

Plat of Survey

Application Information

This application information pertains to approval of plats of survey that are required for boundary line adjustments, replats to correct errors as provided in Section 23.311, auditor's plats as provided in the *Code of Iowa*, Section 354.15, and conveyance divisions occurring prior to August 4, 2009. All other divisions must be processed as major or minor subdivision plats, as defined by Chapter 23 of the *Municipal Code*.

1. **Application.** *Be sure to complete and submit all the required materials that are specified on the Plat of Survey Application Form. Failure to do so will result in a delay in accepting your application until it is complete.*
2. **What must be submitted?**
 - A copy of the Sketch Plan Letter from the Planning & Housing Department.
 - One (1) completed and signed Application Form, including:
 - Property location;
 - Description of existing use(s) and proposed use(s) of the property;
 - Tax parcel number of the lot, tract, or parcel to be divided or adjusted by the plat of survey;
 - Legal description of the lot, tract, or parcel to be divided or adjusted;
 - Proposed name of the plat of survey (if applicable);
 - Identification of any contiguous or abutting lots or parcels under the same ownership as the subject site;
 - Names and signatures of the owners of each lot or parcel that the proposed plat of survey encompasses;
 - Name, signature, and contact information for the contact person;
 - Name and contact information for the attorney (if applicable);
 - Name and contact information for the land surveyor; and
 - Completion of the submittal checklist portion of the application form.
 - Six (6) paper copies of a graphic illustration (map) of the existing lot, tract or parcel, a minimum of 8-1/2" x 14" in size, but no larger than 11" x 17" (must be clearly legible), drawn to scale, and a PDF including:
 - Proposed name of the plat of survey;
 - References to established survey monuments;
 - All dimensions of lot or parcel lines;
 - Area of the lot or parcel by square footage;
 - Location and name of abutting streets and rights of way;
 - All easements on or serving the parcels contained within the plat of survey; and
 - Existing structures on the site and within 10 feet of the site.

Six (6) paper copies of a map (graphic illustration) of the proposed plat of survey (***not an official or signed plat of survey***), a minimum of 8-1/2" x 14" in size, but no larger than 11" x 17" (must be clearly legible), drawn to scale, and a PDF including:

- Proposed name of the plat of survey;
 - References to established survey monuments;
 - All dimensions of lot or parcel lines;
 - Area of the lot or parcel by square footage;
 - Location and name of abutting streets and rights of way;
 - All easements on or serving the parcels contained within the plat of survey; and
 - The format of the proposed plat of survey shall be in substantially the same form and format as the official plat of survey and shall include signature blocks for the City of Ames Planning & Housing Director, and for the surveyor who prepared the map, except that it shall be submitted unsigned by the surveyor.
- Warranty Deed and Acquisition Plat, if applicable.
 - Payment of the application filing fee as established by the City Council.
 - Upon ***completion of the approval process***, the following items must be submitted to the Planning & Housing Department:
 - A digital image of the Official Plat of Survey in Adobe PDF format; and
 - ***Two (2) copies of the Official Plat of Survey (a minimum of 8-1/2" x 14" in size, but no larger than 11" x 17", with a 2-inch margin at the top to meet the County Recorder's Office requirements for recording) must be submitted to the Planning & Housing Department. One (1) will be filed with the Story County Recorder's office and one (1) will be retained by the Ames Planning & Housing Department until a copy of the recorded Plat of Survey is returned by the Surveyor to the Department.***
 - A check or cash for the application filing fee as established by the City Council.

No application will be accepted unless it complies with all the submittal requirements. Applications that are incomplete will be returned to the applicant outlining the deficiencies.

The applicant is encouraged to discuss the proposed use of the property with City staff to determine if there are other City approvals needed, prior to the issuance of building/zoning permits.

3. **What is the process?**

Plat of Survey applications will be processed according to the table below:

PLAT OF SURVEY APPLICATION PROCESSING SCHEDULE					
Submittal Date	Notice of Application Completeness	Begin DRC Review Process	Staff Comments to Applicant	Revisions Submitted (if applicable)	City Council/Planning & Housing Director Review and Action
Determined by applicant	Within 3 working days of submittal	Tuesday following notice of <u>complete</u> application	Friday of following week	Determined by applicant	Between 12 & 26 days after preliminary staff decision. (If denied by staff, no Council action necessary, unless appealed.)
	If application is incomplete, process begins anew on submittal date of new information.	Plans are routed to DRC staff members	If revisions or additional information required, preliminary staff decision will be rendered.	Staff response to revisions within 7 working days of submittal. Applicant may revise again or request staff decision.	Number of days depends upon both date of submittal and the number of weeks in a month.

- Review of the Application. The Department will route the application to the Development Review Committee (DRC), as well as the City Clerk, the Office of the City Assessor, the County Planning Department and County Auditor's Office, and such other departments, persons, and utility companies as it determines may be necessary or appropriate for their review, comments and recommendations.
- Preliminary Decision. The Department shall review comments from all departments and agencies that reviewed the proposed plat of survey and render a preliminary decision on the proposed plat of survey. The preliminary decision shall be based upon compliance with all adopted codes and standards, the adequacy of existing infrastructure and services to serve the site, adequate access to the site for ingress/egress, utilities, fire and emergency vehicles, and provisions for storm water.
- Conditions of Approval. The preliminary decision may include conditions of approval including, but not limited to:
 - The dedication and installation of improvements necessary to comply with all Design and Improvement Standards contained in Division IV of Chapter 23 of the *Municipal Code*, and with all other adopted codes and regulations applicable to the division of land;
 - Incorporation of any easements necessary for access, utilities, storm water and/or fire access.
- Decision of Denial. If the Department finds that the proposed plat of survey does not comply with all standards defined in Subsection 23.308(3) of the *Municipal Code*, the Director shall render a written decision of denial. The decision shall state how the proposed plat of survey does not conform to all adopted codes and standards. Decisions of denial may be appealed to the City Council pursuant to Section 23.305(2) of the *Municipal Code*.
- Final Decision. Once a preliminary decision of approval has been rendered by the Planning & Housing Director for a Plat of Survey, the decision shall be forwarded to the City Council for final review and decision. If the City Council agrees with the Planning & Housing Director's preliminary decision, the Council shall render final approval of the proposed plat of survey. The City Council's decision to approve the proposed plat of survey shall be by resolution, and the resolution shall be certified pursuant to the Code of Iowa Section 354.8. However, for Boundary Line Adjustments and Conveyance Parcels within Ames, the Planning & Housing Director is authorized to make a final decision of approval in writing, including with conditions, for preparing the Official Plat of Survey.
- Installation of Public Improvements. All public improvements as required by Chapter 23 of the *Municipal Code* shall be installed prior to creation and recordation of the official plat of survey and prior to the issuance of zoning or building permits. These requirements do not apply to pre-platted conveyance parcels as described in Section 23.307(4)(c), or to boundary line adjustments unless improvements are otherwise required under the provisions of Section 23.309(3).
- Delaying Installation of the Public Improvements. If, in the opinion of the Public Works Director, the required public improvements should be delayed, the lot owner may, in lieu of installing the actual public improvements, opt to secure the future installation of these improvements in accordance with Section 23.409. A determination as to whether public improvements may be delayed shall be reached during the plat of survey review process, as described in Section 23.307.

- Preparation of the Official Plat of Survey. Once a proposed plat of survey has been approved by the City Council by certified resolution, or the Planning & Housing Director, and once all conditions of approval pertaining to installation of public improvements have been met, the official plat of survey may be prepared for signature by a licensed surveyor in compliance with all conditions of approval. The prepared plat of survey shall in all respects reflect the graphic illustration of the proposed plat of survey, except that it shall reflect any and all conditions of approval pertaining to the format or content of the map. It shall be submitted unsigned by the surveyor.
- Submittal for Signature. The plat of survey prepared for official signatures shall be submitted to the Planning & Housing Department for the Director's review and signature. The Planning & Housing Director shall sign the prepared plat of survey if it fully conforms to all conditions of approval.

The signature block for the Planning & Housing Director for Boundary Line Adjustments and Conveyance Parcels within Ames shall read as follows:

I hereby certify on _____ that the Plat of Survey is consistent with Chapter 23 of the Ames Municipal Code and any conditions of approval.

Planning & Housing Director

The signature block for the Planning & Housing Director for a Plat of Survey, excepting Boundary Line Adjustments and Conveyance Parcels within Ames, shall read as follows:

The Ames City Council approved this plat of survey on _____, 20____, with Resolution Number _____. I certify that it conforms to all conditions of approval.

Planning & Housing Director

- Recording of Plat of Survey. Once signed by the Planning & Housing Director, the surveyor may sign the prepared survey to make it the official plat of survey and submit it, along with the certified resolution approving the plat of survey (if applicable), to the County Recorder's Office for recordation. The plat of survey shall not be signed or submitted to the County Recorder without fully complying with the requirements of Section 23.308 of the *Municipal Code*.
- Completion of Approval Process. The official plat of survey shall not be recognized as a binding plat of survey for permitting purposes until a copy of the signed and recorded plat of survey is returned to the Planning & Housing Department and filed with the Ames City Clerk's Office and a digital image in Adobe PDF format has been submitted to the Planning & Housing Department.

4. **Where should submittals be made?**

- Submit the completed *Plat of Survey Application* to the:

Department of Planning & Housing
Room 214, City Hall
515 Clark Avenue
Ames, Iowa 50010

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,
PLEASE CONTACT THE DEPARTMENT OF PLANNING & HOUSING.**

Phone: 515-239-5400
FAX: 515-239-5404
E-mail: planning@cityofames.org

Plat of Survey *Application Form*

(This form must be filled out completely before your application will be accepted.)

Note: This application form pertains to approval of plats of survey that are required for boundary line adjustments, replats to correct errors as provided in Section 23.310, auditor's plats as provided in the Code of Iowa, Section 354.15, and conveyance divisions occurring prior to August 4, 2009. All other divisions must be processed as major or minor subdivision plats, as defined by Chapter 23 of the *Municipal Code*.

1. ***Date of Sketch Plan (include a copy of the Sketch Plan Letter from the City):***

2. ***Property Location:***

3. ***Legal Description of the lot, tract or parcel to be divided or adjusted:***

4. ***Proposed Name of the Plat of Survey (if applicable):***

5. ***Tax Parcel Number of the lot, tract or parcel to be divided or adjusted by the plat of survey:***

6. ***Contiguous or Abutting lots or parcels under the same ownership as the subject site:***

7. ***Property Owner:*** _____

Business: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

8. **Attorney (if applicable):** _____

Business: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

9. **Land Surveyor:** _____

Business: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

10. **Contact Person:** _____

Business: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

E-mail Address: _____

11. **Submittal Checklist:**

The following items are included with this submittal for a *Plat of Survey*:

- One (1) completed and signed *Application Form*.
- A copy of the Sketch Plan Letter from the Planning & Housing Department.
- Six (6) paper copies of a graphic illustration (map) of the EXISTING lot, tract or parcel, a minimum of 8-1/2" x 14" in size, but no larger than 11" x 17" (must be clearly legible), drawn to scale, and a PDF including:
 - Proposed name of the plat of survey;
 - References to established survey monuments;
 - All dimensions of lot or parcel lines;
 - Total area of the lot or parcel by square footage;
 - Location and name of abutting streets and rights of way;
 - All easements on or serving the parcels contained within the plat of survey; and
 - Existing structures on the site and within 10 feet of the site.

- Six (6) paper copies of a map (graphic illustration) of the PROPOSED plat of survey (not an official or signed plat of survey), a minimum of 8-1/2" x 14" in size, but no larger than 11" x 17" (must be clearly legible), drawn to scale, and a PDF including:
 - Proposed name of the plat of survey;
 - References to established survey monuments;
 - All dimensions of lot or parcel lines;
 - Total area of the lot or parcel by square footage;
 - Location and name of abutting streets and rights of way;
 - All easements on or serving the parcels contained within the plat of survey; and
 - The format of the proposed plat of survey shall be in substantially the same form and format as the official plat of survey and shall include signature blocks for the City of Ames Planning & Housing Director, and for the surveyor who prepared the map, except that it shall be submitted unsigned by the surveyor.

- Warranty Deed and Acquisition Plat, if applicable.

- Payment of the application filing fee as established by the City Council.

Note: Upon completion of the approval process, the following items must be submitted to the Planning & Housing Department:

- A digital image of the Official Plat of Survey in Adobe PDF format.
- Two (2) copies of the Official Plat of Survey (a minimum of 8-1/2" x 14" in size, but no larger than 11" x 17", with a 2-inch margin at the top to meet the County Recorder's Office requirements for recording) must be submitted to the Planning & Housing Department. One (1) will be filed with the Story County Recorder's office and one (1) will be retained by the Ames Department of Planning & Housing until a copy of the recorded Plat of Survey is returned to the Planning & Housing Department and filed with the City Clerk.

Duplicate this sheet as needed:

- Names and signatures of the owners of each lot or parcel that the proposed plat of survey encompasses are required.

I (We) certify that the above information is true, to the best of my knowledge and understanding, and that (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ames, and have submitted all the required information.

Signed by: _____ Date: _____
Property Owner(s)

Print Name

(Note: No other signature may be substituted for the Property Owner's Signature, unless accompanied by an affidavit of agent authority.)