

DIVISION OF LAND PROCESS FORM

Cerro Gordo County

To Be Completed
Owner or Surve

Date: _____ Map # _____

Parcel #: _____ Folder # _____

Owner of Record: _____ Phone: _____

Address: _____ City _____

Contract Buyer: _____ Phone: _____

Address: _____ City _____

Current Description: _____

The proposed description will be a metes & bounds description as shown in a plat of survey to be prepared by a registered land surveyor.

The proposed description will be as shown below:

Proposed Description: _____

Reason for Division: _____

Submitted by: Owner Surveyor Other _____

Signature: _____ Date / Time Submitted: _____

SURVEYOR INFORMATION (If Applicable)

Daryl Eiffler 424-6344 Yaggy Colby Associates

Brian Diehl 423-8271 WHKS & Co.

Ken Stark 423-7947 Stark Surveying

Jim Witt 423-8018 Witt Surveying

Bob Holze 423-1451 Midwest Land Surveyors

Other _____

A plat of survey will be filed.

A subdivision plat will be filed.

An acquisition plat will be filed.

COUNTY RECORDER

There is a recorded survey for the above parcel (attach copy). Yes No

Signature: _____ Date / Time Forwarded: _____

COUNTY TREASURER

The property has an existing special assessment. Yes No

The property has an existing drainage assessment. Yes No

The property has delinquent taxes and/or is in a tax sale. Yes No

Signature: _____ Date / Time Forwarded: _____

COUNTY AUDITOR

The current legal description uses a metes and bounds description for which there is no recorded survey. Yes No

There is a parcel within the original tract which uses a metes and bounds description and for which there is no recorded survey. Yes No

The description(s) of one or more parcels within the tract is/are not sufficiently certain and accurate (Code section 354.3). Yes No

The proposed legal description uses metes & bounds. Yes No

A plat of survey is required for a division of the property.

A plat of survey is also required for the remaining parcel.

An auditor's plat / subdivision plat is required of the tract.

Parcel Designation(s): _____

Signature: _____ Date / Time Forwarded: _____

Action Required	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>

COUNTY ASSESSOR / MASON CITY ASSESSOR

A plat of survey is required for a division of the property.

A plat of survey is also required of the remaining parcel.

An auditor's plat / subdivision plat is required of the tract.

Signature: _____ Date / Time Forwarded: _____

Action Required	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>

Land Use Purposes
County Subdivision and Zoning Ordinances

COUNTY ZONING ADMINISTRATOR (If Applicable)

The division of land is a split of an existing platted lot in a subdivision.

Yes No

The division of land creates a lot, or parcel, for the purpose, whether immediate or future, of sale, lease, conveyance, transfer or building development.

Yes No

The division of land involves the creation of a new street.

Yes No

A subdivision and/or resubdivision is required.

The proposed subdivision is within two miles of the corporate limits of a city enforcing subdivision regulations, and is subject to the platting requirements of the county and the city.

The lot(s) or parcel(s) created and all other remaining lot(s) or parcel(s) meet minimum size requirements.

Yes No

A zoning change on one or more lots is required.

Suggested change from _____ to _____

Signature: _____ Date / Time Forwarded: _____

Action Required	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>

Proposed Plat Reviewed
By County Engineer

COUNTY ENGINEER (If Applicable)

- Approved as submitted.
- Returned with corrections noted.

Signature: _____ Date / Time Forwarded: _____

Copies Forwarded, Original Filed
Notice to Owner / Surveyor

COUNTY AUDITOR

- Copy forwarded to owner / surveyor (circle one).
- Copy forwarded to County Recorder.

Signature: _____ Date / Time Forwarded: _____

NOTICE TO OWNER / SURVEYOR

The decisions on the above requirements by the respective county officers are based on the information provided. If corrected or additional information is thereafter supplied, there may be additional or more restrictive requirements. Also, you must check with the city if the proposed division lies inside or within two miles of an incorporated city to determine whether the city has a zoning ordinance that will impact your ability to divide and/or use the property.. The division may be subject to city subdivision and/or zoning laws even though your property does not lie within the city limits.

355.6 MONUMENTATION

- Control monuments at each corner and angle point of lot, block, parcel (2) (a)
- Control monuments at point of intersection of boundary & ROW lines (2) (b)
- Control monuments at points of curve, tangency, etc. on ROW line established (2) (c)

355.7 PLATS OF SURVEY

- Plat not less than 8.5" x 11" (2)
- Scale and scale bar on each page (3)
- North arrow on each page (4)
- Survey tied to land line monumented by two government corners or two corners of recorded subdivision (5)
- Lengths (decimal feet) on boundary lines (6) & (10)
- Bearings or angles (nearest one minute arc) on boundary lines (6)
- All monuments shown, identified, and indicated as found or set (7)
- U.S. Public Land Survey System corners identified by description of monumentation and noted found or set (8)
- Control monuments described and clearly identified and noted as found or set (9)
- Date of field survey work (14)
- Description of parcel (14)
- Surveyor's statement, signature, date signed (15)
- Iowa registration number and seal shown (15)

If applicable:

- If recorded vs. measured distances/ bearings differ, show "recorded as" (6)
- Curve data (radius, central angle, length of arc) (11)
- Meander line or offset line data (13)

355.9 DESCRIPTIONS

- Definite and unequivocal identification of property lines
- Commences at or relates to physically monumented corner or boundary line of record
- Closure not greater than 1:5,000 for each parcel or individual lot, or 1:10,000 for subdivision boundaries

355.10 RECORD

- Plat recorded in 30 days (New divisions: boundary or description corrected)

355.11 U. S. PUBLIC LAND SURVEY CORNER CERTIFICATE

- Certificates recorded (1)

354.4 DIVISIONS REQUIRING A PLAT OF SURVEY

- "Plat of Survey" noted on plat (1)
- Parcel letter designation (1) (a)
- Names of proprietors (1) (b)
- Description of each parcel (1) (c)
- Total acreage in each parcel to nearest 1/100th acre (1) (d) & (4)
- Acreage of right-of-way in each parcel (1) (e)
- Acreage of each 40-acre tract making up parcels (4)

ADMINISTRATIVE RULES

- Registration expiration date 193C-1.30 (542B)
- Identify for whom survey was made 193C-2.5 (542B) 2.5 (4)

331.602 RECORDING REQUIREMENTS

- 8.5" x 2" Space at top of sheet (1)
- Name, address, telephone number of preparer in bottom ¼" of space (1)