

PLATTING WORKSHEET

POLK COUNTY, IOWA

FOR RECORDER'S USE ONLY

SUBDIVISION NAME: _____

FEE: _____

DATE: _____

FORM OF PAYMENT: _____

354.11 Attachments to subdivision plats.

_____ 1. **FINAL PLAT** – Three (3) drawings (FULL SIZE) *Must have one original drawing with original signature. The stamp of the governing body as applicable. **See attached chart***

_____ 2. **** CERTIFIED RESOLUTION** by each governing body as required by section 354.8 either approving the subdivision or waiving the right to review. **** (SEE REVIEW OF PLATS WITHIN TWO MILES OF A CITY)**. The recorder shall refuse to accept a subdivision plat presented for recording without a resolution from each applicable governing body approving the subdivision plat or waiving the right to review 354.8(2)

_____ 3. **OWNERS CONSENT TO PLAT** – Statement signed by all parties consenting to the property being subdivided.

_____ 4. **ACCEPTANCE OF MORTGAGE HOLDERS** – if applicable

_____ 5. **ATTORNEY'S OPINION** – Document stating that the property is free of liens and encumbrances or listing applicable liens and encumbrances. Also denoting who is the owner of the platted land.

_____ 6. **AUDITORS CERTIFICATE** – statement approving the name of a subdivision

_____ 7. **TREASURER CERTIFICATE** – To include subdivision name, legal description & current ownership. Document certifies the property is free & encumbrances & taxes are paid unless so stated.

Contact Name: _____

Phone Number: _____

