

DIVISION OF LAND PROCESS FORM

Cass County, Iowa

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 a non-metes & bounds description, no plat of survey will be prepared.
- The proposed description will be as shown below:

Proposed Parcel Designation(s) _____

Proposed Description _____

Reason for Division _____

Submitted by: Owner Surveyor Other _____

Signature: _____ Date/Time Submitted: _____

SURVEYOR INFORMATION (If Applicable)

- Snyder & Associates 712-243-6505
- Lloyd Wilson 712-243-2113
- Kenneth E. Coffman 712-243-3015
- Mike Jensen 712-243-3306
- Other _____
- A plat of survey will be filed.
- A subdivision plat will be filed.
- An acquisition plat will be filed.

To Be Completed by
Owner or Surveyor

Current Property Information	COUNTY RECORDER – jjensen@casscoia.us – 712-243-1692
	There is a recorded survey for the above parcel (attach copy). Yes <input type="checkbox"/> No <input type="checkbox"/>
	Signature: _____ Date/Time Forwarded: _____

Assessment and Taxation Purposes Iowa Code Chapter 354	COUNTY AUDITOR – dsunderman@casscoia.us – 712-243-4570	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 – bnelson@casscoia.us – 712-243-2005	
	The current legal description uses a metes and bounds description for which there is no recorded survey Yes <input type="checkbox"/> No <input type="checkbox"/>	
	There is a parcel within the original tract which uses a metes and bounds description and for which there is no recorded survey. Yes <input type="checkbox"/> No <input type="checkbox"/>	
	The description(s) of one or more parcels within the tract is/are not sufficiently certain and accurate (Code Section 354.3). Yes <input type="checkbox"/> No <input type="checkbox"/>	
	The proposed legal description uses metes and bounds. Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Owner of Record Correct Yes <input type="checkbox"/> No <input type="checkbox"/>	
	A plat of survey is required for a division of the property. Yes <input type="checkbox"/> No <input type="checkbox"/>	
	A plat of survey is also required for the remaining parcel. Yes <input type="checkbox"/> No <input type="checkbox"/>	
	An auditor’s plat / subdivision plat is required of the tract. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Parcel Designation(s) approved: _____ _____ _____		
Auditor Signature: _____ Date/Time Forwarded: _____		
Assessor Signature: _____ Date/Time Forwarded: _____		

Current Property Information	COUNTY TREASURER – tmarshall@casscoia.us – 712-243-5503
	The property has an existing special assessment. Yes <input type="checkbox"/> No <input type="checkbox"/>
	The property has delinquent taxes and/or is in a tax sale. Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature: _____ Date/Time Forwarded: _____	

Land Use Purposes
County/City Subdivision and Zoning Ordinances

COUNTY ZONING ADMINISTRATOR – 712-243-2442 / CITY ZONING (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/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: _____

City Zoning

Signature: _____ Date/Time Forwarded: _____

Action Required

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 – dsunderman@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. It is the intention of the County Officers to process this within two (2) working days