

**JACKSON COUNTY**

**PLAT OF SURVEY MINIMUM STANDARDS CHECKLIST**

This is the same checklist that the county offices will use in reviewing any plat prior to recording. No plat of survey will be recorded unless all the requirements of the checklist have been fulfilled. You are required to attach a completed and acknowledged copy of this checklist with each plat you present for recording.

Any plat within two miles of corporate limits of Maquoketa, Bellevue, Preston or Monmouth – appropriate approval of said plat must be acquired from that city.

County OR  City Plat of Survey?

Will this plat create a new parcel?  Yes  No  
If yes, what is the purpose of the split?

Will there be a transfer of ownership of the property described by this Plat of Survey?  Yes  No

If lot is in County jurisdiction, does it meet the two net acre requirement to build on?  
 Yes  No

Meets all requirements per Iowa Code Ch 354 & 355

**Recorder’s Index Legend: (Required as of 1/1/2017)**

- Location (Parcel #, Sec/Twp/Rng or Lot, Blk, Subd, City)
- Surveyor name, Company name, mailing address, email & phone number
- Requestor name(s)
- Proprietor name(s)

“Plat of Survey” OR “Retracement Survey” on plat

Parcel Letter designation

Sheet size – 8-1/2” x 11” OR 8-1/2” x 14”

3” clear space at top of first sheet

Recorded in 30 days

**Surveyor’s Box: (in bottom ¼” space)**

- Name, mailing address, e-mail & phone
- Date of survey work
- Surveyor’s statement
- Surveyor’s signature
- Date signed
- Iowa license number shown
- Seal

Scale 1” = 100’, 200’ etc.

Locator Sketch

Date monuments placed

Structures shown with structure set back (less than 40’ from division line)

Indicate centerline location of existing entrance to public roadway

Corner Certificates recorded

Book \_\_\_\_\_ Page \_\_\_\_\_