

WARRICK COUNTY AREA PLAN COMMISSION

PRIMARY PLAT PROCEDURE AND REQUIREMENT

1. _____ Six (6) blue-line copies of the Primary Plat.
2. _____ One (1) original and one (1) copies of Primary Plat application, notice and legal description (if not on application).
3. _____ Two (2) initial sets and four (4) final sets of detailed plans and specifications for street and sidewalk construction. Pg 19 Sec. 7 (4)(v)
4. _____ All Street Plans must show Sidewalks and Street Signs.
5. _____ Two (2) initial and four (4) sets of drainage plans for the proposed subdivision with a cost estimate for construction of the drainage improvements certified by a registered engineer.
6. _____ Commitments from municipality serving the development.

A.) Letter from Sewer Department stating they have the capacity to serve the development.

B.) Letter from Water Department stating they have the capacity to serve development.
7. _____ Approval of local Health Department of proposed septic sites if applicable.
8. _____ Recorded copy of deed to property.
9. _____ Copies of Real Estate Transfer Cards of adjacent property owners from Auditor's Office (Optional). Names and addresses of abutting property owners must be obtained by looking up the official owner of record at the **Auditor's office** (The Auditor's Office has the most current property owner information. **DO NOT LOOK UP OVER THE INTERNET**). For clarification, abutting property is defined as *Record title owners whose property is contiguous to the subject property, including any property that would touch at any point the subject property, ignoring all rights of way, including all rights of way owned in fee, easements and alleys, including property owned by a governmental body for the primary purpose of a road way. However, record title owners of property separated from the subject property by a freeway or expressway are not considered "abutting property owners"*. By ordinance, these notices **MUST** be postmarked no less than twenty one (21) days before the Area Plan Commission at which the application will be heard. Please bring any irregularities or problems to the attention of APC staff prior to mailing said notice(s).

NOTE: Any additional corrected sets required of street plans should be filed with the Engineer's Office and drainage plans filed with the County Surveyor's Office. They will then file the final sets with the Plan Commission Office.

Submitting Engineer's / Surveyor's Signature: _____

Date: _____

Plan Commission Staff Signature: _____

Date: _____

REQUIRED PRIMARY PLAT INFORMATION

- _____ 1. Vicinity Plan. Pg. 12, Sec. (6) (1) (a), (b), (c), (d) & (e).

CONTENTS

- _____ 1. Proposed name of Subdivision. Pg. 12, Sec. 7 (a)
- _____ 2. Location by section, quarter section, township, range, city, town or civil township and complete metes and bounds or other legally recorded boundary description. Pg. 12, Sec. 7 (b)
- _____ 3. Names and addresses of the owners, sub divider if other than the owner and seal of registered land surveyor preparing the plat. Pg. 13, Sec. 7 (c)
- _____ 4. Scales of plat including graphic scale, north point and date. Pg. 13, Sec. 7 (d)

EXISTING CONDITIONS

- _____ 1. Boundary lines of subdivision indicated by a heavy line with bearings and distance and the approximate acreage. Pg. 13, Sec. (2) (a)
- _____ 2. Location and description of all monuments with reference by distance and bearings to quarter section and quarter quarter section corners. Pg. 13, Sec. (2) (b)
- _____ 3. Location, width and names of all existing or prior platted streets, etc., within or adjacent to the tract. Pg. 13, Sec. (2) (c)
- _____ 4. In case of a replat, all descriptive lines & lot numbers of the original plat being vacated shall be shown by dotted lines in their proper position in relation to the new arrangement of the plat. Pg. 13, Sec. (2) (d)
- _____ 5. Streets on and adjacent to the tract. Pg. 13, Sec. (2) (e)
- _____ 6. Utilities on and adjacent to the tract. Pg. 13, Sec. (2) (f)
- _____ 7. Existing contours. Pg. 13, Sec. (2) (g)
- _____ 8. Subsurface conditions on the tract. Pg. 13, Sec. (2) (h)
- _____ 9. Other conditions on the tract. Pg. 14, Sec. (2) (i)
- _____ 10. Other conditions on adjacent land Pg. 14, Sec. (2) (j)
- _____ 11. Current zoning, proposed zoning & zoning on adjacent tracts. Pg. 14, Sec. (2) (k)
- _____ 12. Proposed public improvements. Pg. 14, Sec. (2) (l)

PROPOSED CONDITIONS

- _____ 1. Streets; names, r-o-w and roadway widths, etc. Pg. 14 Sec. (3) (a)
- _____ 2. Other right-of-ways or easements; location, widths & purpose. Pg. 14, Sec. (3) (b)
- _____ 3. Location of utilities. Pg. 14, Sec. (3) (c)
- _____ 4. Lot lines with adequate dimensions, including area & lot numbers. Pg. 14, Sec. (3) (d)
- _____ 5. Sites, if any, for parks, playgrounds or other public use. Pg. 14, Sec. (3) (e)
- _____ 6. Minimum building setback lines & distances at proposed building lines. Pg. 14, Sec. (3) (f)
- _____ 7. Site data. Pg. 14, Sec. (3) (g)
- _____ 8. Title, scale, north arrow & date. Pg. 14, Sec. (3) (h)
- _____ 9. Parcels of land to be dedicated or temporarily reserved for public use or set aside for the use of property owners in the subdivision, (out lot). Pg. 14, Sec. (3) (i)

NOTE: All the above items are listed in the Subdivision Control Ordinance in their entirety – Please read the Ordinance for a complete check of the information required.

If there is a reason you did not supply the information on any item listed Please explain under item.

Submitting licensed Surveyor/Engineer’s Signature: _____
Date: _____

Plan Commission Staff: _____
Date: _____

One Original and One copy to be submitted with Primary Plat.
WARRICK COUNTY AREA PLANNING COMMISSION

File No. S- _____

Date Rec'd _____

Rec'd By _____

REQUEST FOR PRIMARY APPROVAL OF A SUBDIVISION PLAT

Name (s) of Sub divider (s): _____

Address (es): _____

Email Address: _____

Phone (s): _____

Owner of Record: _____

Address (es): _____

Email Address: _____

Phone (s): _____

Sub dividers Representation (if any) and Registered Land Surveyor (if any):

Name (s): _____

Address (es): _____

Email Address: _____

Phone (s): _____

I (we) do hereby request primary approval of the following described subdivision in accordance with the provisions of the Comprehensive Plan. I (we) am (are) the owner (owners) of the real estate included in said subdivision.

Name of Subdivision _____ generally described as follows:

Civil Township _____ Section _____ Quarter Section _____

Township _____ Range _____ Area in Acres _____

Number of Lots: _____

Lineal feet of new streets to be dedicated to the public.

The undersigned having been dully sworn on oath states the above information is true and correct as he is informed and believes.

Signature (s) of Owner of Record

Signature (s) of Sub divider (s)

State of Indiana)
) SS:
County of)

Subscribed and sworn before me this _____ day of _____, 20 ____.

Notary Public

Residing in _____ County.

My Commission Expires _____.

***** NOTICE OF PUBLIC HEARING *****

DATE: _____ DOCKET NO.: _____

APPLICANT: _____ OWNER OF RECORD: _____

ADDRESS: _____

RE: Petition for: _____

Dear: _____:

This letter will serve notice to you of scheduled hearing/s of a petition for _____ which has been filed with the Warrick County Area Plan Commission.

PREMISES AFFECTED: Property located on the _____ Side of _____
Approximately _____ feet-miles _____ of the intersection formed by
_____ and _____. _____ Township.
Lot No. _____, in _____ Subdivision (if applicable).

AREA PLAN COMMISSION hearing to be held in the Commissioners Meeting Room, Third Floor, Courthouse, Boonville, Indiana. Hearing to be held at 6:00 P.M. on Monday, _____.

DRAINAGE BOARD hearing for Drainage Plans to be held in the, Commissioners Meeting Room, Third Floor, Courthouse, Boonville, Indiana. Hearing to be held at 2:30 P.M. on Monday, _____.

COUNTY COMMISSIONERS hearing for Street Plans to be held in the Commissioners Meeting Room, Third Floor, Courthouse, Boonville, Indiana. Hearing to be held at 4:00 P.M. on Monday, _____.

Sincerely,

Applicant and/or Owner

If you have any questions, please contact the Warrick County Area Plan Office at (812) 897-6190. Written objections to the proposals that are filed in the office of the Warrick County Area Plan Commission before the hearing will be considered. They may be mailed to the Warrick County Area Plan Commission, Historic Courthouse – Room 201, Boonville, Indiana, 47601, or emailed to apc@warrickcounty.gov.

NOTICE TO ADJOINING PROPERTY OWNERS AFFIDAVIT

STATE OF INDIANA) DATE: _____
) SS
COUNTY OF WARRICK) PRIMARY PLAT: _____

I, _____, hereby affirm under the penalties of perjury that I have mailed letters containing required information about this _____ petition owners on (Date) _____. I hereby certify that to the best of my knowledge, the following (or attached) is a complete and accurate list of all abutting properties touch at any point the owner's property, included in whole or in part in the petition for _____ stated above. I obtained said list by looking up the Real Property Maintenance Report of the abutting property owners on the records in the office of the Auditor and their most recent mailing addresses as listed on records in the office of the Auditor of Warrick County on (Date) _____.

Letters were sent to:

NAME: _____ ADDRESS: _____

The letters were sent CERTIFIED MAIL, RETURN RECEIPT SERVICE. The green receipts are attached.

Affiant's signature (Petitioner's, Attorney, or Representative)

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

(Notary Public)

My Commission Expires: _____

Residence of Notary: _____ County, Indiana.

NOTE: THIS AFFIDAVIT MUST BE FILED IN THE OFFICE OF THE AREA PLAN COMMISSION BY NOON OF THE THURSDAY BEFORE THE AREA PLAN COMMISSION MEETING ON MONDAY.

WARRICK COUNTY, INDIANA
Board of County Commissioners
Court House
Boonville, In. 47601

CERTIFICATE OF COMPLIANCE
Plan and Specifications – Street Construction

Submission Date: _____

Probable Start Construction: _____

Probable Finish Construction: _____

Project Location: _____

Describe in detail type of street construction:

Name of Street:	No. of Lineal Ft.:	Est. Cost of Construction:
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL	_____	\$ _____

Name the Streets the Area Plan Commission has required sidewalks and what is the estimated cost of their construction:

Total Estimated Cost of Street and Sidewalk Construction is \$ _____

I/We the Owner/Owners of the above named subdivision certify that the information given above is correct and I/We will build all named streets accordingly and in compliance with the plans and specifications as submitted and attached hereto.

Owner/Owners Name: _____
(Typed)

Signature: _____

Address: _____

I certify that to the best of my knowledge and belief:

That these plans and specifications for this subdivision are in Compliance with the Standards for road and street construction as set forth in the Subdivision Control Ordinance for Warrick County, Indiana.

That the plans and specifications as presented and attached hereto are under my dominion and control and were created by my employees and me.

Signature: _____

Typed Name: _____

Engineer _____ Licensed Land Surveyor _____ Ind. Reg. No. _____

Address: _____ Phone No.: _____

SEAL

I will perform reasonable and periodic inspection of this project during construction to determine that such construction is in accordance with the plans and specifications for this project as approved by the Board of County Commissioners, Warrick County, Indiana, and attached hereto.

Signature: _____

Typed Name: _____

Engineer _____ Licensed Land Surveyor _____ Ind. Reg. No. _____

Address: _____ Phone No.: _____

SEAL

Reviewed By: Area Plan Commission

Date: _____ Comments: _____

By: _____

Reviewed By: County Engineer

Date: _____ Comments: _____

By: _____

(If needed additional space provided on back page)

APPROVAL GRANTED BY THE BOARD OF COUNTY COMMISSIONERS THIS
_____ DAY OF _____, 20_____.

PRESIDENT

MEMBER

MEMBER

ATTEST:

COUNTY AUDITOR

Additional Space for Comments:

Four (4) Copies of the Certificate of Compliance accompanied by four (4) copies of the plans and specifications for street construction shall be submitted to the Board of County Commissioners for approval. Approved copies shall be filed with the offices of the Area Plan Commission and

the County Engineer. One copy shall be retained by the Licensed Land Surveyor or Engineer and the property owner shall receive a copy.

ADDENDUM TO APPLICATION INSTRUCTIONS

- 1.) The application must be accompanied by a copy of the recorded deed of the subject property.

- 2.) Adjacent property owner's names and mailing addresses are to be taken from the Real Estate Transfer Cards in the County Auditor's Office. To verify the correctness, you should copy the Real Estate Transfer Card and this copy should be file stamped with the application.