

## **Recording Surveys / Survey Review in Pottawattamie County:**

County GIS is the primary point-of-contact with surveyors, and the first stop for the routing of surveys through the County's survey review process. The process ends with a signed sticker placed on the back of the survey which is to be recorded. The County Recorder's Office verifies the sticker's presence, and then records the survey. If sticker is not present, the survey is not recorded.

### **Process**

To start the process with GIS you provide a survey:

- Final (signed/seal)
  - If mailed/hand-delivered to GIS with a check for the recording fee:
    - Survey is routed and recorded if it passes review.
    - If it does not pass review, the surveyor is contacted.
      - Typically we'll hold your check if you are able to provide an updated survey in a timely matter.
      - Re-routed until passes review, then recorded.
  - If mailed/hand-delivered to GIS with without a check for the recording fee:
    - Same process as above, but survey is not recorded. GIS will contact surveyor to notify of review pass or fail. GIS will mail the approved document back to surveyor, or the surveyor can pick it up from the GIS office.
- Preliminary
  - You may elect to Email a PDF to [GIS@pottcounty-ia.gov](mailto:GIS@pottcounty-ia.gov), mail, or hand-deliver a preliminary survey.
  - Same review process is followed.
  - No sticker issued for preliminary survey; noted by departments of passage.
    - Surveyor still required to get sticker on final copy.
      - Mail in signed/seal copy
      - Hand-deliver signed/seal copy

### **Review**

GIS checks Parcel Designations and parcel drawing mis-closure (354.4-1a & 354.3 & 441.29)

- Is the survey missing a Parcel Designation for a metes and bounds description?
- Is the Parcel Designation used the same Parcel Designation issued by GIS?
- Can the geometry on the survey be draw accurately into our digital plat book using given bearings/distances?

County Auditor Real Estate checks legal description for errors (354.3, 354.4, & 354.13)

- Transposed Bearings - NW instead of SE
- Typos- shows 1059.5' on map, but typed 159.5' in legal description
- Referenced Lot 1 on map, but it is referencing Lot 2 in legal
- Called out wrong TRS in preamble
- Missing parcel acreage

County Planning & Development (if in unincorporated Pottawattamie County)

- Checks for signatures of County Auditor and County GIS
  - If present, copies and signs; no review
    - Deemed acceptable for County Sketch Plat Application process
  - If not, deemed un-acceptable for County Sketch Plat Application process

## FAQ:

How long does the review process take?

- In most cases the review time is about 1 day. Some are done within hours, others take longer depending on many factors.

Does this review serve as approval of split, combine, property line adjustment, etc?

- No. This review of the survey ensures the division is not rejected due to inaccuracies or deficiencies on the survey itself. It prevents negative cascading issues with deeds, application packets, survey-dependent documents, or other transfer-related items being recorded. It does not indicate in any way that the presiding jurisdiction is allowing the division to happen.

I have a client who wants to split off a piece of their lot in town X, who do I need to talk to about approval?

- City X City Clerk, CB Community Development, or if not in a city limit, County Planning.

I'm surveying off this piece here, does the remainder need surveyed?

- Does jurisdictional (City or County) ordinance require remainder survey based on previous splits or aliquot part status? You need to check with City Clerk/CB ComDev/County Planning to get this answer first.
  - If Yes, then Yes
  - If No, then check with County Auditor Real Estate (354.4-1)

When do I need a Parcel Designation (Parcel Letter)?

- Does my legal description use Metes and Bounds?
  - Yes (continuing 15-22-16-NW 156.5' thence...).
    - Is my survey an Acquisition Plat for ROW purposes?
      - Yes
        - No
      - No
        - Yes. Contact GIS for Parcel Designation
        - Add designation to map and description
        - GIS verify Parcel Designation at time of review
  - No (West 10' of Lot 7, Petersen Sub)
    - No

Why did my survey not pass review?

- Usually the review identifies a very specific item(s) to correct. There are exceptions as can be the case for survey closure. Often GIS can determine an "off" bearing or distance, but not in all cases. We do our best to ensure that we communicate what needs corrected for it to pass review.

Do you review Boundary Retracement Surveys?

- Yes

Do you review Subdivision Plattings?

- Yes

Do you review ALTA surveys or other Mortgage Exhibit surveys?

- No

## IA Code Snippets

IA Code provides the baseline, but jurisdictional ordinances may require more or further strength requirements declared in IA Code.

### 354.3

“...the description contained in the conveyance is sufficiently certain and accurate for the purposes of assessment, taxation, and entry on the transfer books and plat books required to be kept by the auditor. The description contained in a conveyance shall be sufficiently certain and accurate for assessment and taxation purposes if it provides sufficient information to allow all the boundaries to be accurately determined and does not overlap with or create a gap between adjoining land descriptions.”

### 354.13

“If a tract is divided or subdivided in violation of section 354.4 or 354.6 or the descriptions of one or more parcels within a tract are not sufficiently certain and accurate for the purpose of assessment and taxation under the guidelines of section 354.3, the auditor shall notify the proprietors of the parcels within the tract for which no plat has been recorded as required by this chapter, and demand that a plat of survey or a subdivision plat be recorded as required by this chapter. ...”

### 354.4

The grantor of land which has been divided using a metes and bounds description shall have a plat of survey made of the division, except as provided for in subsection 3. The grantor or the surveyor shall contact the county auditor who, for the purpose of assessment and taxation, shall review the division to determine whether the survey shall include only the parcel being conveyed or both the parcel being conveyed and the remaining parcel. The plat of survey shall be prepared in compliance with chapter 355 and shall be recorded. 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.

### 441.29

“The county auditor shall furnish to each assessor a plat book on which shall be platted the lands and lots in the assessor’s assessment district, showing on each subdivision or part thereof, written in ink or pencil, the name of the owner, the number of acres, or the boundary lines and distances in each, and showing as to each tract the number of acres to be deducted for railway right-of-way and for roads and for rights-of-way for public levees and open public drainage improvements.”

GIS	Auditor	County Planning
712-328-4885	712-328-5700	712-328-5792
<a href="mailto:GIS@pottcounty-ia.gov">GIS@pottcounty-ia.gov</a>		
223 S 6 <sup>th</sup> St		
Council Bluffs, IA 51501		