



BROWN COUNTY GOVERNMENT Plan Commission

201 Locust Lane
P.O. Box 401
Nashville, Indiana 47448

Phone: (812) 988-5490
www.browncounty-in.gov

MINOR SUBDIVISION APPLICATION CHECKLIST

Applications should include the items listed below.

Completed applications should be submitted by 2:30 p.m. on submission day

Completed applications should be delivered in person

Please note: Lots in a Minor Subdivision must have a minimum of 150 feet of road frontage (front to back lots must have at least 100 feet of road frontage).

SUBDIVISION NAME _____

- ____ Completed Application - all property owners must sign the application
- ____ Copy of the most recently recorded deed and a copy of any recorded covenants, easements or restrictions applying to the deed
- ____ Septic System Specifications Worksheets from the Health Department for each vacant lot, and a Visual Inspection of any existing septic systems conducted by the Health Department
- ____ For lots on public sewer, a letter from the utility that it can serve the lots
- ____ Documentation of adequate water for the proposed subdivision
- ____ Documentation of adequate electric service to the subdivision
- ____ Documentation (e.g.) permits) from the County Highway Department or INDOT that there are acceptable driveway accesses for each lot
- ____ A drawing locating any existing building, ponds, septic systems, or other significant features, on the proposed lots. (This drawing is provided by your surveyor.)
- ____ A copy of the plat prepared by the surveyor. After it has been approved by staff, please submit the original plat and 10 copies. The signed, notarized certificate page of the plat must be submitted at least ten days prior to the hearing
- ____ Filing fee of \$125 – **due on docket date**
- ____ Provided by the Plan Commission **ON DOCKET DATE.** Names and addresses of all property owners within 600 feet (CSCD and Nashville 250 feet) of the site. It is highly recommended the applicant review the **public terminal** (located in the Treasure or Recorder's Office) to confirm current owner information. The Area Plan Commission office is not responsible for incorrect addresses of property owners. Please see Procedure to file for Hearing handout for information about mailing certified letters.

INFORMATION THAT MUST BE CONTAINED ON THE PLAT

Name of subdivision

County Township in which subdivision is located

Location map, with sufficient detail to locate the site in the field

Date, Name and Address of Surveyor

Bar scale and north arrow

Legend to show types of property corners, e.g. set or found

Dimensions on all lines to the nearest one-hundred decimal foot

Line direction shall be bearings, interior angles or deflection angles. The basis for the initial direction shall be noted, (assumed bearings, magnetic bearings)

Individual lot areas in acreage or square feet, showing net area of platted lot (exclusive of ponds and street, road or other right-of-way) and gross area

Lot numbers and Lot dimensions

Zoning of site and adjoining property

Building setback line

Adjacent county roads or state highways

Two corners of subdivision and/or one subdivision corner and the tie-in monument

The subdivision shall be tied into the nearest $\frac{1}{2}$, or $\frac{1}{4}$ $\frac{1}{4}$ section corner

Flood plain designation, clearly showing any portions in floodway areas and flood fringe areas, and the 100 year flood elevations of those areas

Proposed access, utility, drainage, etc., easements and easements described in the property description

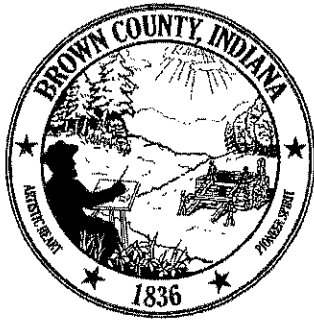
Owner's Certificate, with Notary signature and signatures of all owners

Surveyor's Certificate and Seal

Plan Commission Approval Certificate

Auditor's Certificate

Recorder's Certificate



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PROCEDURE TO FILE FOR A HEARING REPLAT AND SUBDIVISIONS

1. Before filling for a hearing, please contact the Brown County Area Plan Office to discuss your request and become familiar with the ordinance requirements and review procedures. The Office will provide you with an application form and a checklist outlining the items to be submitted.
2. ON THE DOCKET DATE the petitioner or main contact person will come to the Plan Commission office to sign the legal notice (prepared by the Plan Commission). The petitioner or main contact person **must** take a copy of the legal notice to The Brown County Democrat newspaper office and pay for publication (Approx. \$60). **This Legal Notice must be advertised in the Democrat at least 10 days before the hearing. Since the Democrat is a weekly newspaper; it is highly recommended the Legal Notice be taken to the Democrat before noon on Thursday the week of the docket date.**
3. The petitioner or representative **must** mail certified letters (ON DOCKET DATE); return receipt requested to all appropriate property owners at least 10 days prior to the hearing (Certified letters cost approx. \$5.54). The Plan Office will supply the green mailing cards. The certified letter is sent to the owner's mailing address (it is highly recommended to check the public terminal in the Recorder or Treasure's Office to confirm current owners, the Plan Commission office is not responsible for incorrect addresses or property owners). Rural route addresses are no longer valid. The petitioner or the main contact will send a copy of the Legal Notice and the property legal description to the property owners as their notice of the hearing.
 - For hearing request for sites outside of Nashville and the Cordry Sweetwater Conservancy District, notify all property owners within 600 feet of the site.
 - For requests in the Town of Nashville and the Cordry Sweetwater Conservancy District, notify property owners within 250 feet of the site.
4. It is highly recommended the petitioner or his/her representative **attend the hearing** at which the petition will be considered.
5. If the petition is approved, the survey must be filed in the RECORDER'S office. Also, **PLEASE NOTIFY THE ASSESSOR'S OFFICE.**



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AREA PLAN COMMISSION - APPLICATION FOR HEARING

This application must be typed or printed neatly in ink.

Applications that do not include all the required items are incomplete and will **NOT** be docketed.

Complete applications must be submitted by 2:30 pm of the submission deadline day.

Complete applications and all checklist items must be delivered in person.

FOR OFFICE USE ONLY:

Hearing Date: _____

Docket # _____ Fee _____ Receipt # _____ Date _____

PLEASE COMPLETE THE FOLLOWING:

Minor Subdivision _____ Major Subdivision _____ Primary _____ Secondary _____

NO. Lots _____ Rezoning _____ PUD _____ Other _____

MAIN CONTACT PERSON: If additional information is needed, this individual is responsible for contacting all other parties involved with this application.

Name(s)

Address

Email

(_____) _____
Phone number

(_____) _____
Fax number

PROPERTY OWNER(S):

Name(s)

Address

(_____) _____
Phone number

APPLICANT(S):

Name(s)

Address

Email

(_____) _____ (_____) _____
Home telephone Cell phone

BRIEFLY EXPLAIN TYPE OF REQUEST:

CURRENT ZONING: _____

SIZE OF PROPERTY: _____ ACRES OR _____ SQ. FT. _____

If applying for a SUBDIVISION/PUD LIST NAME: _____

If REZONING: FROM _____ **TO** _____ **CURRENT USE:** _____

FLOOD PLAIN DESIGNATION: _____ **TOWNSHIP:** _____

PROPERTY ADDRESS: _____

LAND SURVEYOR INFORMATION:

NAME: _____ **PHONE NO. (** _____ **)** _____

The site is on the _____ corner of the intersection of
NE, NW, SE, SW

Name of Road

AND

Name of Road

OR

The property is on the _____ side of
N, E, S, W

Name of Road

AND the nearest cross roads are:

Name of Road

Distance N, E, S, W

Name of Road

Distance N, E, S, W

THIS SECTION MUST BE SIGNED BY ALL OWNER(S) OF RECORD

I (we) hereby attest that the foregoing information is true and complete to the best of my (our) knowledge and belief.

I (we) authorize this application and authorize the Board of Zoning Appeals, its staff and any other person(s) designated by the staff or the Board to enter the property designated in this application in order to conduct a review of the proposed request.

Signature

Date

Signature

Date

Signature

Date

Signature

Date

10. Complete curve notes for all curves included in plat (delta, chord, radius, arc tangent);
 11. Building setback lines;
 12. Locations and type of all monuments and lot markers;
 13. Notary Signature: owner certificate including all owners on deed according to Exhibit A of this ordinance;
 14. Certification by a registered professional engineer or registered land surveyor according to Exhibit B of this ordinance;
 15. Certifications for approval by the Commission, and by the County Commissioners (Board) when applicable according to Exhibit C and D of this ordinance;
 16. Statement and signatures for county auditor and county recorder according to Exhibit E and F of this ordinance;
 17. Certification of dedication of street and other public property according to Exhibit G of this ordinance.
- B. The secondary plat shall be accompanied by:
1. Plans and specifications for all required improvements (e.g. roads, sidewalks, drainage, etc.);
 2. Protective covenants in proper form for recording;
 3. A statement of any limitations on easements;
 4. The results of a soils evaluation/analysis for each lot in the subdivision using guidelines as set forth in the soils manuals and handbooks of the Soil Conservation Service, the US Department of Agriculture and in compliance withal regulations and procedures of the Indiana State Board of Health and the Brown County Health Department. Subsurface absorption fields shall not be constructed in soils rather as having severe or very severe limitations for subsurface sewage disposal by the Soil Conservation Service, US Department of Agriculture, unless that limitation is not present as shown by field investigation or can be overcome.

SECTION 18 - Procedure for a Minor Subdivision and Requirements

- A. An application shall be filed with the Director at least three (3) weeks prior to the regular meeting of the Commission. The application shall contain the following information:
1. A metes and bounds description of the tract and a location map of the site.
 2. The names and addresses of the property owners and proof of ownership.

3. Two copies of a plat prepared by a registered surveyor or engineer which shall conform to the following:
 - a. Subdivision name, township, scale, north point and date;
 - b. Legend to show types of corners, either set or found;
 - c. Dimensions on all lines to the nearest one-hundredth decimal foot'
 - d. Line direction shall be by, either, bearings, interior angles or deflection angles. The basis for the initial direction shall be noted, (assumed Bearings, Magnetic Bearings, etc.).
 - e. Individual lot area in square feet or acreage for the net area of the platted lot;
 - f. Lot number and building setback line;
 - g..Two corners of the Subdivision and/or one Subdivision corner and the tie in monument shall be referenced.
 - h. The subdivision shall be tied in to the nearest 1/2, 1/4 or 1/4-1/4 section corner.
 - i. Flood Plain Designation, elevation required if in flood plain area.
 - j. Notary Signature; owner certificate, including all owners on deed according to Exhibit A of this ordinance;
 - k. Surveyor's Certificate according to exhibit B of this ordinance.
 - l. Certificate for approval by the Plan Commission and by the County Commissioners, Auditor, and Recorder according to Exhibit C, D, E & F of this ordinance.
 - m. Name and mailing address of whom prepared plat.
- B. Written statement of type and feasibility of proposed sewage disposal system and availability of water.
- C. The Commission shall approve, amend, or reject the plat within thirty (30) days of the date of the initial hearing.
 1. If the Commission approves the plat as presented, the President shall sign the original plat.

2. If the plat is amended, the revised plat shall be submitted for final approval and signature within ninety (90) days of the date on which the amendments were made.
- D. All plats shall be reviewed by the Commission in accordance with A (10) of Section 14 (flood plain requirements).
- E. All plats which have been approved and signed by the President of the Commission shall be submitted to the Board for signing and shall be recorded in the office of the Brown County Recorder and copies distributed to the County Auditor, Assessor and Commission. Plat presented for recording shall be no larger than 12" x 18".

SECTION 19 - Development

- A. No construction or installation work shall be done on any public improvements until satisfactory plans and specifications have been submitted to the Commission and the petitioner has, at least 24 hours in advance, notified the Commission of his intention to begin such work, in order that inspections may be made as the work progresses.
- B. All development shall be in conformity with the approved secondary Plat. In the exercise of its continuing jurisdiction, the Commission shall take cognizance of any material deviations from the approved Secondary Plat and take appropriate action.
- C. Construction on site shall begin within one year of the date of secondary approval. It shall be completed within two (2) years of the date construction began. However, the Commission may extend the completion date for a maximum of two (2) years, provided that the developer has made timely application to the Commission for such an extension, and that good cause is shown why it should be granted.

SECTION 20 - Abandonment or Expiration

Upon the abandonment of a subdivision authorized by the Commission (abandonment shall be deemed to have occurred when no improvements have been made pursuant to the approved Secondary Plat for twelve (12) consecutive months), or upon the expiration of two (2) years from the approval by the Commission of a Secondary Plat for a subdivision which has not been completed, or the expiration of an extension granted by the Commission, the permission previously conferred upon the developer to construct the subdivision shall be withdrawn and of no force or effect whatever.

SECTION 21 – Planned Unit Development

A. Requirement

Land within the County Jurisdictional Area may not be developed as a Planned Unit Development (PUD), except as authorized and approved under this Chapter.