

# County/Town Subdivision Plat Committee Submittal Requirements

All applications for Subdivision Plat approval shall be submitted in accordance with the Subdivision Code governing the jurisdiction. Please make sure that the following applicable submittal requirements are complied with before submittal in order to avoid delay in processing your request.

## **Sketch Plat Comments**

- Completed application form (owner's signature not required).
- Sketch plat drawing.

*Note: Sketch Plat review is non-binding and only provides the applicant with comments and informal evaluation to aid in the preparation of a final site layout. A formal subdivision request must still be filed.*

## **Minor Subdivision**

- Completed application form (owner's signature required).
- Payment of \$25.00 filing fee (per lot). Cash or checks payable to DCD, credit cards accepted in office.
- Seven (7) copies of the drawing, legal description, and surveyors report which must be prepared and stamped by a land surveyor certified by the State of Indiana.
- New State Statute requires approval for all Minor Subdivisions in a primary and secondary phase so approval will be two week turn around at least.

## **Lot Line Adjustments**

- Completed application form (owner's signature required).
- Payment of \$25.00 filing fee (per lot). Cash or checks payable to DCD, credit cards accepted in office.
- Seven (7) copies of the drawing, legal description, and surveyors report which must be prepared and stamped by a land surveyor certified by the State of Indiana.
- Combination of newly requested parcel with existing parcel of record. (No exceptions)

## **Major Subdivision – Primary Plat**

- Completed application form (owner's signature required).
- Payment of \$200.00 filing fee. Cash or checks payable to DCD, credit cards accepted in office.
- Eighteen (18) copies of the drawing which must be prepared and stamped by a land surveyor certified by the State of Indiana.
- Three (3) copies of the drainage plan prepared in accordance with the Storm Water Control Ordinance of the jurisdiction.
- Written documentation on the capacity and availability of water and sewage systems.
- Written documentation on the availability of access to existing City, County, State or Federal roadways.
- One (1) copy of the deed of the parent tract.

## **Major Subdivision – Secondary Plat**

- No earlier than 30 days after Primary Plat approval from Plan Commission
- Seven (7) paper copies, revised to meet any primary conditions or changes, which must be prepared and stamped by a land surveyor certified by the State of Indiana.
- Payment of \$50.00 filing fee. Cash or checks payable to DCD, credit cards accepted in office.
- A set of construction plans for all public improvements (if any) if not previously submitted for approval
- Compliance with Section 17 as it relates to public infrastructure and improvement guarantees.
- Upon approval of the plat, a mylar shall be submitted for Secondary Plat approval and signatures. Once signed, the mylar and three (3) copies shall be provided for recording.

## **Replat/Amended Plat**

- No additional lots created
  - Same submittal requirements as a "Minor Subdivision" above (no fee).
- Creating additional lots
  - Same submittal requirements as "Minor Subdivision" or "Major Subdivision" depending upon whether frontage is provided on an existing or new road (\$25.00 fee per new lot).