

# Plat of Survey

## Approval Process & Application Packet



### When is a Plat of Survey Required?

Plat(s) of Survey are required for the following types of projects:

- Any subdivision of land or tax parcels with the intent of creating a buildable parcel where existing infrastructure including streets, sewer and water utilities already exist.
- Any subdivision of land or tax parcels that are required for boundary line adjustments or subdividing portions of an originally platted lot(s).

### Application process & submittal requirements:

All Plat of Survey submittals must be certified by an Iowa licensed Land Surveyor and include the following to be considered a complete submittal:

- **Signed copies of the Plat of Survey**
- **Copy of the Record of Lot Tie (if applicable)**
- **Plat of Survey fee**

Following a complete submittal of the application, the Plat of Survey will be reviewed by Staff. Upon completion of review signed Plats of Survey and Record of Lot Tie (as applicable) will need to be submitted to be signed and approved by the Director of Planning and Building. The applicant will be notified that the Plat of Survey is ready to be picked up for recording. The applicant is responsible for recording the Plat of Survey and Record of Lot Tie (as applicable) with the Polk County Auditor’s office. The Plat of Survey and Record of Lot Tie will not be recognized as a binding document for permitting purposes until Planning and Building Department staff can verify that both documents have been recorded.

- **No Plat of Survey shall place any existing or proposed structure(s) in a state of non-compliance in accordance with the Ankeny Zoning, Building, Fire or other applicable Codes of Ordinances.**
- **Plats of Survey splitting existing lots are required to record a ‘Record of Lot Tie’ with the adjacent subject properties as applicable.**

In all cases, the preparer of the plat is expected to be knowledgeable of code related provisions applicable to the nature of the development. Applicants of Plats of Survey are strongly encouraged to request a preliminary meeting to utilize resources of City staff to assist in identifying applicable requirements, however, the design responsibility and compliance with all applicable codes’ provisions remain with the applicant.

Applicant/Contact Person:

Full Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Submit the completed Application Packet to:

Planning and Building Department  
City of Ankeny  
220 West First Street  
Ankeny, Iowa 50023

If you have questions, please contact the Planning & Building Department at:

Phone: (515) 963-3550 (Public Services Building Front Desk)

E-mail: [planning@ankenyiowa.gov](mailto:planning@ankenyiowa.gov)

## General Plat of Survey Requirement Checklist

1.  **Proposed name of the Plat of Survey/Title Block:** Provide the name or title of the plat of survey, which should include the descriptive verbiage regarding lot, block, subdivision, etc.
2.  **North Arrow:** Provide a directional north arrow on the drawing.
3.  **Scale:** Show scale of the drawing on the plat. The plat should be drawn to a scale of not less than 1"=100', unless otherwise approved by city staff.
4.  **Legal Description:** Provide the full legal description of the lot or parcels of the subject site.
5.  **Location and Name of Abutting Streets, Rights-of-Ways:** Show any adjacent streets or rights-of-way and provide street names as applicable on the drawing.
6.  **Parcel Boundary:** Show all parcel boundary lines, with applicable dimensions including dimensions and angles or bearings, and reference to established survey monuments. All contiguous or abutting lots or parcels under the same ownership as the subject site shall be shown.
7.  **Lot Area:** Provide the total area of the lot or parcel by square footage and acreage.
8.  **Adjoining Properties:** All adjoining properties shall be identified and where such adjoining properties are part of an official plat, the name of the plat shall be shown.
9.  **All Existing Structures/Setbacks:** The location of each existing structure and the setback of each structure from the boundary lines shall be provided.
10.  **Intent of Subdivision Plat:** On the drawing, state the intent or reason for the plat of survey.
11.  **Existing Easements:** Show dimensions and reference book and page number as applicable.
12.  **Proposed Easements:** Provide copies of proposed easements for public water, sanitary and storm sewer with descriptions of same, as well as any other easements. If any new easements are proposed, easement documents must also be provided.
13.  **Floodplain Limits:** Show location(s) of established floodways and floodplains as applicable.
14.  **Control Monument Identification:** The plat shall show that the survey is tied to a physically monumented land line which is identified by two United States public land survey system corners, or by two physically monumented corners of a recorded subdivision.
15.  **Plat Monuments:** The plat shall show and identify all monuments necessary for the location of the parcel and shall indicate whether the monuments were found or placed.
16.  **Public Land Survey Corners:** If the United States public land survey system corners control the land description, the corners shall be clearly identified on the plat including a description of the Monumentation and shall indicate whether the monuments were found or placed.
17.  **Applicable Lot Addresses:** Show the lot addresses of the parcel(s) on the plat drawing. Staff will assign an address to be shown if an address does not currently exist.
18.  **Property Owner/Applicant:** Include the name, telephone number and mailing address on the drawing.
19.  **Plat Preparer:** Include the name, telephone number and mailing address on the drawing. Include the date of field work on the Plat of Survey.
20.  **Certification of Licensed Land Surveyor:** The final copy of the plat shall include the Licensed Iowa Land Surveyor Certification Statement signed and dated.
21.  **Drawing Format:** Plat of Survey drawings shall be at least 8.5" X 11" and have a maximum size of no greater than 24" X 36".
22.  **Record of Lot Tie.** Provide legal description of subject properties with agreement as to binding the properties together as combined by said Record of Lot Tie to hold property as one parcel and prevent future sale of either parcel independent from the other.

Preparer  
Information

\_\_\_\_\_

Individual's Name	Street Address	City	Phone
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**RECORD OF LOT TIE AND  
AGREEMENT NOT TO SEVER**

WHEREAS, \_\_\_\_\_ is (are) the owner(s) of real property located in the City of Ankeny, Polk County, Iowa and described as:

Lot/Parcel: \_\_\_\_\_  
(Enter Text)

Lot/Parcel: \_\_\_\_\_  
(Enter Text)

Lot/Parcel: \_\_\_\_\_  
(Enter Text)

WHEREAS, said property is located in the City of Ankeny, Polk County, Iowa, is subject to the City's Zoning Ordinance, Chapters 190 through 197, and is zoned \_\_\_\_\_ under said Ordinance.

WHEREAS, said lots or parcels are directly adjacent and adjoining to each other.

AND WHEREAS, the said City of Ankeny Zoning Ordinance provides that a lot, as defined, may include a combination of lots.

NOW THEREFORE on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
I/We \_\_\_\_\_ as owner adopt(s) the following as a restriction which shall run with the land:

1. Lot/Parcel: \_\_\_\_\_  
(Enter Text)

Lot/Parcel: \_\_\_\_\_  
(Enter Text)

Lot/Parcel: \_\_\_\_\_  
(Enter Text)

in the City of Ankeny, Polk County, Iowa, together with all the easements appurtenant or subject thereto shall and are declared to be one lot.

2. Said lots shall not be separately sold or otherwise severed one from the other.

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Name of Owner

STATE OF IOWA, \_\_\_\_\_ COUNTY, CITY OF \_\_\_\_\_, ss:

On this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_ before me, the undersigned, a Notary public in and for the State of Iowa, personally appeared \_\_\_\_\_  
\_\_\_\_\_ and to me known to be the identical named in and who executed the within and foregoing instrument, and acknowledged that they executed the same as their voluntary act and deed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa