

MINOR SUBDIVISION PLAT

CHECKLIST

HANCOCK COUNTY AREA PLAN COMMISSION

Filing Deadline is 11:00 AM

A subdivider shall submit to the Plan Commission office an application and an accompanying plat for a minor subdivision. The plat shall be based on a boundary survey conforming with the Minimum Standards for the Competent Practice of Land Surveying administered by the Indiana State Board of Registration for Land Surveyors (865 IAC 1-12). The petitioner shall provide the following:

- Application Form with original signatures (attached):**
If the petitioner is not the land owner, then the petition shall include a notarized affidavit and consent of the property owner(s) bearing the owner's original signature.

- Subdivision Plat - 13 Stapled Sets (18" x 18"):**
The minor subdivision plat shall include the following:
 - Acreage information as follows:
Lot 1 = _____ acres Dedicated R/W lot 1 = _____ acres.
Lot 2 = _____ acres Dedicated R/W lot 2 = _____ acres.
 - Building setback lines
 - Easements
 - Land surveyor's certification and seal
 - Legal description of the minor subdivision with record survey
 - Location of existing cemeteries
 - Lot numbers
 - Notary seal
 - Owner's certification
 - Proposed drainage
 - Reference location map
 - Right-of-way lines: apparent, dedicated, proposed, and designated according to the county's adopted Thoroughfare Plan
 - Scale, graphic scale, north point, and date
 - Secondary/backup sewage disposal system easement and soil borings
 - Sewage disposal systems proposed and soil borings
 - Signature blocks in approved form to be signed prior to recording
 - Survey monuments and markers, set or found

- Supporting Data – Stapled to each Plat:**
 - Adjoining roads and the nearest major intersection
 - Data pursuant to HCC Section 155.096 if the disturbed area equals five acres or more.
 - Erosion control plan
 - Legal description and tract boundary drawing of entire property which is being subdivided
 - Name and address of subdivider
 - Names of owners of adjoining unsubdivided property
 - Physical and topographical features of the tract
 - Property deed and/or land contract
 - Storm water drainage proposed, include any off-site easements
 - Street and lot arrangement of the adjoining tract (if it is presently being developed)

- Affidavit of Notification with list of adjoining land owners (attached):**
Within ten (10) days following Plat Committee approval, the petitioner must serve due notice to interested parties of their right to appeal to the Plan Commission.

❑ **Letter of Notification (attached):**

*Within 10 days following Plat Committee approval, the petitioner must give notice of the meeting in the newspaper and to all owners of property for all adjoining parcels of land to a depth of two ownerships or 600 feet, whichever is less. **Current list is to be obtained from the Plan Commission office.***

❑ **Warranty Deed, Quitclaim Deed, or Contract:**

The deed or contract must be executed and recorded.

❑ **Filing Fee: \$ _____**

Cash, Check, or Money Order payable to the Hancock County Area Plan Commission or HCPC. The filing fee is not refundable.

❑ **Minor Subdivision Plat Approval Process:**

After submittal of the application, the minor subdivision plat will be scheduled for review by the county's Technical Committee. The Technical Committee comments will be forwarded to the Plat Committee for final action. The applicant/petitioner may appeal to the Plan Commission the primary approval or disapproval of the plat, or the imposition of a condition on plat by the Plat Committee. A notice of appeal must be filed with the commission within ten (10) days after the action of the Plat Committee.

The applicant/petitioner must send notification to the surrounding property owners and published in the newspaper within ten (10) days of Plat Committee approval. Any interested party may appeal the approval of the Plat Committee by filing a notice of appeal with the Plan Commission not more than five (5) days after a copy of the plat committee's action is mailed to the interested party or after the notice is published in the newspaper, whichever is the later.

Please Note: The Committee meetings for this project will be continued to the following month if supplemental information exceeding two pages (8.5" x 11") is submitted less than 10 days prior to the meeting dates. Projects without Technical Committee sign-offs will be continued for two months.

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APPLICATION

Petitioner's Contact Information:

Petitioner's Name: _____ Phone: _____

Address / City / Zip: _____

Email Address: _____

Project Description:

I (We), the above listed petitioner, request a Minor Subdivision Plat for property located at:

_____.

Name of Subdivision: _____ Number of lots: _____

Township Name: _____ (Section _____ Township _____ Range _____)

Parcel # _____ Zoning of Property: _____

Owner's Contact Information: *If the petitioner is not the land owner, the petitioner must provide a notarized Letter of Owner's Consent bearing the owner's original signature.*

Name: _____ Phone: _____

Address / City / Zip: _____

Registered Engineer or Surveyor Contact Information:

Name: _____ Phone: _____

Address / City / Zip: _____

Email Address: _____

Petitioner or Agent Signature

Date

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AFFIDAVIT OF NOTIFICATION

Legal Notice: I (We) understand that a public meeting will held by the Plat Committee to consider this petition and that I (we) will prepare and pay for a legal notice consistent with the requirements of IC 36-7-4-706. The legal notice shall appear in the newspaper no less than one time within ten days following the Committee meeting, not including the date of the meeting. The legal notice shall include the information pursuant to HCC 156.101(A).

Notice to Interested Parties: In addition, I (We) will prepare, pay for, and distribute a copy of the Plat Committee’s action to all interested parties. The written notice shall be distributed within ten days following the public meeting, not including the date of the meeting. In no instances shall streets, alleys, streams, or other features be considered boundaries for precluding notification. The notice shall contain the same information as the legal notice that is published in the newspaper as outlined in HCC 156.101(A). The notices will be sent by certified mailing no later than the _____ day of _____, 20____, being within the ten (10) days following _____, 20____, the date of the public meeting.

Notification Requirements: I (We) will provide notification to owners of all parcels of land adjoining the subject property to a depth of two ownerships or 600 feet, whichever is less, from the exterior boundaries of the subject property. The most current list of property owners will be obtained from the County’s Plan Commission office and verified through the County Auditor’s Office. Where any adjacent parcels of land are owned by me (us), subject property will include adjacent land owned by me (us). Attached is the list of the land owners.

Signature of Petitioner or Agent

Printed Signature

Signature of Petitioner or Agent

Printed Signature

Dated this _____ day of _____, 20_____.

Subscribed and sworn before me, a Notary Public, in and for said County and State, this _____ day of _____, 20_____.

Notary Public

County

Commission Expires

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LETTER OF NOTIFICATION

Meeting Information: Notice is hereby given that on the _____ day of _____, 20____ at 8:30 A.M. a meeting of the Hancock County Plat Committee was held in the Hancock County Annex, 111 American Legion Place, Greenfield, Indiana, for the purpose of considering a petition to approve a Minor Subdivision Plat for the following described real estate:

Attach copy of legal description

The Hancock County Plat Committee approved a Minor Subdivision Plat for _____ lots at this location. The subject site is located on the N/S/E/W side of _____ between roads _____ and _____ in _____ Township with a street address/city/zip of _____.

Petitioner's Contact Information: (Name / Mailing Address / Phone Number) _____

Available Plans: The project plans are available for examination at the office of the Hancock County Area Plan Commission.

Appeal Procedure: An interested party may appeal the approval to the plan commission by filing a notice of appeal with the plan commission not more than five (5) days following the date of newspaper publication or after a copy of the plat committee's action is mailed to the interested party, whichever is the latter. Notices of appeal may be mailed or delivered to the following address:

Hancock County Area Plan Commission
Attn: Kayla Brooks, Director
Hancock County Annex Building
111 South American Legion Place, Suite 146
Greenfield, IN 46140

All interested persons desiring to present their views on the petition will have an opportunity to be heard. Pursuant to the Americans With Disabilities Act, any individual interested in attending the hearing should contact the Hancock County Area Plan Commission and advise what, if any, accommodation is needed to attend the hearing. Said hearing may be continued from time to time without further notice.

For more information, contact the Hancock County Plan Commission at (317) 477-1134. The Commission office is located at 111 South American Legion Place, Suite 146, Hancock County Annex Building, Greenfield, IN 46140.

Note to Publisher: This notice must appear at least one (1) time within ten (10) days following the above meeting date.

**Customer Procedure
for Recording Major Subdivision Plats,
Final Detailed Plans, & Minor Subdivision Plats**

Prior to recording the plat, the customer must first obtain the required signatures on the subdivision review routing sheet. The Transfer Department is the first signature to be obtained on the routing sheet. To accomplish this, the customer will deliver a full-scale paper copy of the plat to the Transfer Department located in the County Auditor office (County Annex, Suite 217). The Transfer Department will then draw the legal description to verify its accuracy and sign the routing sheet. This process will require at least two business days. Afterward, the customer will proceed with obtaining the remaining signatures on the routing sheet.

Upon completing the routing sheet, the customer will present one set of as-built construction plans, one (1) Mylar copy of the plat, and three (3) paper copies of the plat to the Plan Commission office for final signatures. The Plan Commission office will retain the construction plans and one paper copy of the plat, and the customer will present the Mylar plus two (2) paper copies of the fully signed plat to the County Auditor office (Annex, Suite 217). Each copy of the plat must bear all of the required signatures. The Auditor will then verify payment of taxes and affix a “duly entered” stamp on each copy of the plat. Afterward, the customer must distribute copies of the signed plat as follows:

1. One (1) paper copy of the plat to the County Recorder office for recordation (at least one of these must be an original signed copy).
2. One (1) CD-ROM copy of the plat to the County GIS Department (Annex, Suite 171) in ESRI shapefile or AutoCAD format. The plat must be projected using Indiana State Plane East NAD 83. Boundary, parcels, streets, and as-builts shall be shown as separate layers.
3. One (1) Mylar copy of the plat to the County Plan Commission office (Annex, Suite 146).
5. One (1) paper copy of the recorded plat is retained by the customer for his/her personal records. (The customer is advised to write the document, cabinet, and slide numbers on the retained copy.)

For more information, please contact the County Plan Commission office at 317-477-1134.

Hancock County Subdivision Review Routing Sheet

Subdivision Name: _____

Subdivision Location: _____

This form must be attached to one set of as-built construction documents. The Planning Director will retain an original signed paper copy of the plat and construction documents and issue the final authorized signature on this form.*

According to my records, the owner(s) of the real estate is/are _____.
I have approved the plat and street names, and I have received a copy of the documents in electronic format. (Suite 217)

Dated: _____ Transfer Department: _____

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval. (Suite 171)

Dated: _____ Hancock County Surveyor: _____

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval. (921 W. Osage St.)

Dated: _____ Hancock County Highway Engineer/Supervisor: _____

I have reviewed the subdivision plat and as-built construction documents submitted and recommend approval. Approval does not waive the permit process, the analysis of each lot, or any other requirements by the Health Department for on-site sewage disposal systems. (Suite 148)

Dated: _____ Hancock County Sanitarian: _____

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval.

Dated: _____ Town Manager/Engineer: _____

I have reviewed the subdivision plat and street names submitted and recommend approval. (Suite 146)

Dated: _____ Hancock County Address Coordinator: _____

I have reviewed the subdivision plat and recommend approval. (Suite 146)

Dated: _____ Hancock County Plan Director: _____

* The signatures of county and/or town officials are not warranties or guarantees of compliance; the subdivider is responsible to insure compliance with all county laws, rules and regulations.