



**CITY OF HUNTINGTON**

Community Development  
& Redevelopment

300 Cherry Street  
Huntington, IN 46750  
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**MINOR SUBDIVISION PLAT  
APPLICATION**

Docket No: CSP-\_\_\_\_ - \_\_\_\_\_ Receipt: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_ Filed: \_\_\_\_\_

**1. APPLICANT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**2. SURVEYOR**

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**3. PROPERTY OWNER**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**4. PROPERTY**

Address: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Size: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Section: \_\_\_\_\_ Lot: \_\_\_\_\_

Current Use: \_\_\_\_\_ Zoning: \_\_\_\_\_

Parent Parcel PIN: 35 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Parent Parcel PIN: 35 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Parent Parcel PIN: 35 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Structures Present:  Yes  No Regulated Drain on or adjacent:  Yes  No

Township:  Huntington  Union  Other: \_\_\_\_\_

Location:  City of Huntington  Unincorporated Huntington County

Future development or use: \_\_\_\_\_

\_\_\_\_\_

**5. DESCRIPTION OF REQUEST**

*Please provide a detailed description of the request; identify anything unique about the parcel/land and any other information that may be vital in the review of this application (additional pages may be used):*

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**6. REQUEST**

Type:  New Minor Subdivision Plat  Sketch Plat Comments

Size: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Intended Use: \_\_\_\_\_

Structures going with subdivision:  Yes  No Regulated Drain on or adjacent:  Yes  No

New Address Required:  Yes (please request from the Department)  No

Access from:  Existing public street: \_\_\_\_\_  Existing Private drive or easement

Water Service:  City of Huntington  Private Well

Sanitary Sewer Service:  City of Huntington  Private Septic  Regional Sewer

If the subdivision is to be combined with an adjacent parcel, please provide the adjacent parcel PIN below:

35 - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**REVIEW THE ATTACHED INFORMATION AND GUIDELINES PRIOR TO SUBMISSION**

*I understand that this request can only be granted upon the Committee/Commission determining that all applicable criteria has been satisfied. I understand that it is my responsibility to provide the information and evidence necessary in support of this request. I have read and understand all application, submission, code and statutory information and requirements. The above information and any submitted evidence, to my knowledge, are true and accurate. I also grant permission for members of the City of Huntington Plan Commission, staff and agents the right to enter onto the property described in this application for the purposes of gathering and verifying information.*

_____ Applicant Signature	_____ Printed Name	_____ Date
_____ Owner Signature	_____ Printed Name	_____ Date

**FINAL DECISION**

1. Primary Plat Approval:  Subdivision Plat Committee  Plan Commission

Date: \_\_\_\_\_  Approved  Approved with Conditions  Denied

2. Approval, denial or condition letter mailed on: \_\_\_\_\_ 5 Day appeal expiration: \_\_\_\_\_

3. Secondary Plat Approval:  Subdivision Plat Committee  Plan Commission  Director

Date: \_\_\_\_\_  Approved  Approved with Conditions  Denied

# MINOR SUBDIVISION PLAT INFORMATION

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## What is a Minor Subdivision Plat?

A Minor Subdivision is any movement of property lines or the creation of any new parcel or lot where that parcel has access from or frontage on an existing street or private drive.

## Application & Submittal Requirements

### Minor Subdivision:

- Completed application form (owners signature required).
- Payment of \$25.00 filing fee.
- Six (6) copies of the certified survey, prepared by a land surveyor licensed by the State of Indiana on paper not exceeding 24" by 36", legal description and the Surveyor's Report.

### Sketch Plat Comments:

- Completed application form (owners signature not required).
- Sketch plat drawing.

## General Information

The applicant is encouraged to review IC 36-7-4-700 series; the Subdivision Code, the Rules of Procedure adopted by the Plan Commission and the following:

1. The Subdivision Plat Committee or Plan Commission shall approve or deny Minor Subdivision Plats.
2. All actions of the Subdivision Plat Committee and Plan Commission are governed by IC 36-7-4-700 and the Subdivision Code.
3. The Rules of Procedure of the Plan Commission govern the actions of the Committee and Commission, including how notice is provided to interested parties and when commitments are permitted.
4. The Subdivision Plat Committee or Plan Commission shall review the Minor Subdivision Plat request to determine that all required findings of fact have been satisfied.
5. The Subdivision Plat Committee or Plan Commission may impose reasonable conditions as a part of any approval.
6. The Subdivision Plat Committee or Plan Commission may permit or require the owner of a parcel of property to make a written commitment concerning the use or development of that parcel (see: IC 36-7-4-1015 and the Rules of Procedure concerning commitments).
7. The Subdivision Plat Committee or Plan Commission may continue the hearing or deny the petition when, in its judgment, the petitioner has not provided sufficient information or evidence to make a determination.
8. In accordance with IC-36-7-4-924, a decision of the Plat Committee or Director may be appealed to the Plan Commission. An appeal to a Plat Committee or Director decision must be filed within ten (10) days of the decision.
9. In accordance with IC-36-7-4-1016, a final decision of the Plan Commission is subject to judicial review if filed within thirty (30) days of the Board of Zoning Appeals decision.

## Approval Process

Minor Subdivision Plat approval is a two step process that involves primary and secondary approval in accordance with State Law and as outlined below. In addition, some approval decisions have the ability to be deferred.

### Primary Plat:

1. Application submitted.
2. Subdivision Plat Committee reviews the application and makes a determination.

### Secondary Plat:

1. After the expiration of a 5 day appeal period for interested parties, the application is automatically submitted for secondary approval.
2. If no appeals have been filed and any applicable conditions have been satisfied, the Director may grant secondary plat approval.

**IMPORTANT: THE APPROVED SECONDARY PLAT MUST BE RECORDED WITHIN TWO (2) YEARS FROM THE DATE OF SECONDARY PLAT APPROVAL OR THE PLAT APPROVAL IS NULL AND VOID.**

## MINOR SUBDIVISION PLAT INFORMATION

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### Optional Requirements

Based upon the review of the application, the Plat Committee may require the following before making a decision on the application:

1. Submittal of a drainage plan, which shall include a proposal for the management of storm water runoff from the proposed new lot(s);
2. Application and approval of a drive cut permit from the City Engineer, Huntington County Highway Department or Indiana Department of Transportation, as appropriate;
3. Approval of the Huntington County Drainage Board, if applicable;
4. Soils evaluation to determine the ability of the proposed lot(s) to support a septic system.
5. The submission of any other additional information deemed necessary to adequately review the applicant and ensure compliance.

### Possible Conditions

The Plat Committee may impose reasonable conditions as part of its approval. Reasonable conditions include, but are not limited to:

1. Shared vehicular access points for driveways;
2. Swales and detention basins to detain storm water run off;
3. Protection of an area on the lot from soil disturbance;
4. Relocation of known field tiles;
5. Providing a way for the natural flow of water to cross the lot.

### Findings of Fact

The Plat Committee may approve a minor subdivision only upon a determination in writing that:

1. The Minor Subdivision is in compliance with all applicable city codes and ordinances;
2. Adequate water, sewage, and other utility services can be obtained for each proposed lot;
3. Adequate storm water management facilities are provided for each lot; and
4. A city, county or state driveway approach permit can be obtained for each lot.