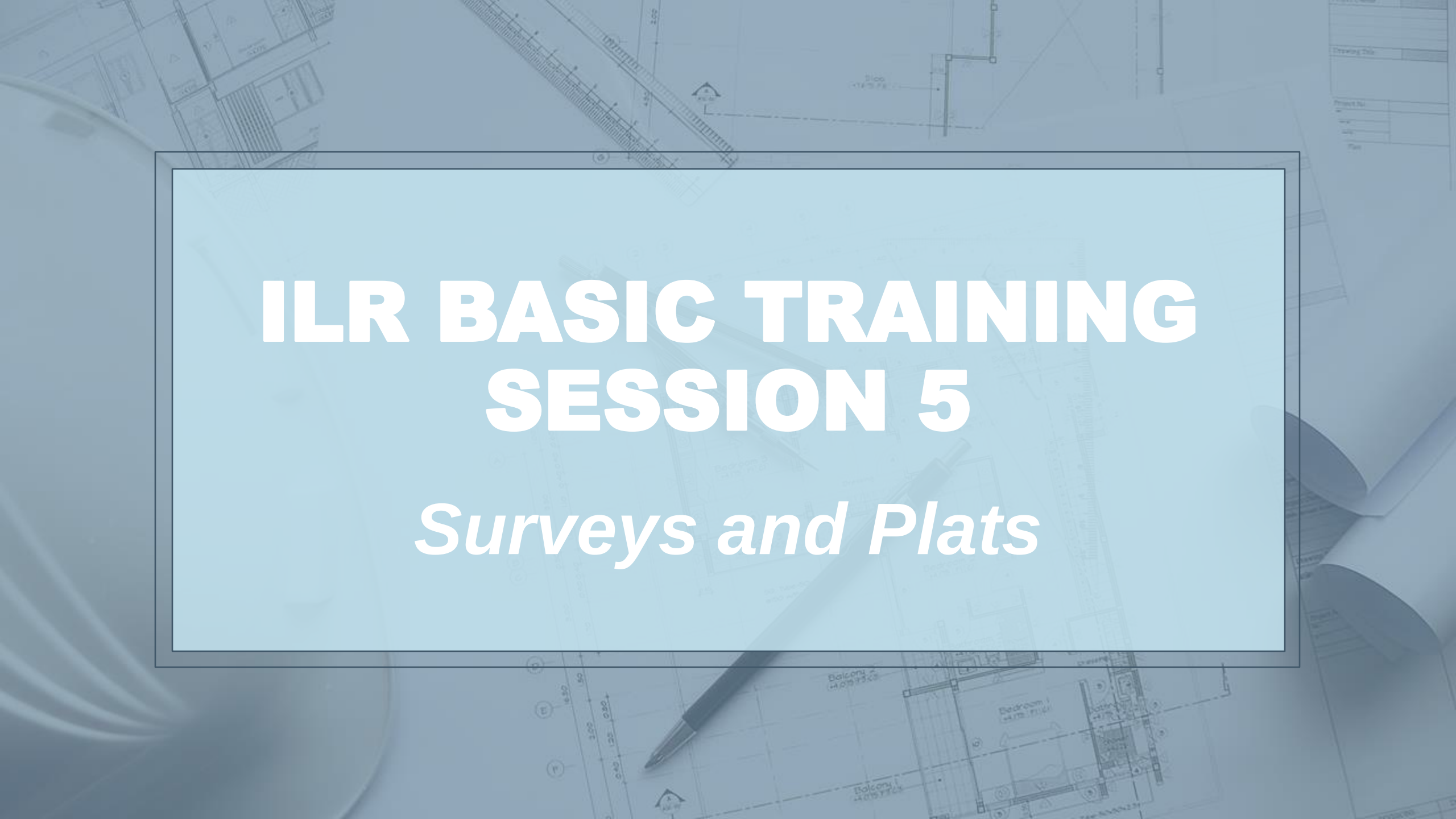


The background is a faded architectural floor plan of a house. It shows various rooms including bedrooms, a bathroom, and balconies. A black pen is lying diagonally across the lower part of the plan, and a ruler is visible in the bottom left corner. The overall color scheme is a light blue-grey.

ILR BASIC TRAINING SESSION 5

Surveys and Plats

What We'll Cover

Section 1.

**Indexing Requirements for
Surveys and Plats**

Section 2.

**Formatting Requirements for
Surveys and Plats**

Section 3.

**Best Practices for Processing
Surveys and Plats**

Section 4.

**Searching for Survey
Documents**

ILR BASIC TRAINING

Session 5 Progress

Section 1

**Indexing
Requirements for
Surveys and Plats**

Section 2

**Formatting
Requirements for
Surveys and Plats**

Section 3

**Best Practices for
Processing Surveys
and Plats**

Section 4

**Searching for
Survey Documents**

A background image showing a desk with a laptop, papers, and a pen holder. The image is faded and serves as a backdrop for the text.

History

In 2015/2016 a working group of county recorders and surveyors met to discuss how Surveys and Plats were processed in Iowa. Representatives designated by ICRA and SLSI.

Two Main Topics:

- Searching
- E-Submission

Goals

- Surveyors wanted more consistency in searching for Surveys and Plats and Corner Certificates – they were attracted to the centralized "Nebraska" system
- Recorders wanted more consistency in the formatting of survey documents, and they wanted surveyors to electronically file Surveys and Plats.





Result

- The INDEX LEGEND
- New rules for the RECORDING STAMP AREA
- Rules for Indexing Surveys, Plats and Corner Certificates
- New Dimensions for Traditional Filing

A top-down view of a person's hands working on architectural blueprints spread across a wooden desk. The person is wearing a smartwatch on their left wrist. Various tools are visible: a white computer mouse, a silver keyboard, a calculator, and a yellow tape measure. The blueprints show detailed floor plans and structural drawings.

Result

- New Formatting Allowances for Electronic Filing
 - Orientation
 - Size (Up to 36")
 - Stamp Area
- Monument Preservation Certificate as a Document Type

Indexing Requirements - Surveys

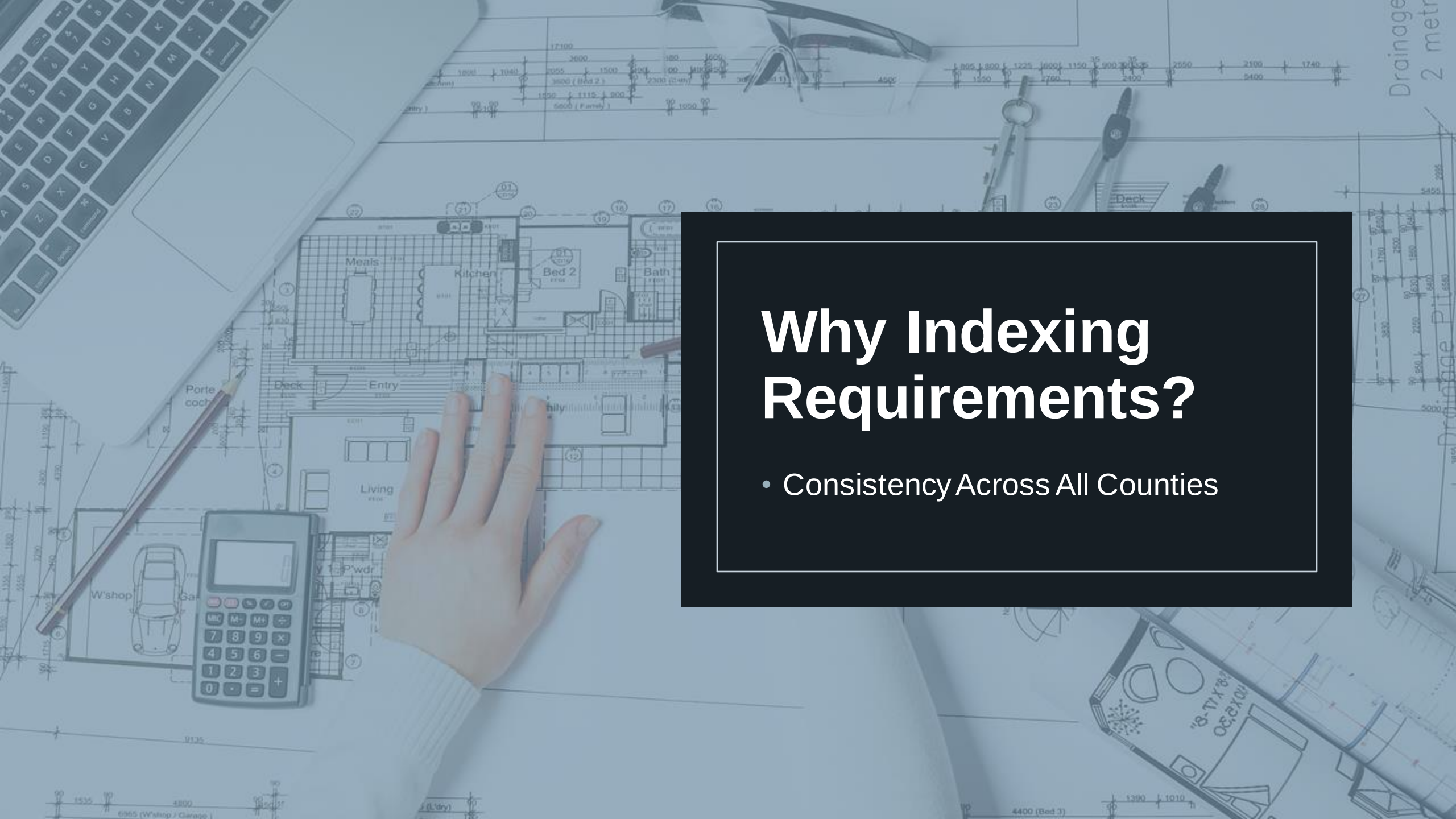
- Surveyor's Personal Name
- Surveyor Company Name
- Proprietor or Owner Name (Human or Non-Human)
- Requestor Name (H or Non-H)
- Subdivision Name (if applicable)
- Legal/Location Description



Indexing Requirements – Corners

- Surveyor's Personal Name
- Surveyor Company Name
- ~~Proprietor or Owner Name~~
- ~~Requestor Name~~
- Township name or "Public"
Not Recommended or
Required
- Legal/Location Description



The background is a light blue-tinted image of architectural blueprints. A hand is visible, pointing at a section of the plan. Various drafting tools are scattered around: a pencil, a compass, and a calculator. The blueprints show detailed floor plans with rooms labeled like 'Meals', 'Kitchen', 'Bed 2', 'Bath', 'Entry', 'Living', 'W'shop', and 'Gar'. Dimensions and technical notes are visible throughout the drawings.

Why Indexing Requirements?

- Consistency Across All Counties

Associated References

If an associated reference to another recorded document is present on a Survey or Corner Certificate, then the associated reference should be included in the recorder's index.



Index Legend

- Iowa Code 331.606B(4a)
- Excludes Corner Certificates
- Legal/location description
 - Parsed: section, township, range & quarter
 - Parsed: lot, block, subdivision, town/city
- Party Names including Requestor, Proprietor, or Owner as applicable
- Surveyor Name and Surveyor Company Name
- "other information necessary ... to return the document"
- Cover Sheet is an alternative

AREA BELOW RESERVED FOR RECORDER

BK: 10932 PG: 321
Recorded: 3/1/2021 at 9:12:03.0 AM
County Recording Fee: \$7.00
Iowa E-Filing Fee: \$3.13
Combined Fee: \$10.13
Revenue Tax:
Joan McCalmant RECORDER
Linn County, Iowa
Unique Doc ID: 2626997

INDEX LEGEND

SURVEYOR'S NAME / RETURN TO:
WALTER HURLBUTT
SNYDER & ASSOCIATES, INC.
5005 BOWLING ST. SW SUITE A
CEDAR RAPIDS, IOWA 52404
319-362-9394
whurlbutt@snyder-associates.com
SERVICE PROVIDED BY:
SNYDER & ASSOCIATES, INC.
SURVEY LOCATED:
LOT 2, 3 & 4
AIKEN AND DYER FIRST ADDITION
REQUESTED BY/PROPRIETOR:
WESTDALE APARTMENTS LP.

Why Index Legend?

- Indexing Information in One Place
- Consistent Across All Counties

ILR BASIC TRAINING

Session 5 Progress

Section 1

**Indexing
Requirements for
Surveys and Plats**

Section 2

**Formatting
Requirements for
Surveys and Plats**

Section 3

**Best Practices for
Processing Surveys
and Plats**

Section 4

**Searching for
Survey Documents**



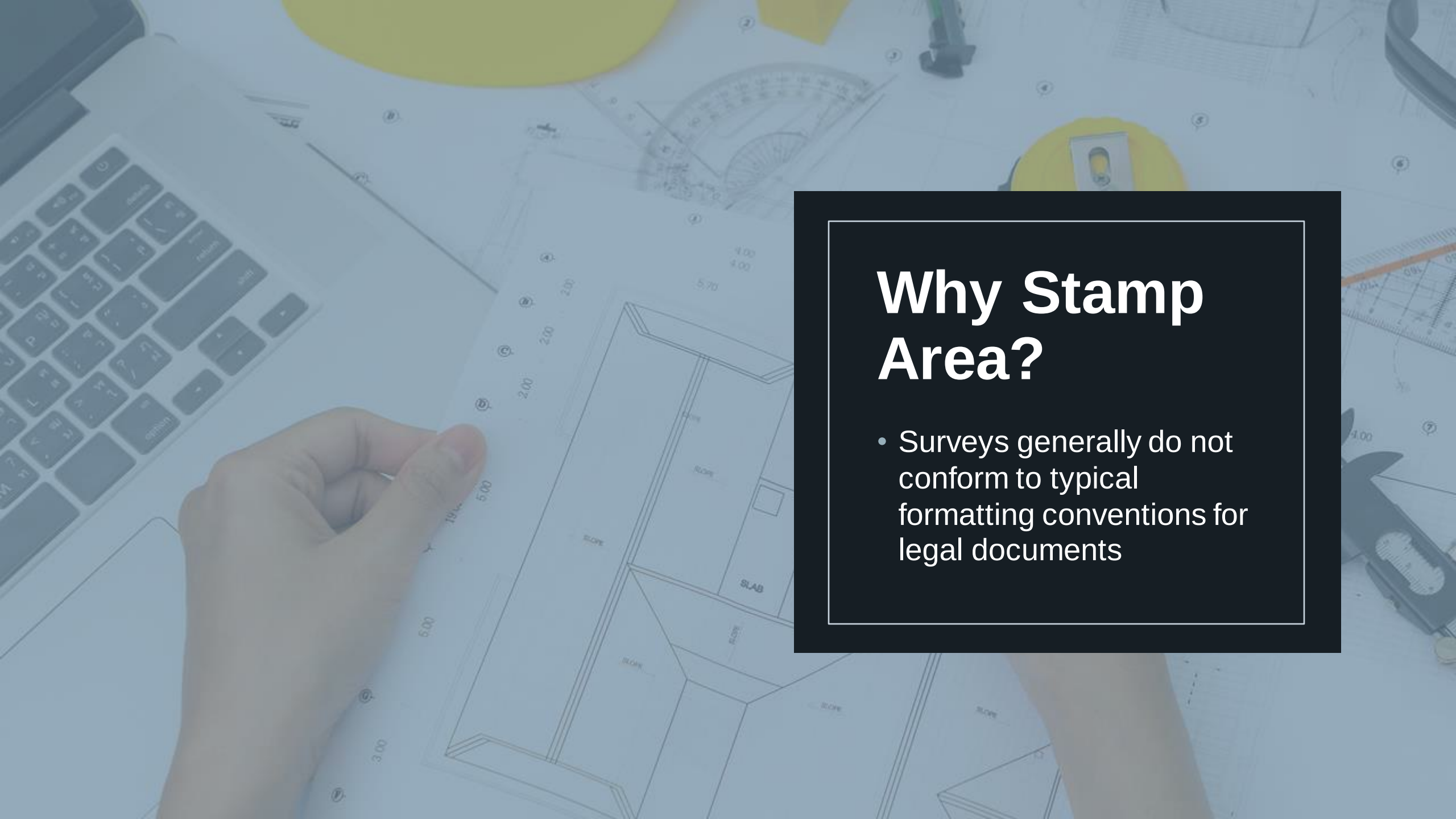
Submitter Document Formatting Requirements

- A survey or plat document may be submitted with dimensions of up to 24.0" by 36.0"
- Scanned or rendered as a PDF document
- No active text areas or layers
- 200-400 DPI resolution • Scanned in black & white (not grayscale)
- Scanned images of documents with dimensions greater than 8.5" by 11" (letter) should not be condensed or resized to letter size
- File size should be approximately 100 kb
- Legibility still matters - give attention to line drawings
- Orientation matters - read left to right

Recording Stamp

- Survey Requirement – Sufficient Space for Stamp Area – Currently 3.75 inches width and 2.5 inches height
- "Blank" or "White", First Page
- Top portion of the first page whenever feasible – but allowance for anywhere on the first page



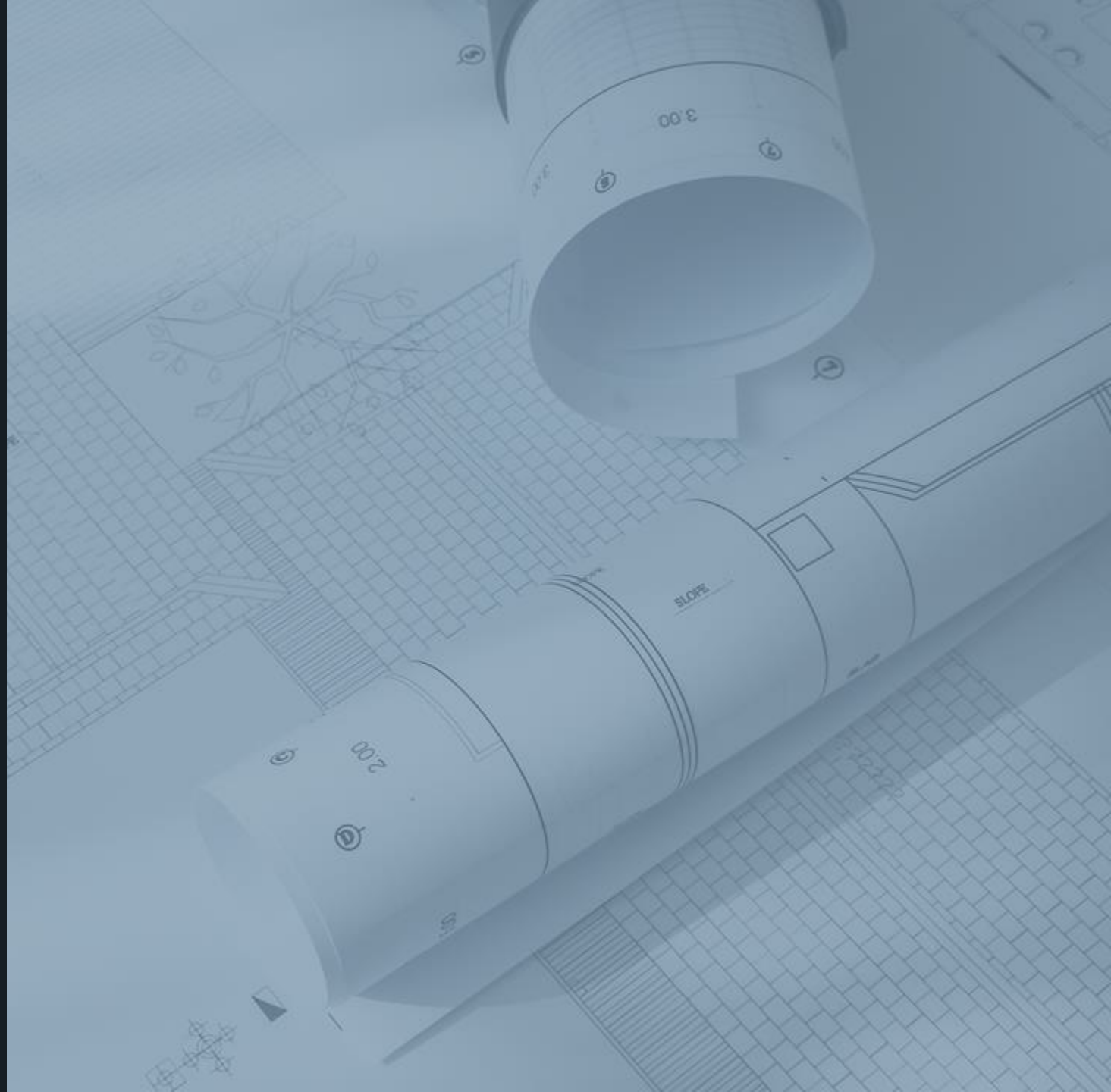
The background image shows a top-down view of a workspace. On the left, a portion of a silver laptop keyboard is visible. A hand is holding a white ruler over a set of architectural blueprints. The blueprints feature various lines, dimensions (e.g., 5.00, 2.00, 3.00, 4.00, 5.70), and labels like 'SLOPE' and 'SLAB'. A yellow circular object, possibly a protractor or a piece of tape, is at the top. A yellow level is also visible on the right side of the blueprints.

Why Stamp Area?

- Surveys generally do not conform to typical formatting conventions for legal documents

Document Dimensions - Paper

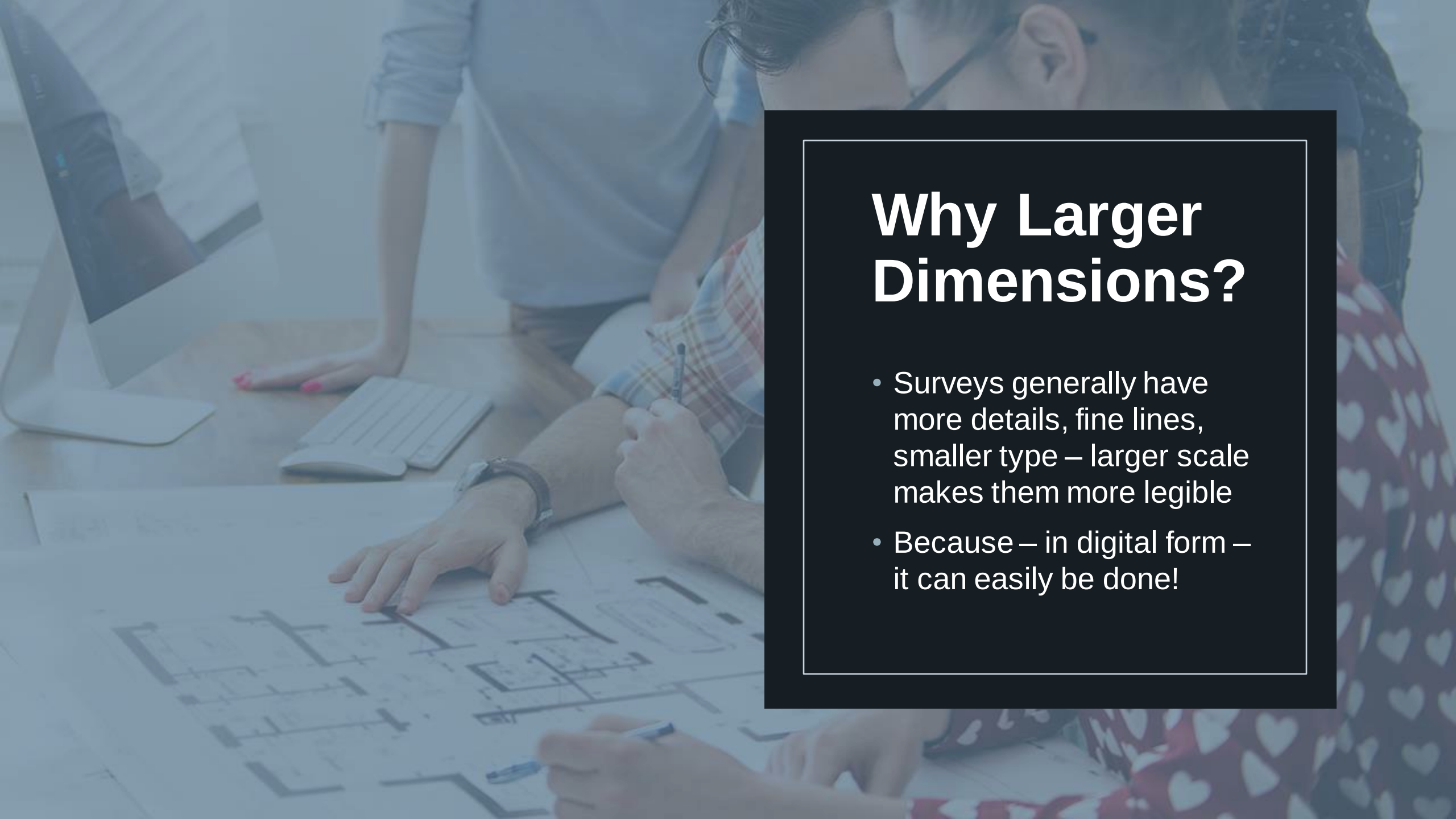
- Each county shall have the capacity to archive and SCAN documents with dimensions of LETTER, LEGAL OR 11" x 17"
- Counties are NOT REQUIRED to print 11" x 17" or larger
- Users may access PDF documents and print on their own devices



Document Dimensions - Electronic

- Each county shall have the capacity to archive documents with dimensions of LETTER, LEGAL, 11" x 17" and UP TO 24" x 36"
- Landscape Orientation Is PERMITTED



A background image showing a group of people in a professional setting. In the foreground, a person's hands are visible, one holding a pen and pointing at architectural blueprints spread across a wooden desk. Another person's hand is resting on the desk nearby. In the background, a computer monitor and keyboard are visible. The image has a light blue overlay. A black rectangular box with a white border is positioned on the right side of the image, containing white text.

Why Larger Dimensions?

- Surveys generally have more details, fine lines, smaller type – larger scale makes them more legible
- Because – in digital form – it can easily be done!

Terms of Use

A registered organization or user acting as a surveyor company or surveyor shall ensure that any survey or plat has been reviewed and approved by any city or county jurisdiction, when such review and approval is required, prior to submitting the survey or plat through the Iowa Land Records E-Submission service.





Recorders Record Documents

- Generally, recorders do not make legal judgements about the content of documents submitted for recording
- It is the responsibility of the parties of a document to assure authenticity – or if they can't, a court must decide
- The recorder's latitude in accepting or rejecting a document is primarily related to document formatting (in relation to their duty to archive the documents) and to the fees paid for the recording
- However ...

Evidence of Official Review

- Be aware that the ILR Terms of Use requires ...

A registered organization or user acting as a surveyor company or surveyor shall ensure that any survey or plat has been reviewed and approved by any city or county jurisdiction, when such review and approval is required, prior to submitting the survey or plat through the Iowa Land Records E-Submission service.

- This is a professional standard for licensed surveyors



ILR BASIC TRAINING

Session 5 Progress

Section 1

**Indexing
Requirements for
Surveys and Plats**

Section 2

**Formatting
Requirements for
Surveys and Plats**

Section 3

**Best Practices for
Processing Surveys
and Plats**

Section 4

**Searching for
Survey Documents**



Index Legend Best Practices

- If possible, place the index legend in the upper left portion of the page
- Provide space at the top of the page for the official recording stamp (3.75" by 2.5") -if possible
- Use a table with a title of "Index Legend"
- Sans Serif Font - 10 or 11 points
- Be legible and concise

A hand in a plaid shirt sleeve points with a pen at a survey map spread on a desk. The map shows various land parcels, some with labels like 'H', 'G', and 'L'. In the background, a white keyboard and two notebooks (one yellow, one brown) are visible.

Index Legend Best Practices

- Include required information and exclude information not required
- Don't forget surveyor information
 - The surveyor's stamp is not sufficient
- Keep the "Location" description simple – use a consistent order
 - Include "-" for ranges or "&" for adjacent parcels



Index Legend Best Practices

- “Requestor” required for surveys and plats
- Owner/proprietor may not always be required
- Traditional “Return to” line may not be needed if included in the index legend
- “Return to” mailing address and telephone of preparer

Index Legend FAQ

- What information is required in an Index Legend?
- Does surveyor information need to be in the Index Legend?
- Is an Index Legend required for all document types?
- What format is required for an Index Legend?
- Where should the Index Legend be placed in a document?
- If I have questions about the placement of an Index Legend, who should I ask?



A close-up photograph of a person's hand operating a green and white recording stamp device. The hand is positioned over the top of the device, which is resting on a white surface. The device has a green top section and a white base. The background is a blurred, light blue-grey color.

Recording Stamp Area

- Minimum space required – recording stamp
 - *Not less than 3.75 inches of width and 2.5 inches of height*
 - The space is **not reserved for zoning jurisdictions**
- Or use a recorder's cover sheet

Best Practices – Blank Space

- Place the blank space in the upper right portion of the page
 - When not possible, the blank space may be placed wherever space allows on the first page
- Blank space should have a perpendicular orientation



ILR Right to Modify

Terms of Use

“May modify the format or scale of a scanned or rendered electronic document, without altering the content of the electronic document, in order to conform to standards established by the Electronic Services System”

The Recorder's Cover Sheet

- Cover Sheet Format
 - Letter sized – portrait
 - Top 3-inch margin
 - Conforms to other document requirements (10 pt. font black & white, etc.)
- Information Required
 - Same as required for the index legend
- Template
 - Available in Word format for custom editing
 - For E-Submission, must be submitted as PDF



A person wearing a grey suit is using a blue and grey stamping machine on a document. The machine is being held by their right hand, and their left hand is resting on the document. The background is a blurred office setting with windows.

Recording Stamp Area FAQ

- Where should the blank rectangular space be placed in a document
- Can the blank rectangular space be placed at an angle?
- Is the blank rectangular space required if a document is submitted with a cover page

ILR BASIC TRAINING

Session 5 Progress

Section 1

**Indexing
Requirements for
Surveys and Plats**

Section 2

**Formatting
Requirements for
Surveys and Plats**

Section 3

**Best Practices for
Processing Surveys
and Plats**

Section 4

**Searching for
Survey Documents**

2020 E-Sub Summary

- Surveys & Plats – 2107
- Monument Preservation
Certificates – 891
- Corner Certificates – 24



Searching Surveys

- Variances In Indexing Practices

SummaryAssociated DocsPartiesProperty

Properties

Parcel ID	Legal Description
	UnPlattedLand

Details

Parcel ID

UnPlattedLand

Full Legal Description

Unplatted Land List

Quarter Quarter Section	Quarter Section	Section	Township	Range	Metes and Bounds Remaining Text
		35	98	4	S1/4 CORNER
		35	98	4	SE CORNER

SummaryAssociated DocsPartiesProperty

Properties

Parcel ID	Legal Description
	E1/4 23-89-18

Details

Parcel ID

E1/4 23-89-18

Full Legal Description

Platted Land List

Parcel Desc	Lot/Unit	Block	Subdivision/Condo	City/Town
E1/4		0	0	

Unplatted Land List

Quarter Quarter Section	Quarter Section	Section	Township	Range	Metes and Bounds Remaining Text
		23	89	18	

Searching Surveys

- Variances In Indexing Practices

Summary Associated Docs Parties **Property**

Properties

	Parcel ID	Legal Description
		WEST 1/4 CORNER
		SW 1/4 CORNER

Details

Parcel ID

Full Legal Description

WEST 1/4 CORNER

Unplatted Land List

Quarter Quarter Section	Quarter Section	Section	Township	Range	Metes and Bounds Remaining Text
		7	83	7	

Summary Associated Docs Parties **Property**

Properties

	Parcel ID	Legal Description
		

Details

Parcel ID

Full Legal Description

Unplatted Land List

Quarter Quarter Section	Quarter Section	Section	Township	Range	Metes and Bounds Remaining Text
	SE-SW	31	93	6	(NE CORNER)

Searching Surveys

- Variances In Indexing Practices

Summary

Associated Docs

Parties

Property

Grantors

First	Last	Suffix	Full / Company Name	Capacity	Party Type
			BKC VISTA LLC		Organization
MARK	NELSON		NELSON,MARK ALAN		Person

Grantees

First	Last	Suffix	Full / Company Name	Capacity	Party Type
			MOHN SURVEYING INC		Organization
ROGER	MOHN		MOHN,ROGER R		Person

Searching Surveys

- Variances In Indexing Practices

Selected Search Results
Document 1 of 1 Previous | Next

Select	Idx	Img	Number	Book & Page	Recording Date	County	Name	Document Type	Section	Township	Range	PII
☒				Bk: 10917 Pg: 197	2021/02/11		----	Corner Certificates	7	83	7	

Document 1 of 1 Previous | Next

Filter List **Export Selected**

Document Information
View the information about the document here.

Search Parameters 

Redact **Done**

Summary **Associated Docs** **Parties** **Property**

Associated Documents

	Unique Document ID	Number	Book & Page	Recording Date	Document Type	Posted
Details	759930		Bk: 3478 Pg: 654	1997/04/25	Corner Certificates	true

Search Tips

- County Maintained Information
 - Earliest Index Date on ILR
 - Earliest Image Date on ILR
 - Document Type Search Notes
 - Name Search Notes
 - Number and/or Book & Page Search Notes
 - Location Description Search Notes

Indexing Revisited?

- Possible benefits for further normalization
 - Format of Numeric References (leading zeros)?
 - Use of free form text & Metes and Bounds data?
 - Quarter Section Data and Format?
 - Associated References?



A group of five business professionals (three men and two women) are shown in an office setting, celebrating with their arms raised and hands clapping. They are all smiling and appear to be in a positive, collaborative environment. The image has a semi-transparent blue overlay.

QUESTIONS?