

# PLATTING WORKSHEET

## Warren County

Jordyn M. Hill, Recorder

301 N Buxton Ste 109 Indianola, Iowa 50125

515-690-9110

**Subdivision Name:** \_\_\_\_\_

**Fee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Whenever a parcel of land is divided into three or more lots at one time or by repeated division and there is not a plat of survey for every parcel, a subdivision plat must be made and approved.*

*A subdivision plat that is presented to the recorder for recording shall conform to Section 354.11 Iowa Code and shall be accompanied by the following documents:*

\_\_\_\_\_ 1. **FINAL PLAT** – We require 3 originally signed and stamped plat maps if the subdivision is within city limits or within 2-miles. We require 5 originally signed and stamped plat maps if the subdivision is in the country.

\_\_\_\_\_ 2. **OWNERS CONSENT TO PLAT** – Original notarized statement signed by all parties consenting to the property being subdivided.

\_\_\_\_\_ 3. **ACCEPTANCE OF MORTGAGE HOLDERS** – if applicable – original statement from any mortgage or lien holder.

\_\_\_\_\_ 4. **AUDITORS CERTIFICATE** – Original statement approving the name of a subdivision.

\_\_\_\_\_ 5. **ATTORNEY'S OPINION** – Original document stating the property is free of liens, encumbrances or listing applicable liens & encumbrances. Must denote who is the owner of the platted land.

\_\_\_\_\_ 6. **CERTIFIED RESOLUTION** – Original resolution by each governing body as required by section 354.8 either approving the subdivision or waiving the right to review. The recorder shall refuse to accept a subdivision plat presented for recording without a resolution from each applicable governing body approving the subdivision plat or waiving the right to review 3354.8(2)

\_\_\_\_\_ 7. **TREASURER CERTIFICATE** – Original certificate: Must include the subdivision name, legal description & current ownership.

**Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

