

# 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 a delay in processing your request. **The Department will only accept surveys where the font is easy to read. Please enlarge the font or size of survey so there is no difficulty in reading the print. The Department reserves the right to refuse a survey if it is difficult to read.**

## **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.
- 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.
- 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.
- 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
- Completed application form (owner's signature required).
- Payment of \$50.00 filing fee. Cash or checks payable to DCD.
- 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.
- 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, 4 copies shall be submitted for Secondary Plat approval and signatures. Once signed, the copies shall be provided for recording. One copy retained in Recorder's office, one copy given to the Auditor's office, and two (2) copies given to the Department of Community Development.

### **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 (\$30.00 fee per new lot).

**HUNTINGTON COUNTY PLAT COMMITTEE  
MINOR SUBDIVISION AND LOT LINE ADJUSTMENT  
APPLICATION**

Department Use Only	
Date Applied:	_____
Meeting Date:	_____
Docket #	_____
Receipt #	_____

Read the standard requirements before proceeding with this application. Separate applications are required for each Subdivision. Please make all entries legible and answer all questions. Unanswered questions may result in your request being delayed. The property owner's signature is required for all requests.

**PROPERTY OWNERS INFORMATION**

Name: \_\_\_\_\_ Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**AGENT INFORMATION**

Name: \_\_\_\_\_ Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

All Correspondence in regards to this application should be sent to:  Owner  Agent

**FIRM RESPONSIBLE FOR PREPARING SURVEY**

Name: \_\_\_\_\_ Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PARENT PARCEL INFORMATION**

PIN 3 5 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PIN 3 5 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PIN 3 5 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Section: \_\_\_\_\_ Size: \_\_\_\_\_ acres Zoning: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

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

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

Township:

Town Limits (if applicable):

- |                                      |                                     |                                    |                                   |
|--------------------------------------|-------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Clear Creek | <input type="checkbox"/> Jefferson  | <input type="checkbox"/> Salamonie | <input type="checkbox"/> Andrews  |
| <input type="checkbox"/> Dallas      | <input type="checkbox"/> Lancaster  | <input type="checkbox"/> Union     | <input type="checkbox"/> Markle   |
| <input type="checkbox"/> Huntington  | <input type="checkbox"/> Polk       | <input type="checkbox"/> Warren    | <input type="checkbox"/> Mt. Etna |
| <input type="checkbox"/> Jackson     | <input type="checkbox"/> Rock Creek | <input type="checkbox"/> Wayne     | <input type="checkbox"/> Roanoke  |
|                                      |                                     |                                    | <input type="checkbox"/> Warren   |

*(Application continued on opposite side)*

**PARCEL INFORMATION**

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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Type:  New Minor Subdivision  Lot Line Adjustment  New Exempt Subdivision (20+ acres minimum for parent and minor)

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

Structures going with subdivision:  Yes  No

Regulated Drain on or adjacent:  Yes  No

Lot to be developed:  Yes (Explain: \_\_\_\_\_)  No

New address required:  Yes  No

Access from:  Existing public road/street (\_\_\_\_\_)  Existing private road/easement

To be serviced by:  Public Water  Private Well  Public Sewer  Private Septic

If the subdivided parcel is to be **combined** with an adjacent parcel (Lot Line Adjustments), please provide the adjacent parcel PIN:

PIN 3 5 - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

*I hereby certify that the information contained in this application, including all drawings and attachments, is true and accurate to the best of my knowledge. By signing, I hereby grant permission for members of the Huntington County, its Plan Commission, staff and agents the right to enter onto the property described in this application for the purposes of gathering and verifying information.*

\_\_\_\_\_  
Property Owner Signature  
(Required)

\_\_\_\_\_  
Property Owner Signature  
(Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature  
(Required)

\_\_\_\_\_  
Property Owner Signature  
(Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Agent Signature  
(Optional)

\_\_\_\_\_  
Date