



**CITY OF HUNTINGTON**

Community Development  
& Redevelopment

300 Cherry Street  
Huntington, IN 46750  
Ph: (260) 356-5146 Fax: (260) 454-5211  
www.huntington.in.us

**MAJOR SUBDIVISION  
PRIMARY PLAT APPLICATION**

Docket No: PC-\_\_\_\_ - \_\_\_\_\_ Receipt: \_\_\_\_\_  
Hearing 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):*

---

---

---

---

**6. REQUEST**

Total Size: \_\_\_\_\_Acres Total Number of Lots: \_\_\_\_\_

Min Lot Size: \_\_\_\_\_Acres Max Lot Size: \_\_\_\_\_Acres Average Lot Size: \_\_\_\_\_Acres

Number of Phases or Sections: \_\_\_\_\_ Phased Development Scheduled:  Yes  No

Intended Use/Type of Subdivision: \_\_\_\_\_

Proposed Subdivision Name: \_\_\_\_\_

Flood Zone: \_\_\_\_\_ Has flood data been submitted to or requested from DNR:  Yes  No

Structures going with subdivision:  Yes  No

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

Water Service:  City of Huntington  Private Well

Sanitary Sewer Service:  City of Huntington  Private Septic  Regional Sewer

**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. Subdivision Plat Committee Recommendation:

Date: \_\_\_\_\_  Approve  Approve with Conditions  Deny

2. Plan Commission Primary Plat Approval:

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

# MAJOR SUBDIVISION PRIMARY PLAT INFORMATION

---

## What is a Major Subdivision Plat?

A Major 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 a new street or private drive.

## Application & Submittal Requirements

- Completed application form (owners signature required).
- Payment of \$200.00 filing fee.
- Ten (10) 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.
- Five (5) copies of the drainage plan.
- Documentation on the capacity and availability of water and sanitary sewer service.
- Documentation on access to existing roadways.
- Documentation to show all streets and public improvements will comply with applicable codes.
- Copy of the deed of the parent parcel.

## 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 Plan Commission shall approve or deny all Major Subdivision Primary Plats.
2. All actions of the 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 Commission, including how notice is provided to interested parties and when commitments are permitted.
4. The Plan Commission shall review the Major Subdivision Primary Plat request to determine that all required findings of fact have been satisfied.
5. The Plan Commission may impose reasonable conditions as a part of any approval.
6. The 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 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-36-7-4-1016, a final decision of the Plan Commission is subject to judicial review if filed within thirty (30) days of the decision.

## Approval Process

Major 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. Within 30 days a Public Hearing is set and notice is issued
3. Subdivision Plat Committee reviews the application and makes a recommendation.
4. Plan Commission holds a Public Hearing and issues a decision.
5. 30 day waiting period begins.

### Secondary Plat:

1. 30 days waiting period ends.
2. Application for Secondary Plat must be made within 2 years of the date of approval of the Primary Plat. Primary Plat approval for subdivisions with a phased development schedule do not expire.
3. The Subdivision Plat Committee reviews the Secondary Plat application and verifies that any conditions placed upon the Primary Plat by the Plan Commission have been satisfied.

**IMPORTANT: A REQUEST FOR SECONDARY PLAT APPROVAL MUST BE FILED WITHIN TWO YEARS FROM THE DATE OF PRIMARY PLAT APPROVAL EXCEPT FOR PHASED DEVELOPMENTS.**

## MAJOR SUBDIVISION PRIMARY PLAT INFORMATION

---

### Findings of Fact

The Plan Commission may approve a Major Subdivision Primary Plat only upon a determination in writing that:

1. The Primary Plat 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;
4. Adequate vehicular access facilities are provided for by the applicant; and
5. A city, county or state driveway approach permit can be obtained for each lot.