcel created – for sale or transfer.

Property line adjustment – no property transfer or sale.
- or transfer between abutting owners.

Multiple parcels created – division into parcels of 40 acres or more, not involving
any new street, easement or dedication.
- separate Plat of Survey for each parcel.

Division of existing subdivision lots – use a Minor Subdivision Plat

** New buildings should be placed a minimum of 50 ft. from the County Road centerline or greater to be beyond the designated R-O-W line to provide for future space utilization.

Contact the Subdivision Coordinator with any questions concerning the application – 319-653-7794