

Floyd County Land Division Review Form

Existing Parcel #: _____ Assigned Parcel Letter: _____

Owner of Record: _____ Phone: _____

Address: _____ City: _____

Surveyor: _____ Surveyor Phone: _____

Plat of Survey Subdivision Plat Other _____

Proposed Property Description _____

Section _____-Township _____-Range _____

Submitted by: Owner Surveyor Other _____

Comments Regarding Survey (Please give a brief description as to why this property is being surveyed):

NOTICE: The Applicant is responsible for obtaining approval from all of the Departments listed herein within a reasonable amount of time, or said Applicant may be required to restart this process. The Applicant should consult with a legal professional, as well as a professional surveyor to ensure that this process is properly completed and that all of the requirements have been met. Additionally, the approval of each department herein shall not constitute the actual certificates that are required by law under Iowa Code Section 354 and that said certificates must be obtained in addition to the approval of the departments listed herein.

- Auditor:**
- 1. The current legal description is sufficient Yes No N/A
 - 2. There is a recorded survey for the current parcel Yes No N/A
 - 3. The proposed legal description is sufficient Yes No N/A
 - 4. A plat of survey is required for a division of the property Yes No N/A
 - 5. A Subdivision is required of the tract because the division of land is a third split of a Quarter Quarter (40 acre) Section Yes No N/A
 - 6. Auditor's approval of subdivision name/title Yes No N/A

Comments: _____

Denied: Reason _____ Date/Time Forwarded _____

Approved: Signature _____ Date/Time Forwarded _____

Assessor: 1. The proposed division of land meets assessor review criteria Yes No N/A

Comments: _____

Denied: Reason _____ Date/Time Forwarded _____

Approved: Signature _____ Date/Time Forwarded _____

Engineer 1. There is an existing driveway for each parcel Yes No N/A

2. If there are no existing driveways, a proposed location/site map has been submitted to the Engineer's Office for each new driveway Yes No N/A

3. The proposed driveway(s) is acceptable Yes No N/A

4. There is an existing roadway leading to each parcel Yes No N/A

5. If there is no existing roadway, a proposed location/site map has been submitted to the Engineer's Office, as approved by the DOT Yes No N/A

6. The proposed roadway is acceptable Yes No N/A

Comments: _____

Denied: Reason _____ Date/Time Forwarded _____

Approved: Signature _____ Date/Time Forwarded _____

Zoning 1. The division of land creates a lot or parcel for the purpose of creating an addition, building lot(s), or acreage lot(s) for residential, industrial, or business purposes Yes No N/A

2. Do the remaining or new tract(s) or lot(s) require that new roads, streets or easements be developed to provide access to said tract(s) or lot(s) Yes No N/A

3. The proposed subdivision is within two miles of the corporate limits of a City Yes No N/A

4. The lot(s) or parcel(s) created meet minimum lot size requirements Yes No N/A

5. A zoning change on one or more lots is required Yes No N/A

6. A zoning change has been approved by the Zoning Board Yes No N/A

7. A zoning change has been approved by the Board of Supervisors Yes No N/A

8. Will any new construction take place on the remaining or new tract(s) or lot(s) Yes No N/A

9. Is the property located in a flood zone Yes No N/A

Comments: _____

Denied: Reason _____ Date/Time Forwarded _____

Approved: Signature _____ Date/Time Forwarded _____

City Review: THE CITY’S APPROVAL IS NEEDED IF THE PROPERTY IS SUBJECT TO SUB-DIVISION REQUIREMENTS AND IS LOCATED WITHIN 2 MILES OF THE CORPORATE LIMITS OF SAID CITY

1. The proposed division of land meets city review criteria Yes No N/A

Comments: _____

Denied: Reason _____ Date/Time Forwarded _____

Approved: Signature _____ Date/Time Forwarded _____

Recorder: 1. A Plat of Survey no larger than 11” x 17” has been prepared Yes No N/A

2. A Plat of Survey no larger than 11” x 17” has been given to the Recorder, Assessor & Auditor Yes No N/A

3. An Owner’s certificate as per Section 354.11(1) has been obtained Yes No N/A

4. A Consent from all mortgage holders or lien holders, or an affidavit and bond as provided in Section 354.12 in lieu of consent has been obtained Yes No N/A

5. A Release of mortgage or lien for any area conveyed to a governing body or dedicated to the public as per Section 354.11(2) has been obtained Yes No N/A

6. An attorney/title opinion as per Section 354.11(3) has been prepared Yes No N/A

7. A certified resolution by each governing body approving subdivision or waiving right to review as per Section 354.11(4) has been obtained Yes No N/A

8. A Treasurer certificate as per Section 354.11(5) has been obtained Yes No N/A

9. An Auditor's certificate as per Section 354.6(2) & 354.11(6) has been obtained Yes No N/A

10. Covenants, if applicable, have been prepared Yes No N/A

COVENANTS: Recorded Date: _____ Time: _____ Instrument No. _____

Comments: _____

Denied: Reason _____ Date/Time Forwarded _____

Approved: Signature _____ Date/Time Recorded _____

Instrument No. _____