

Cedar Rapids Public Works Department Standard Operating Procedure



Procedure Name: Preparation of Plats and Exhibits		Approved By: Rita Rasmussen	
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Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage.			

Purpose:

To summarize and document the process for preparing acquisition/permanent easement plats and temporary easement exhibits.

Procedures:

Acquisition/Permanent Easements Plats

Plats showing permanent right of way acquisitions shall comply with requirements of Iowa Code Section 354.4 and require certification of a licensed land surveyor.

Refer to website: [Iowa Code – Chapter 354 – Platting – Division and Subdivision of Land](#)

Utilize Iowa DOT-style symbols in accordance with Appendix D of the Iowa Department of Transportation Right of Way Design Manual.

Refer to document: [Iowa Department of Transportation Right of Way Design Manual](#)

The checklist on the following page should be used as a guide in the preparation of acquisition/permanent easement plats.

No.	Requirement – Acquisition/Permanent Easement Plat	Check
1	Proposed name of the document/title block: Provide the name or title of the plat, which should include the descriptive verbiage regarding lot, block, subdivision, etc. Title of permanent easement plats shall include the easement purpose.	
2	Date: Always update with the current revision date	
3	North arrow: Provide a directional north arrow on the drawing.	
4	Scale: Show the scale of the drawing on the plat.	
5	<p>Legal Description: Provide the full legal description of the lots or parcels of the subject site. Reference to only a book and page is <u>not</u> acceptable.</p> <p>Metes and bounds descriptions will be required for all right of way and permanent easement acquisitions. These descriptions shall comply with Section 355.9 of the Iowa code and shall be referenced from a physically monumented land line of two or more corners of the United States Public Land Survey System or two or more corners of an official recorded subdivision.</p>	
6	Location and Name of Abutting Streets, Right-of-Ways: Show any adjacent streets or right-of-way, and provide the street name on the drawing.	
7	Parcel Boundary: Show all parcel boundary lines, with applicable dimensions, including dimensions and angles or bearings, and reference to established survey monuments. All contiguous or abutting lots or parcels under the same ownership as the subject site shall be shown.	
8	Lot Area: Provide the total area of the lot or parcel by square footage.	
9	Adjoining Properties: All adjoining properties shall be identified and, where such adjoining properties are part of an official plat, the name of the plat shown.	
10	Existing Easements: Show dimensions and reference book and page number, if relevant. Note easement purpose.	
11	Proposed Easements: Provide copies of proposed easements for public water, sanitary and storm sewer as well as descriptions of the same.	
12	Control Monument Identification: The plat shall show the survey is tied to a physically monumented land line which is identified by two United States public land survey system corners, or by two physically monumented corners of a recorded subdivision.	
13	Plat Monuments: The plat shall show and identify all monuments necessary for the location of the parcel and shall indicate whether the monuments were found or placed.	
14	Public Land Survey Corners: If United States public land survey system corners control the land description, the corners shall be clearly identified on the plat, including a description of the Monumentation and shall indicate whether the monuments were found or placed.	
15	Applicable Lot Addresses: Show the lot address of the parcel or lot on the drawing.	
16	Property Owner(s) of Record: Include name and mailing address on the drawing. The ownership shall be listed the same as what is shown on the most recent warranty deed. All owners shall be listed.	
17	Parcel Number: Each parcel within a project's limits must have a numerical parcel assigned to it. Refer to Chapter 3 of the Project Development and Management Manual for information regarding establishment of parcel numbers.	
18	Plat Preparer: Include name, telephone number, and mailing address on the drawing. Include the date of the field work on the plat.	
19	Certification of a Licensed Land Surveyor: The final copy of the plat shall have the Licensed Iowa Land Surveyor Certification Statement signed and dated.	

Temporary Easement Exhibits

Exhibits showing temporary right of way acquisitions shall comply with requirements of Iowa Code Section 354.4 and require certification of a licensed land surveyor.

Utilize Iowa DOT-style symbols in accordance with Appendix D of the Iowa Department of Transportation Right of Way Design Manual.

Refer to document: [Iowa Department of Transportation Right of Way Design Manual](#)

This checklist should be used as a guide in the preparation of temporary easement exhibits.

No.	Requirement – Temporary Easement Exhibit	Check
1	Proposed name of the document/title block: Provide the name or title of the plat, which should include the descriptive verbiage regarding lot, block, subdivision, etc.	
2	Date: Always update with the current revision date	
3	North arrow: Provide a directional north arrow on the drawing.	
4	Scale: Show the scale of the drawing on the plat.	
5	Legal Description: Provide the full legal description of the lots or parcels of the subject site. Reference to only a book and page is <u>not</u> acceptable. Strip descriptions will be allowed only if the temporary easement is of uniform width along one boundary of a parcel. Metes and bounds descriptions will be required for all other temporary easements. The metes and bounds descriptions shall comply with Section 355.9 of the Iowa code and shall be referenced from a physically monumented land line of two or more corners of the United States Public Land Survey System or two or more corners of an official recorded subdivision.	
6	Location and Name of Abutting Streets, Right-of-Ways: Show any adjacent streets or right-of-way, and provide the street name on the drawing.	
7	Parcel Boundary: Show all parcel boundary lines, with applicable dimensions, including dimensions and angles or bearings, and reference to established survey monuments. All contiguous or abutting lots or parcels under the same ownership as the subject site shall be shown.	
8	Lot Area: Provide the total area of the lot or parcel by square footage.	
9	Adjoining Properties: All adjoining properties shall be identified and, where such adjoining properties are part of an official plat, the name of the plat shown.	
10	Existing Easements: Show dimensions and reference book and page number, if relevant. Note easement purpose.	
11	Proposed Easements: Provide copies of proposed easements for public water, sanitary and storm sewer as well as descriptions of the same.	
12	Control Monument Identification: The plat shall show the survey is tied to a physically monumented land line which is identified by two United States public land survey system corners, or by two physically monumented corners of a recorded subdivision.	
13	Plat Monuments: The plat shall show and identify all monuments necessary for the location of the parcel and shall indicate whether the monuments were found or placed.	
14	Public Land Survey Corners: If United States public land survey system corners control the land description, the corners shall be clearly identified on the plat, including a description of the Monumentation and shall indicate whether the monuments were found or placed.	
15	Applicable Lot Addresses: Show the lot address of the parcel or lot on the drawing.	

16	Property Owner(s) of Record: Include name and mailing address on the drawing. The ownership shall be listed the same as what is shown on the most recent warranty deed. All owners shall be listed.	
17	Parcel Number: Each parcel within a project's limits must have a numerical parcel assigned to it. Refer to Chapter 3 of the Project Development and Management Manual for information regarding establishment of parcel numbers.	
18	Plat Preparer: Include name, telephone number, and mailing address on the drawing. Include the date of the field work on the plat.	

Parcel Impact Details (PID)

Parcel Impact Details (PID) are used by the acquisition agent to convey the impacts that the acquisition has on a parcel. It shows the acquisition on an aerial photo background and all features in the right-of-way should be noted and labeled as remove/replace/protect/etc.

This checklist should be used as a guide in the preparation of parcel impact details.

No.	Requirement – Parcel Impact Detail	Check
1	Applicable Lot Addresses: Show the lot address of the parcel or lot on the drawing.	
2	Date: Always update with the current revision date	
3	Aerial Photo: Include an aerial photo background.	
4	Property Owner(s) of Record: Include name and mailing address on the drawing. The ownership shall be listed the same as what is shown on the most recent warranty deed. All owners shall be listed.	
5	Location and Name of Abutting Streets, Right-of-Ways: Show any adjacent streets or right-of-way, and provide the street name on the drawing.	
6	Lot Area: Provide the total area of the lot or parcel by square footage.	
7	Existing Easements: Show dimensions and reference book and page number, if relevant. Note easement purpose.	
8	Proposed Easements: Show dimensions.	
9	Proposed Improvements: Such as back of curb, driveways, sidewalks, etc.	
10	Impacts to features: Note all features such as fences, rocks, trees, bushes, , landscaping, flag poles, mail boxes, etc. and label as remove/replace/protect, as applicable.	
11	North arrow: Provide a directional north arrow on the drawing.	
12	Legend: For clarity, if relevant	
13	Parcel Number: Each parcel within a project's limits must have a numerical parcel assigned to it. Refer to Chapter 3 of the Project Development and Management Manual for information regarding establishment of parcel numbers.	