

DIVISION OF LAND PROCESS FORM

Cass County, Iowa

To Be Completed by
Owner or Surveyor

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)

<input type="checkbox"/> Snyder & Associates	712-243-6505
<input type="checkbox"/> Rogers Surveying	402-689-1549
<input type="checkbox"/> Wilke Land Surveying	712-579-0551
<input type="checkbox"/> Mike Jensen	712-243-3306
<input type="checkbox"/> 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 incorporate 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 364

COUNTY AUDITOR – auditor@casscoia.us – 712-243-4570

COUNTY ASSESSOR - stplatt@casscoia.us – 712-243-2005

Survey Crosses 1/4 1/4's in which separate acreage totals are needed Yes No

There are buildings effected (split) by the survey line Yes No

Owner of Record Correct Yes No

Subdivision plat is required of the tract. (3 or more divisions that are not Ag) Yes No

Plat of survey has been drawn & accepted in GIS Yes No

Parcel Designation(s) approved (no duplicates in surveyed 1/4 (i.e. no more than one Parcel A) Yes No

Corrections are needed before approval is given Describe: Yes No

Auditor Signature: _____ Date Forwarded: _____

Assessor Signature: _____ Date Forwarded: _____

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.

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