

Ordinance No. 2025-5

AN ORDINANCE TO AMEND SURVEY  
RECORDATION REQUIREMENTS

**WHEREAS**, Indiana Code 36-2-19-4 and 5 authorize a county to require a survey to be recorded and a copy provided to the County Auditor;

**WHEREAS**, the County Auditor is charged with the responsibility of maintaining accurate records of land ownership;

**NOW THEREFORE BE IT ORDAINED**, that Decatur County Ordinance 2008-5 is hereby amended as follows:

**Section 1.** Professional Surveyor shall have the meanings set out in Indiana Code 25-21.5-1-8.5 and survey shall have the meanings set out in Indiana Code 36-2-19.

**Section 2.** All Professional Surveyors must follow the minimum standards set out in 865 IAC 1-12-1 through 1-12-25 in addition to the following requirements.

**Section 3.** In addition to the conditions of Indiana Code 36-2-19-4, this Ordinance requires that upon preparation of a plat for any original, retracement, route or easement survey of real estate located in Decatur County, Indiana, the Professional Surveyor or the Owner of the platted real estate must record that Plat in the Office of the Recorder of Decatur County, Indiana, upon any of the following events:

- (a) a new tax parcel is created;
- (b) no survey of the parcel has been previously recorded;
- (c) the monuments, monument references or any part of the description varies from the last deed of record or recorded survey of the parcel;
- (d) whenever a boundary line is being changed by adverse possession, court order, resubdivision of an existing parcel or in any other manner that changes a boundary line;
- (e) any public or private easements with the exception of utility easements under the jurisdiction of the Indiana Utility Regulatory Commission (IURC);

- (f) If any part of a legal description changes by means of an original or retracement survey included by not limited to the bearings, distances, called for monuments, acreage, etc. then the original or retracement survey must be approved by Decatur County or the City of Greensburg and recorded in the Office of the Recorder of Decatur County, Indiana prior to any deed, mortgage or conveyance document(s) being accepted for recordation with the Office of the Recorder of Decatur County, Indiana.

**Section 4.** The plat of survey under this ordinance must contain the following:

- (a) A title to indicate the purpose of the survey (i.e., original, retracement, subdivision, easement or route survey);
- (b) The name of the owner or title holder according to the current county tax records at the time of recording (or the actual title holder if the land surveyor know the tax records are not accurate). {IC 36-2-19-4-(b)-(1)};
- (c) The current Deed of Record or Instrument Number. Also, the 18-digit State Key Number of the parent tract from which the plat of survey is being derived from. The same must be added for adjoining parcels that coincide with the surveyed tract(s);
- (d) The area (in acres) of each surveyed tract(s), lot(s) in a subdivision and/or road right-of-way(s). If any of the surveyed tract(s), lot(s) in a subdivision and/or road right-of-way(s) are located in a different political township or United States Public Land Survey (USPLS) Section the acreage must be divided out by how much acreage is in each political township or USPLS Section. The acreage or remaining acreage of each separate tax parcel must be shown;
- (e) An acreage table must be shown on an original or retracement survey. Route or easement surveys are exempt from this item. If the entire parcel is surveyed, the acreage table must list the record acres according to the Decatur County Auditor's records and the measured acres. If an original survey is performed, the record acres according to the Decatur County Auditor's records must be listed minus the newly created parcel(s) leaving the record number of acres in the parent parcel;
- (f) All surveys must be computer-generated. The text size must be a minimum of one-eighth (1/8) inches and have enough contrast with the surrounding area to be picked up by the scanner's light sensor, allowing for a discernible image on the computer screen;

- (g) A statement indicating the existence or absence of any improvements on each surveyed tract at the time of the plats recordation, to include the location of buildings and/or permanent structures within 50 feet of a boundary line or right-of-way;
- (h) Parcel or lot being surveyed needs zoning classification per zoning map, city or county;
- (i) Retracement surveys must have all the same certificates and requirements as an Original survey per this ordinance;
- (j) Gaps and overlaps clearly shown and new legal description for that area;
- (k) Distances must be shown in feet and decimal fractions of a foot. Direction of lines must be shown in compass bearings;
- (l) Curve Data must include the radius, arc length, chord bearing and chord length;
- (m) When a new tract is being created, the new 18-digit State Key Number must be put on the plat of survey before it can be recorded. The Decatur County Auditor's Office will provide the new 18-digit State Key Number. An alternative option would be for the Professional Surveyor to give written consent to the Area Plan Director to write in the new 18-digit State Key Number on the survey. The Professional Surveyor must leave a blank line for the new 18-digit State Key Number;
- (n) Vicinity map;
- (o) All surveys must be recorded within three (3) months of the survey certification date.

**Section 5.** Route Surveys are exempt from the following items listed in Section 4. (d, e, g, h, j and m).

**Section 6.** Any plat of survey must contain the following certificates of review before the Recorder of Decatur County, Indiana shall accept the plat of survey for recordation. Route Surveys are exempt from having the Owner's Certificate and Notary Public Certificate.

- (a) The following certificates must appear on all plats of survey in either **Decatur County** or the **City of Greensburg**.

**OWNER'S CERTIFICATE**

I/We, \_\_\_\_\_ and \_\_\_\_\_  
owners of the real estate shown and described herein, have no objections and  
consent to this survey being recorded and/or do hereby certify that I/we  
establish the boundaries of said real estate in accordance with this plat.

The setback lines shall be determined by the regulations of the governing  
entity having zoning jurisdiction over the property shown hereon.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

**NOTARY PUBLIC CERTIFICATE**

State of Indiana

County of \_\_\_\_\_

Before me, the undersigned notary public, in and for the County and State,  
personally appeared \_\_\_\_\_ and \_\_\_\_\_, who  
acknowledged the execution of the foregoing instrument as their voluntary  
acts and deeds for the purposes therein expressed.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public (Signature)

Resident of \_\_\_\_\_ County, Indiana

CERTIFICATE OF SURVEY

I hereby certify that this survey was performed under my supervision and to the best of my knowledge and belief was executed according to the rules of 865 IAC Rule 12.

\_\_\_\_\_  
[Surveyor's Name]

Professional Surveyor #[License Number]

Certification Date

Survey Company Name, Address and Phone Number

I affirm under penalties for perjury that I have taken reasonable care to redact each Social Security Number in this document unless required by law.

\_\_\_\_\_  
This Instrument was prepared by \_\_\_\_\_

RECORDER'S CERTIFICATE

Recorded in Plat Cabinet Page(s) \_\_\_\_\_ this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ O'clock \_\_\_\_ M.

Instrument Number \_\_\_\_\_, fee paid \_\_\_\_\_.

By: \_\_\_\_\_

\_\_\_\_\_, Decatur County Recorder

- (b) The following certificate must appear on Original plats of survey within **Decatur County**. Retracement and Route surveys are exempt from this certificate.

<p style="text-align: center;"><u><b>DECATUR COUNTY AREA PLAN COMMISSION CERTIFICATE</b></u></p> <p>This plat of survey has been reviewed by the designated representative of the Decatur County Area Plan Commission. Such plat conforms to the zoning ordinances of Decatur County, Indiana.</p> <p>Certified this _____ day of _____, _____.</p> <p>By: _____ _____, Decatur County Area Plan Director</p>
---

202501203

- (d) The following certificate must appear on all plats of survey requiring administrative approval within the **City of Greensburg**.

<p style="text-align: center;"><u><b>CITY OF GREENSBURG PLAN COMMISSION CERTIFICATE</b></u></p> <p>This plat of survey has been reviewed by the designated representative of the City of Greensburg Plan Commission. Such plat conforms to the zoning and use ordinances of the City of Greensburg, Indiana.</p> <p>Certified this _____ day of _____, _____.</p> <p>By: _____ _____, Building Commissioner</p>
---

- (e) The following certificate must appear on all plats of survey requiring approval by the **City of Greensburg Plan Commission**.

<p style="text-align: center;"><u><b>CITY OF GREENSBURG PLAN COMMISSION CERTIFICATE</b></u></p> <p>This plat of survey has been submitted to the City of Greensburg Plan Commission for review and approval under Greensburg City ordinances and it has been approved for recordation under the process required by law. This plat was formally approved by the Greensburg City Plan Commission at a public hearing held according to the law on the _____ day of _____, _____.</p> <p>Certified this _____ day of _____, _____.</p> <p>By: _____ _____, Building Commissioner</p>
--

**Section 7.** Per Indiana Code 25-21.5-9-9 (2023)

- (a) This section does not apply to descriptions of lots in new subdivisions.
- (b) Any new or modified real property description prepared by a professional surveyor as a product of an original survey or a retracement survey must include a caption that identifies:
  - (1) The name and professional surveyor registration number of the professional surveyor who prepared the description; and
  - (2) The plat of survey produced as a part of the original survey or retracement survey, including the following information:
    - (A) The date of the surveyor's certification.
    - (B) The date of the last revision, if any, to the survey.
    - (C) Any associated project or job number.
    - (D) The name of the survey company, if any.

**Section 8.** The Decatur County Auditor shall review each survey for consistency with county records and shall make any necessary corrections to county records. The Decatur County Auditor may reject a survey which does not contain the information required by this ordinance or which is not consistent with county records. Decatur County or the City of Greensburg shall have up to five (5) business days to review a survey and an additional five (5) business days for each revised survey submitted.

**Section 9.** The plat of survey must be upon an 18 inch by 24 inch minimum or 24 inch by 36 inch maximum mylar and contain all information required under this ordinance.

**Section 10.** Two (2) paper copies of the survey must be submitted for review to Decatur County. If a copy of the survey to be reviewed is emailed to the Decatur County Area Plan Office, it will be reviewed for an additional cost. Two (2) sets of the survey will be printed by the Area Plan Director and an additional fee of Ten (\$10.00) per page per set will be charged. This fee will be applied to the original survey and any revised copies submitted. The fee for the copies printed by the Area Plan Office will be in addition to the review fee.

**Section 11.** The fee for recording the plat of survey shall be collected by the Recorder of Decatur County, Indiana in the amount authorized by IC 36-2-7-10.



**Section 12.** These fees for reviewing the plat of survey or subdivision by Decatur County shall be collected in the Decatur County Area Plan Office.

The Decatur County Area Plan Office shall charge:

\$60.00 (Sixty Dollars) per Survey or

\$60.00 (Sixty Dollars) plus \$10.00 (Ten Dollars) per Lot in a Subdivision.

The Decatur County Auditor shall charge:

\$40.00 (Forty Dollars) per Survey or

\$40.00 (Forty Dollars) plus \$10.00 (Ten Dollars) per Lot in a Subdivision.

The City of Greensburg Plan Commission should be consulted with to determine any fees associated with their review process of a survey or subdivision.

**Section 13.** Any disputes, interpretations or issues arising from this ordinance, or its enforcement shall be determined by the Decatur County Technical Review Committee. The Decatur County Technical Review Committee may be composed of the Decatur County Surveyor, the Decatur County Area Plan Commission staff, the City of Greensburg Building Commissioner, Decatur County Auditor's Office, Decatur County Assessor's Office, Decatur County Recorder's Office, Decatur County Emergency Management Agency, Decatur County Highway Department, Decatur County Sheriff's Office, City of Greensburg Police Department, City of Greensburg Fire Department, Local Volunteer Fire Departments and any other County or City office(s) that may have input or knowledge of the plat of survey being reviewed.

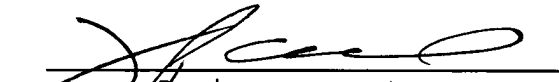
**Section 14.** All uses of the word "MUST" in this ordinance signify a mandatory requirement of the Ordinance.

**Section 15.** The amendments enacted by this ordinance shall be effective on April 21<sup>st</sup>, 2025 and apply to any plats of survey after that date.

Board of  
Commissions of Decatur County



Gabriel Nobbe



Jeremy Pasel



Brian Wenning

Attest:



Christy Smiley, Auditor