

DIVISION OF LAND PROCESS FORM

Cass County, Iowa

Date _____ Map # _____
Current 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 a non-metes & bounds description, no plat of survey will be prepared.
- ☐ The proposed description will be as shown below:

Proposed Legal Description _____

Reason for Division _____

Submitted by: ☐ Owner ☐ Surveyor ☐ Other _____

Signature: _____ Date/Time Submitted: _____

SURVEYOR INFORMATION (If Applicable)

- | | |
|---|--------------|
| ☐ Snyder & Associates | 712-243-6505 |
| ☐ Rogers Surveying | 402-689-1549 |
| ☐ Wilke Land Surveying | 712-579-0551 |
| ☐ Mike Jensen | 712-243-3306 |
| ☐ Other _____ | _____ |

Notice: Approval of this Survey pursuant to Iowa Code Chapter 354 does not supersede any local city ordinances regarding permits, setbacks, minimum lot size, zoning, etc. If the surveyed property is located within incorporated city limits, you may need to consult with relevant city officials regarding city zoning and related land use regulations.

Current Property Information	COUNTY RECORDER – mward@casscoia.us – 712-243-1692 There is a recorded survey for the above parcel (attach copy). Yes ☐ No ☐ Signature: _____ Date/Time Forwarded: _____
Assessment and Taxation Purposes Iowa Code Chapter 354	COUNTY AUDITOR – auditor@casscoia.us – 712-243-4570 COUNTY ASSESSOR - manstey@casscoia.us – 712-243-2005 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 ☐ Owner of Record Correct Yes ☐ No ☐ A plat of survey is required for a division of the property. Yes ☐ No ☐ A plat of survey is also required for the remaining parcel. Yes ☐ No ☐ An auditor's plat / subdivision plat is required of the tract. Plat of survey has been drawn & accepted in GIS Initial of editor _____ Parcel Designation(s) approved: Auditor Signature: _____ Date/Time Forwarded: _____ Assessor Signature: _____ Date/Time Forwarded: _____ Action Required Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐
Current Property Information	COUNTY TREASURER – tmarshall@casscoia.us – 712-243-5503 The property has an existing special assessment. Yes ☐ No ☐ The property has delinquent taxes and/or is in a tax sale. Yes ☐ No ☐ Signature: _____ Date/Time Forwarded: _____

Land Use Purposes County/City Subdivision and Zoning Ordinances	COUNTY ZONING ADMINISTRATOR – mkennon@casscoia.us 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/road. Yes ☐ No ☐ A subdivision and/or re-subdivision is required. Yes ☐ No ☐ 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. Yes ☐ No ☐ 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. Yes ☐ No ☐ Suggested change from _____ to _____ County Zoning Signature: _____ Date/Time Forwarded: _____ Action Required Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐
Proposed Plat Reviewed By County Engineer	COUNTY ENGINEER (If Applicable) – engineer@casscoia.us – 712-243-2442 ☐ Approved as submitted. ☐ Returned with corrections noted. Signature: _____ Date/Time Forwarded: _____
Copies Forwarded, Original Filed Notice to Owner / Surveyor	COUNTY AUDITOR – auditor@casscoia.us – 712-243-4570 ☐ Copy forwarded to owner / surveyor (circle one). ☐ Document 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 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. Minor errors will be returned for corrections. Major errors will require a new submittal of plat. <i>It is the intention of the County Officers to process this within two (2) working days</i>