



## Beacon Document Access Instructions for Clinton County, IA

### Subdivision Plats & Corner Certificates

In an effort to increase accessibility to certain recorded documents, Clinton County GIS has leveraged the Document Access feature on Beacon, which allows images to be associated with related features. In Clinton County, so far this feature has been implemented with many Subdivision Plats or Plat Proceedings and Corner Certificates. It should be noted that these layers and associated images are updated manually. Any use of the images through this service should be independently verified for any further related documentation, such as affidavits or other corrective documentation. Images are in PDF format and are downloadable.

#### [Subdivision Plat/Plat Proceeding Document Access drop-down search](#)

The screenshot shows the Beacon web application interface. At the top, there is a navigation bar with 'Layers', 'Map', 'Search', and 'Results'. Below this, there is a search bar with the text 'Search by Subdivision for Plat Proceeding'. A dropdown menu is open, showing 'Please select a Subdivision'. Below the dropdown, there is a red warning message: 'The majority of plat proceeding and related documents utilized via document access are recorded in the Clinton County, IA Recorder's Office. In the rare instance a recorded version of a plat is unavailable, another reference document may be provided and will be noted to indicate this. The initial scope of this project is to only include Plat Proceedings. Any existing affidavits or other related documents are not included at this time and should be researched before being utilized in decision making. Not all subdivisions have documents attached. For a subdivision document access example, find and select 4th Avenue Lofts Sub.' Below the warning, there is a link 'To Property Search'.

### Document Access Search via Map

#### To access Subdivision Plats/Proceedings:

1. While viewing the Clinton County Beacon map, expand the "Land Records" group in the Layer List and turn on/check "Subdivisions" (note: this layer may already be checked & displayed by default). Then click on "Subdivisions" to activate the layer for the Identify tool.

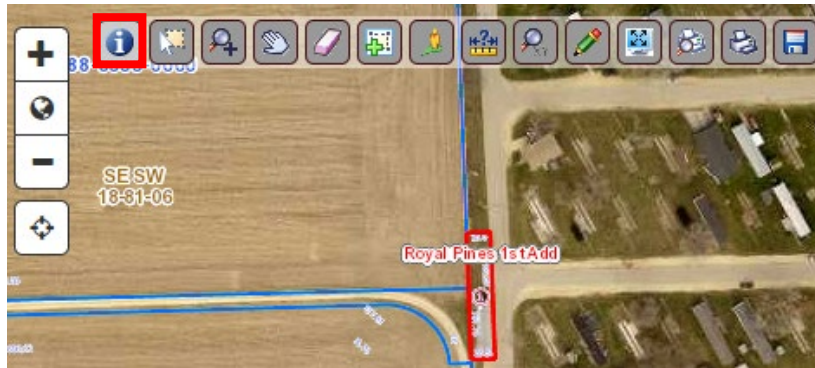
The screenshot shows the Layer List in the Beacon application. The 'Land Records' group is expanded, and the 'Subdivisions' layer is checked. Other layers in the list include 'Parcels', 'Tax Districts - Parcel Based', 'Buildings on Land Lease and Ag Dwellings', 'Condo and Townhome Units', 'Parcel Dimensions', and 'GIS PIN Labels'.

Once the "Subdivisions" layer is active, there are two ways to the subdivision documents of interest.

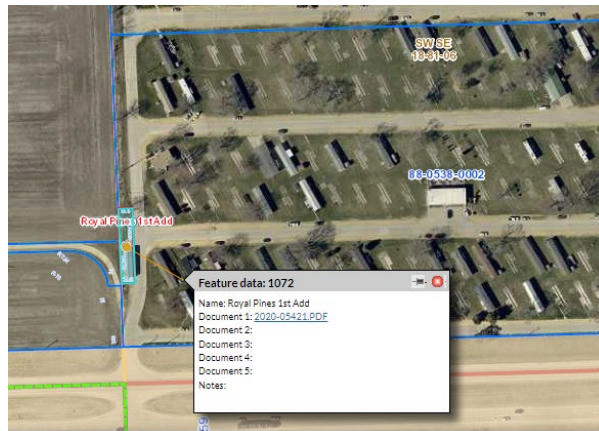
- a. The first is via the Zoom drop-down that contains a Subdivision list. The map will zoom to the selected subdivision and a list of associated documents will appear. Up to five documents can be attached to a single subdivision polygon, with the newest documents listed first.

The screenshot shows the Beacon web application interface with the Zoom dropdown menu open. The dropdown menu lists several subdivisions and their associated documents: '318 E 11th Street Condos', '4th Avenue Lofts Sub', 'A.H. Gish's 2nd Add', 'A.H. Gish's 3rd Add', 'Adam's Add to Clinton', and 'Adam's Add to Lyons'. The 'Layers' panel is also visible on the left side of the screen.

- b. The second is to utilize the Identify Tool on the Subdivision polygon of your choosing. Subdivisions are outlined with a red boundary.

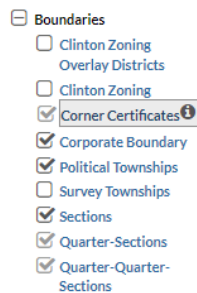


A list of associated documents will appear. Up to five documents may be attached to a single subdivision polygon, with the newest documents listed first.



### To access Corner Certificate documents:

1. While viewing the Clinton County Beacon map, expand the “Boundaries” group in the Layer List and turn on/check “Corner Certificates”. Then click on “Corner Certificates” to activate the layer for the Identify tool.



2. Once the “Corner Certificates” layer is displayed, the corner certificates with at least 1 document available will appear as purple shaded circles. Hollow circles do not have documents. Continued on next page.



- To view the corner certificate documents, activate the "Identify Tool" and click on the shaded circle to view a list of associated documents.



Up to five documents may be attached to a single corner point, with the newest documents listed first.

