

# BEST PRACTICES

## Electronic Submission of Surveys & Plats for Recording

In 2017 Iowa Land Records E-Submission enabled the E-Submission of Survey & Plat documents. Since then thousands of survey & plat documents have been electronically submitted. Iowa Land Records and the Iowa County Recorders Association continues to work with the Society of Land Surveyors of Iowa to ensure that the electronic submission of survey and plat documents is successful.

### 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.

### Recorder's Record

As a general rule, Recorder's 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.

### Index Legend

**ALIQUOT PART OF U.S.P.L.S. OR PART OF OFFICIAL PLAT:**

Part of SE¼ NW¼ and  
Part of SW¼ NW¼ in  
Sec. 15-83-8W of 5th P.M.  
Cedar Rapids, Linn County, Iowa

**LAND SURVEYOR, INCLUDING FIRM OR ORGANIZATION:**

H. Frank Bellon, Jr., P.L.S.  
Midwest Development Co.  
411 First Avenue SE, Suite 410  
Cedar Rapids, Iowa 52401-1368  
Phone: (319) 363-3444

**SURVEY REQUESTED BY:**

Skogman Construction Company of Iowa  
411 First Avenue SE, Suite 410  
Cedar Rapids, Iowa 52401-1368  
Phone: (319) 363-8285

**PROPRIETOR OR OWNER:**

Justin Scott  
100 Court Avenue, Suite 203  
Des Moines, Iowa 50309

**DOCUMENT RETURN INFORMATION:**

Land Surveyor

Plats, maps, exhibits and other drawings certified by a land surveyor presented for recording shall contain an Index Legend as required in Sections 355.6A, subsection 4(c) and 331.606B of the Iowa Code.

The Index Legend shall include the legal description to be indexed by the County Recorder, and the names of any applicable parties to the document including a Requestor, Proprietor, or Owner when applicable. The legal description shall be parsed by section, township, range, and quarter sections (unplatted land), or by lot, block, subdivision and town/city (platted land) to the extent possible. The name of the Surveyor, the Surveyor Company including mailing address and other contact information, and any information necessary for the County Recorder to return the document

- 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")
- Use a table with a title of "Index Legend"
- Sans Serif Font - 10 or 11 points
- Be legible and concise
- Locations (include "-" for ranges or "&" for adjacent parcels)
- Don't forget surveyor information

## Submitter Document Formatting Requirements

Plats, maps, exhibits and other drawings certified by a land surveyor presented for recording shall contain an Index Legend as required in Sections 355.6A, subsection 4(c) and 331.606B of the Iowa Code. U.S. Public Land Survey Corner Certificates are exempt from this requirement.

- A survey or plat document may be submitted with dimensions of up to 24.0” by 36.0”
- Scanned as a PDF document
- No have 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 less than 100 kb
- Legibility still matters - give attention to line drawings
- Orientation matters - read left to right

## County Requirements

- Counties are required to have the ability to scan up to 11” by 17” and archive up to 24” by 36”.
- Counties are not required to print larger scale documents
- Users may access PDF documents and print on their own devices

## Learn More Today



### LISA LONG

*Customer Service & Account Manager*

📞 (515) 447-4157 | (888) 790-2246

✉️ [llong@clris.com](mailto:llong@clris.com)

🌐 [www.iowalandrecords.org](http://www.iowalandrecords.org)

📍 8711 Windsor Pkwy #2 Johnston, IA

🐦 [@iowalandrecords](https://twitter.com/iowalandrecords)

## ATTEND A TRAINING WEBINAR

Register for a training webinar to learn more about submitting survey and plat documents electronically with Iowa Land Records, or contact us to set up a one-on-one training for your team.

[www.iowalandrecords.org/webinars](http://www.iowalandrecords.org/webinars)