



CITY OF
GRIMES
DEVELOPMENT SERVICES

410 SE Main Street, Suite 102 , Grimes, Iowa 50111

P: 515.986.4050 | F: 515.986.4480

**PLAT OF SURVEY
APPLICATION**

Applications are due the fourth Monday of the month
at 12:00 p.m.

Please read application thoroughly. The City has the
right to refuse an incomplete application.

Plat of Survey

Application Packet



1. Application Packet. Be sure to complete and submit *all the required materials* that are a part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.

2. What must be submitted?

- One (1) completed and signed Application Form & Application Fee submitted to:
City of Grimes
Attn: Rachel Greving, Development Services Coordinator
410 SE Main St, Ste. 102
Grimes, Iowa 50111

- One (1) PDF of the Preliminary Plat submitted to:
 - ❑ Alex Pfaltzgraff, Development Services Director: apfaltzgraff@grimesiowa.gov
 - ❑ Rachel Greving, Development Services Coordinator: rgreving@grimesiowa.gov
 - ❑ Evann Martin, Assistant Planner: emartin@grimesiowa.gov

- Application Fee (See fee schedule)

3. What is the process?

- Staff will review the plat and provide comments to the applicant for revision and resubmittal.
- Once comments are addressed, staff will approve the Plat of Survey for recording with the appropriate county.

Plat of Survey



Application Form

Project Information:

Project Address: _____

Legal Description: _____

Project Name: _____

Project Description: _____

Property Owner:

Name: _____

Address: _____

Phone: _____

Email: _____

Applicant:

Name: _____

Address: _____

Phone: _____

Email: _____

Obtaining approval does not absolve the applicant from obtaining all other applicable permits such as building permits, IDOT access permits, IDNR permits, etc.

I (We) certify that I (we) have submitted all the required information to apply for approval and that the information is factual.

Signature of Property Owner

Date

(Note: No other signature may be substituted for the Property Owner's signature.)

Signature of Applicant

Date

Application Fee: _____ (Check to "City of Grimes")