

**Steps Required for Filing a Subdivision Plat in the Woodbury County Recorder's Office**  
**(Effective February 4, 2025)**

(1) This office requires two original mylars of the subdivision plat—one will be returned to the surveyor per Iowa Code and the other will be retained by the Recorder's Office. Both should be 22 ½" x 24 ½" and should contain an Index Legend. The following signatures should be obtained on both original mylars prior to making any additional copies. The official or a designated person in the respective office may sign their respective certificate in BLACK INK and their name must be typed or printed below their signature.

Engineer Certificate

Governing Body's Resolution (either Board of Supervisors or City Council)

Planning and Zoning Certificate (either City or County Zoning)

Dedication

County Treasurer

Assessor (either City or County)

Mortgage Holder (if applicable)

Auditor's Subdivision Name Approval

**\*Iowa Code requires prior approval of Subdivision Name; obtain approval from Deputy Recorder**

**\*\*The certificates for the Title Opinion and Recorder are the only certificates that should be left blank. Those certificates on the two original mylars as well as on all the paper copies will be signed at the time the subdivision plat is recorded.**

**\*\*\*In the Recorder's Certificate of Recording, the space for the Document Number should be 1 ½ inches long and the space for the Plat Envelope Number should be 1 inch long, with both being at least ½ inch high.**

(2) Once you have all the required signatures on both original mylars, you will need to obtain the following copies prior to the recording. Both original mylars and all paper copies must be legible, in black and white, with no smudges.

**Minimum of Six (6) & maximum of Ten (10) white paper copies of original mylar that are 22 ½" x 24 ½". Six (6) of the copies will be retained for the Auditor, Assessor, Abstractors, and Mapping. Any additional copies will be returned to the person filing the subdivision plat.**

(3) One or more days prior to the anticipated recording of the subdivision plat, call the Recorder's Office at (712)279-6528 to speak to Diane Swoboda Peterson, Real Estate/Recorder Deputy, to schedule a 9:00 am appointment to record the subdivision plat. The Recorder's Office is in the Courthouse at 620 Douglas Street, Room 106. You will need to bring both original mylars and all the paper copies listed in #2 to the appointment.

(4) Please be prepared to pay the recording fees upon completion of the recording. The Recorder's Office can accept cash, checks or credit card (with an additional fee).

Thank you for your cooperation.