



**CITY OF HUNTINGTON**

Community Development  
& Redevelopment

300 Cherry Street  
Huntington, IN 46750

Ph: (260) 356-5146 Fax: (260) 454-5211  
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**MAJOR SUBDIVISION  
SECONDARY PLAT APPLICATION**

Docket No: CSP-\_\_\_\_ - \_\_\_\_

Receipt: \_\_\_\_\_

Meeting 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: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Section: \_\_\_\_\_ Lot: \_\_\_\_\_

Flood Zone: \_\_\_\_\_ Zoning: \_\_\_\_\_

Parent Parcel PIN: 35 - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Township:  Huntington  Union  Other: \_\_\_\_\_

Location:  City of Huntington  Unincorporated Huntington County

**5. SUBDIVISION INFORMATION**

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

General Location: \_\_\_\_\_

Date of Primary Plat Approval: \_\_\_\_\_

**6. REQUEST**

- All of the Primary Plat
- Section/Phase No. \_\_\_\_\_ of the Primary Plat

**7. CONDITIONS**

*List any conditions placed upon the Primary Plat by the Plan Commission below:*

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**8. INFRASTRUCTURE IMPROVEMENTS**

Public Street Infrastructure:

- None     Completed & Accepted     Financial surety in lieu of completion

Public Water Infrastructure:

- None     Completed & Accepted     Financial surety in lieu of completion

Sanitary Sewer Infrastructure:

- None     Completed & Accepted     Financial surety in lieu of completion

Storm Sewer Infrastructure:

- None     Completed & Accepted     Financial surety in lieu of completion

**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. Secondary Plat Approval:  Subdivision Plat Committee     Plan Commission  
 Date: \_\_\_\_\_     Approved     Approved with Conditions     Denied

# MAJOR SUBDIVISION SECONDARY PLAT INFORMATION

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## 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 \$50.00 filing fee.
- One (1) Mylar or equivalent for signatures and recording.
- Six (6) copies of the certified survey, prepared by a land surveyor licensed by the State of Indiana on paper not exceeding 24" by 36" with required signature block and certifications.
  - Note: Secondary Plat must contain the same information as the Primary Plat except for any changes or conditions required as part of the Primary Plat approval.
- Construction plans for all public improvements if not previously submitted for approval.
- If any approvals, information or documentation is different from that submitted for Primary Plat approval, the applicant shall submit such revisions for review.

## 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 Subdivision Plat Committee or Plan Commission shall approve or deny all Major Subdivision Secondary Plats.
2. All actions of the Subdivision Plat Committee and 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 Committee and Commission, including how notice is provided to interested parties and when commitments are permitted.
4. The Subdivision Plat Committee or Plan Commission shall review the Major Subdivision Secondary Plat request to determine that all required findings of fact have been satisfied.
5. The Subdivision Plat Committee or Plan Commission may impose reasonable conditions as a part of any approval.
6. The Subdivision Plat Committee or 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 Subdivision Plat Committee or 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-36-7-4-924, a decision of the Plat Committee or Director may be appealed to the Plan Commission. An appeal to a Plat Committee or Director decision must be filed within ten (10) days of the decision.
9. 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 Board of Zoning Appeals decision.

**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 SECONDARY PLAT INFORMATION

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## 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 set and notice 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 day 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 no 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.

## Findings of Fact

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

1. The Secondary Plat is in compliance with all applicable city codes and ordinances;
2. The Secondary Plat is consistent with the approved Primary Plat; and
3. All conditions of approval of the Primary Plat are complied with.