County/Town Subdivision Plat Committee Submittal Requirements

All applications for Subdivision Plat approval shall be submitted in accordance with the Subdivision Code governing the jurisdiction. Please make sure that the following applicable submittal requirements are complied with before submittal in order to avoid a delay in processing your request. **The Department will only accept surveys where the font is easy to read. Please enlarge the font or size of survey so there is no difficulty in reading the print. The Department reserves the right to refuse a survey if it is difficult to read.**

Sketch Plat Comments

- Completed application form (owner's signature not required).
- Sketch plat drawing with as much detail as possible including road frontage and acreage of what is being split and what is remaining.

Note: Sketch Plat review is non-binding and only provides the applicant with comments and informal evaluation to aid in the preparation of a final site layout. A formal subdivision request must still be filed.

Minor Subdivision

- Completed application form (owner's signature required as well as each person listed in a trust).
- Payment of $25.00 filing fee (per lot/split) with cash, card, or check payable to DCD.
- Seven (7) copies of the drawing, legal description, and surveyors report which must be prepared and stamped by a land surveyor certified by the State of Indiana. (The reason for the need for seven (7) copies is so they can be distributed to the members of the Plat Committee for consideration prior to the meeting).
- Combination legal of newly requested parcel with existing parcel of record (when applicable).
- New State Statute requires approval for all Minor Subdivisions in a primary and secondary phase so an approved survey cannot be released for at least one week after the date of approval at Plat Committee.

Lot Line Adjustments

- Completed application form (owner's signature required).
- Payment of $25.00 filing fee (per lot/split) with cash, card, or check payable to DCD.
- Seven (7) copies of the drawing, legal description, and surveyors report which must be prepared and stamped by a land surveyor certified by the State of Indiana. (The reason for the need for seven (7) copies is so they can be distributed to the members of the Plat Committee for consideration prior to the meeting).
- Combination legal of newly requested parcel with existing parcel of record. (No exceptions)

Major Subdivision – Primary Plat (Must be approved by Plan Commission)

- Completed application form (owner's signature required as well as each person listed in a trust).
- Payment of $200.00 filing fee with cash, card, or check payable to DCD.
- 17 copies (no smaller than 24x36) of the drawing which must be prepared and stamped by a land surveyor certified by the State of Indiana. (The reason for the need for 17 copies is so they can be distributed to the entire Plan Commission board (9) and Plat Committee board (6) for consideration prior to the meetings.)
- Three (3) copies of the drainage plan prepared in accordance with the Storm Water Control Ordinance of the jurisdiction.
- Written documentation on the capacity and availability of water and sewage systems.
- Written documentation on the availability of access to existing City, County, State or Federal roadways.
- One (1) copy of the deed of the parent tract.

Major Subdivision – Secondary Plat (Approval only needed from Plat Committee)

- No earlier than 30 days after Primary Plat approval from Plan Commission
- Completed application form (owner's signature required as well as each person listed in a trust).
- Payment of $50.00 filing fee with cash, card, or check payable to DCD.
- Seven (7) paper copies, revised to meet any primary conditions or changes, which must be prepared and stamped by a land surveyor certified by the State of Indiana. (The reason for the need for seven (7) copies is so they can be distributed to the members of the Plat Committee for consideration prior to the meeting).
- A set of construction plans for all public improvements (if any) if not previously submitted for approval
- Compliance with Section 17 as it relates to public infrastructure and improvement guarantees.
- Upon approval of the Plat through Plat Committee, a mylar copy shall be submitted for signatures (see the Unified Development Ordinance for signature requirements). Once the mylar is signed and recorded, one (1) copy shall be retained in the Recorder's office, one (1) copy given to the Auditor's Office, and two (2) copies given to the Department of Community Development.

Replat/Amended Plat

- No additional lots created (Only needs Plat Committee approval)
    - Same submittal requirements as a "Minor Subdivision" above (no fee).
- Creating additional lots (Requires Plan Commission approval)
    - Same submittal requirements as "Minor Subdivision" or "Major Subdivision" depending upon whether frontage is provided on an existing or new road ($30.00 fee per new lot).
- Upon approval of the Plat through Plat Committee, a mylar copy shall be submitted for signatures (see the Unified Development Ordinance for signature requirements). Once the mylar is signed and recorded, one (1) copy shall be retained in the Recorder's office, one (1) copy given to the Auditor's Office, and two (2) copies given to the Department of Community Development.

HUNTINGTON COUNTY PLAT COMMITTEE
MINOR SUBDIVISION AND LOT LINE ADJUSTMENT APPLICATION

Department Use Only

Date Applied: _____

Meeting Date:_____

Docket # _____

Receipt #_____

Read the standard requirements before proceeding with this application. Separate applications are required for each Subdivision. Please make all entries legible and answer all questions. Unanswered questions may result in your request being delayed. The property owner's signature is required for all requests. All surveys must be large enough to be easily legible to all board members.

PROPERTY OWNERS INFORMATION

Name:_____ Daytime Phone: (_____) _____-_____

Mailing Address:_____ City:_____ State:_____ Zip:_____

Email Address: _____(Required)

AGENT INFORMATION

Name:_____ Daytime Phone: (_____) _____-_____

Mailing Address:_____ City:_____ State:_____ Zip:_____

All Correspondence in regards to this application should be sent to: ☐ Owner ☐ Agent

FIRM RESPONSIBLE FOR PREPARING SURVEY

Name:_____ Daytime Phone: (_____) _____-_____

Mailing Address:_____ City:_____ State:_____ Zip:_____

PARENT PARCEL INFORMATION

PIN 3 5 - ___ ___ - ___ ___ - ___ ___ ___ - ___ ___ ___ . ___ ___ ___ - ___ ___ ___

PIN 3 5 - ___ ___ - ___ ___ - ___ ___ ___ - ___ ___ ___ . ___ ___ ___ - ___ ___ ___

PIN 3 5 - ___ ___ - ___ ___ - ___ ___ ___ - ___ ___ ___ . ___ ___ ___ - ___ ___ ___

Property Address:_____ City:_____ State:_____ Zip:_____

Section:_____ Size:_____ acres Zoning:_____ Flood Zone:_____

Current Use:_____

Structures Present: ☐ Yes ☐ No Regulated Drain on or adjacent: ☐ Yes ☐ No

Township:

- ☐ Clear Creek
- ☐ Dallas
- ☐ Huntington
- ☐ Jackson
- ☐ Jefferson
- ☐ Lancaster
- ☐ Polk
- ☐ Rock Creek
- ☐ Salamonie
- ☐ Union
- ☐ Warren
- ☐ Wayne

Town Limits (if applicable):

- ☐ Andrews
- ☐ Markle
- ☐ Mt. Etna
- ☐ Roanoke
- ☐ Warren

PARCEL INFORMATION

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):

_____

_____

Existing Septic and Well Locations: Shown on any parcels (existing or new), where applicable? ☐ Yes ☐ No

The survey or plat will be tabled if this information is not provided.

Buildable Area: Does each lot, especially a corner lot, have at least 1.10-acres of Buildable Area (see definition in the Unified Development Ordinance: ☐ Yes ☐ No

DETAILS (FOR PIECE BEING SPLIT/CHILD PARCEL)

Type: ☐ New Minor Subdivision ☐ Lot Line Adjustment

Size:_____ acres Flood Zone: _____ Intended Use:_____

Structures going with subdivision: ☐ Yes ☐ No

Regulated Drain on or adjacent: ☐ Yes ☐ No

Lot to be developed: ☐ Yes (Explain: _____) ☐ No

New address required: ☐ Yes ☐ No

Access from: ☐ Existing public road/street (_____) ☐ Existing private road/easement

To be serviced by: ☐ Public Water ☐ Private Well ☐ Public Sewer ☐ Private Septic

If the subdivided parcel is to be **combined** with an adjacent parcel (Lot Line Adjustments), please provide the adjacent parcel PIN:

PIN 3 5 - ___ ___ - ___ ___ - ___ ___ ___ - ___ ___ ___ . ___ ___ ___ - ___ ___ ___

I hereby certify that the information contained in this application, including all drawings and attachments, is true and accurate to the best of my knowledge. By signing, I hereby grant permission for members of the Huntington County, its Plan Commission, staff and agents the right to enter onto the property described in this application for the purposes of gathering and verifying information.

_____	_____	_____
Property Owner Signature (Required)	Property Owner Signature (Required)	Date
_____	_____	_____
Property Owner Signature (Required)	Property Owner Signature (Required)	Date

_____ _____

Authorized Agent Signature Date