

# Development Services

## Planning Division

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### Application Checklist

#### PLAT OF SURVEY

#### **At time of application, you will need to provide:**

1. A letter of intent describing the project, identifying the project contact person(s), and any other information relevant for staff's review.
2. A PDF of the Plat of Survey identifying the parcel(s).
3. A Word document with the legal description of the original parcel including total area of the property.
4. A Word document with the legal description of the subdivided parcel including total area of the property.

#### **Your Plat of Survey shall include at least the following:**

1. Plats shall be drawn at a legible scale, the entire boundaries of the larger original parcel must be shown
2. Whenever more than one sheet is used to accurately portray the lands subdivided, each sheet shall display both the number of the sheet and the total number of sheets included in the plat, as well as clearly labeled match lines indicating where other sheets adjoin. An index sheet shall be provided to show the relationship between the sheets
3. All dimensions shall be shown in feet to the nearest one-hundredth of a foot
4. Date, compass point, legend of symbols and scale (written and graphic)
5. Vicinity map that accurately represents the area
6. Name, address and contact information of the following: owner of original subject property, the intended owner of the subdivided property, adjoining property owners, and the land surveyor.
7. Lot designations if known, for subject property
8. Compliance with State of Iowa Code Section 354.4. The plat shall be clearly marked by the surveyor as a plat of survey and shall include the following information for each parcel included in the survey:
  - a. A parcel letter or number designation approved by the auditor.
  - b. The names of the proprietors.
  - c. An accurate description of each parcel.
  - d. The total acreage of each parcel.
  - e. The acreage of any portion lying within a public right-of-way.
9. The auditor shall note a permanent real estate index number upon each parcel shown on a plat of survey according to section 441.29 for real estate tax administration purposes. The surveyor shall not assign parcel letters or prepare a metes and bounds description for any parcel shown on a plat of survey unless the parcel was surveyed by the surveyor in compliance with chapter 355.
10. Street names, half right of way widths dimensioned from centerline of right of way, and full right of way width dimension should be shown for all existing and proposed streets
11. Street and curve data shall be illustrated and shall include survey details/dimensions for rights-of-way, curvature, tangency, intersections, bearings and angles
12. All sides of each lot shall be dimensioned (the maximum unadjusted acceptable error of closure for all subdivision boundaries shall be 1:5,000)
13. Bearings, based on an assumed meridian approximating North, of all boundary lines or internal angles of all angle points on the boundary shall be shown.
14. Fractional lines and corners of the government township and section surveys shall be appropriately labeled and dimensioned as applicable to the plat.
15. Location of existing easements for all utilities, rights-of-way, buffers, railroad, drainage facilities, etc. shall be shown and appropriately labeled with reserved width, type, and whether they are public or private.

16. The book and page number of all existing easements shall be labeled on the plan.
17. Show all established floodway, floodway fringe, and flood plain overlay lines.
18. Indicate minimum finished floor elevations (FFE) or minimum opening elevations for all lots where conditions warrant additional protection from possible flooding situations. If conditions are such that the FFE is not needed, the surveyor shall include a statement which documents such.
19. Certification by a registered land surveyor in accordance with the Iowa State law, signed in contrasting ink will be required on the final plan