

# Plat Application

Town of Pittsboro, Indiana Advisory Plan Commission

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*This application is for the division of one tract of land into two or more tracts. This application is for Major Primary Plats, Major Secondary Plats, Minor Residential Plats, Minor Agricultural Plats and Plat Amendments. These application requirements are per the Town of Pittsboro Subdivision Control Ordinance.*

*Attachments Required: A, B, C, D, E, G, H, K (Note: Not all forms may be applicable)*

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## Application Procedure:

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### STEP ONE: PRE-APPLICATION

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Before filing an application, it is recommended that the applicant meet with the Administrator at least one week prior to the anticipated application submission to discuss the proposed request, and to become more familiar with the applicable requirements. The anticipated agenda date will be used in all public notice requirements. Call (317) 892 - 3326 to schedule a meeting. Applicants will be responsible for all fees associated with the review of the application by the Town's Consultants.

The Plat shall be prepared and certified by a land surveyor registered by the State of Indiana.

### STEP TWO: APPLICATION

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Applications must be received at least 30 days before the desired hearing of the Plan Commission. Staff will notify petitioner when an application is considered complete and is accepted. Any deficiencies will be explained to the applicant. Applications submitted or completed after the posted deadline date will be placed on the next month's application cycle.

Applications, fees, and all required documentation must be submitted by 4:00 pm on the deadline date. These documents are to be submitted to the Town of Pittsboro Town Hall, P.O. Box 185, Pittsboro, Indiana, 46167.

The items below are required in order to complete your application and shall be submitted when your application is filed. Please submit eight (8) copies at the time of application.

**Application Form**

- All items must be completed fully and either typewritten or printed in ink.
- The application must be signed by the applicants and notarized.

- Application Fee**
  - Please refer to Attachment B for the fee schedule.
  - Checks are to be made payable to the Town of Pittsboro and submitted to the Clerk-Treasurer.
- Attachment A: Affidavit of Ownership** *(submit only if the applicant is not the property owner)*
- Attachment B: Application Fees**
- Attachment C: Review Fees**
- Attachment D: Newspaper Notice**
- Attachment E: Neighbor Notice**
- Attachment G: Use Variance** *(submit only if requesting a Variance to any development standards of the Zoning Ordinance)*
- Attachment H: Development Standards Variance** *(submit only if requesting a Variance to any development standards of the Zoning Ordinance)*
- Attachment K: Waiver Request** *(submit only if requesting a Waiver to any development standards of the Subdivision Control Ordinance)*
- Written Commitments** *(if required by the Town)*
- Memorandum of Understanding** *(if required by the Town)*
- Aerial Location Map**
  - Aerial maps can be obtained from the Hendricks County Surveyor's Office, 355 South Washington Street, Danville, Indiana, 46122. (317) 745-9237 or an internet mapping source.
  - Draw property lines of the site plan on the map.
- Legal Description**
- Drainage Review**
  - All applications will need a determination from the Hendricks County Surveyor's Office, to whether the existing drainage conditions on the property necessitate a drainage review.
- Final Covenants and Restrictions** *(if any)*
- Electronic Files**
  - The above documentation should be submitted in hard copy as well as electronically (as both PDF and DWG) for the Town's files. If electronic copies are not possible, Town Staff can scan paper copies.
- Plat Plans**
  - All plat applications shall meet the submittal requirements of the Town of Pittsboro Subdivision Control Ordinance.

### **Plat Plan Requirements:**

1. The plat shall be drawn at a scale of fifty (50) feet to one (1) inch, except that when the drawing at that scale requires more than one (1) sheet, the plat may be drawn at a scale of one hundred (100) feet to one (1) inch. Sheets shall not exceed twenty-four (24) inches by thirty-six (36) inches in size.
2. All plats shall be prepared and certified by a land surveyor registered by the State of Indiana.
3. All plats shall include a vicinity map showing the following:
  - a) Location of proposed subdivision.
  - b) Existing subdivisions and parcels of land adjacent to the proposed subdivision, including the names of the property owners.
  - c) Existing schools, parks, playgrounds, or other similar public facilities that will serve the proposed subdivision.
  - d) All public thoroughfares/ rights-of-way adjacent to the site.
  - e) Location and size of all utilities adjacent to the subdivision site, including sanitary and storm sewers, gas lines, electric lines, telephone lines, water mains, fire hydrants, cable television lines, etc.
  - f) Existing zoning of the tract and all contiguous tracts surrounding the proposed subdivision.
  - g) All section and municipal corporate boundaries lying within or contiguous to the tract.
  - h) The location of any streets and alleys in the proposed subdivision showing the relationship of said streets to any existing or proposed streets in contiguous subdivisions or undeveloped property to produce the most advantageous development of the entire neighborhood.
  - i) The vicinity map may be prepared by indicating the data by notation on available maps of an appropriate scale.
4. A plat shall be submitted showing the following (items notated in *italics* are for Primary Plats ONLY):
  - a) The proposed name of the subdivision.
  - b) Names and addresses of the owner, subdivider, consulting engineer, land surveyor, and planning firm who prepared the plat.
  - c) Legend and notes, including a graphic scale, north point, and data.
  - d) Tract boundary lines showing dimensions, bearings, angles, and references to section, township, range lines or comers, and existing bench marks.
  - e) Topographic contours at typical intervals of one (1) foot if the general slope of the tract is less than five percent (5%), or intervals of two (2) feet if the slope is in excess of five percent (5%). Said contours shall be referenced to mean sea level elevations and to U.S. Geological Survey datum plane.
  - f) Layout of lots, showing dimensions and numbers.
  - g) Building lines showing setback dimensions throughout the subdivision.
  - h) Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds, or other public, semi-public, or community purposes.
  - i) Existing and proposed streets and rights-of-way on and adjoining the site of the proposed subdivision showing the proposed names, roadway widths, types and widths

of pavements, curbs, sidewalks, bikeways, jogging paths, and other recreational ways. This may be deferred to the Secondary Plat approval stage if permitted by the Zoning Administrator

- j) Existing and proposed easements including the location, width, and purpose of each easement.
- k) Location and size of utilities existing and proposed and on the site, including storm and sanitary sewers; water mains; electrical, telephone, and cable television lines; street lights; fire hydrants; and such other utilities as may be appropriate. NOTE: All proposed utility services must be underground; no open-loop geothermal systems are allowed within the municipal limits of the Town of Pittsboro; and all sump-pumps (excluding sanitary pumps for basements) must be connected to the storm sewer system or as permitted by the Commission.
- l) Location of natural streams, regulated surface drains, legal ditches flood plains, pipelines, power lines, etc.
- m) A preliminary drainage plan showing the proposed storm water drainage system to an improved outlet. Data shall be included showing that said outlet is adequate to accommodate the drainage requirements of the finished development. The plan shall include surface drainage system, storm sewer systems, subsurface drainage systems, and storm water detention facilities. Arrows designating the general drainage of all streets and lots shall be included.
- n) Location of any subsurface drain tile either known to exist or proposed for the site.
- o) Test results if required by the Town Engineer including test locations, made to ascertain subsurface soil, rock, and groundwater conditions.
- p) Location of water courses, marshes, wooded areas, isolated trees to be preserved, houses, barns, and other structures and significant features.
- q) Proposed sidewalks.
- r) Proposed decorative lighting.
- s) Type of drainage system(s) proposed to handle surface, underground, and runoff waters. The coefficient to be used for this determination shall be approved by the Town Engineer.
- t) The existing excess capacity available from the Pittsboro Waste Water Treatment Plant; the nearest location to the building site of a trunk or connecting sewer line; and the expected demand of the development or building. (numbers to be acquired from the Town)
- u) Preliminary architectural drawings in sufficient detail to show building size, height, materials, types of units, and location of all buildings (existing and proposed) on the development site. This requirement may be waived by the Town Engineer until secondary plat approval. In housing and large commercial developments this information may not be available.
- v) Proposed landscaping, signage, entrance to the development, screening, and attempts at preserving natural terrain and open space. The Plan Commission may request a landscaping/ screening plan. This requirement may be waived by the Town Engineer until secondary plat approval.
- w) *Estimated traffic count increase on adjacent streets resulting from the proposed development; description of type and condition of roads to serve such development; total number of motor vehicles expected to use or be stationed in such development;*

- and on and off-site parking to be supplied. A formal engineering study need not be conducted unless the Commission requests such extensive information.*
- x) Photographs may be requested by the Zoning Administrator or the Town Engineer for specific areas or elements on or surrounding the site.
  - y) *If the primary plat is to be divided into sections or phases of development, the boundaries and numbers of such sections shall be shown, and a conceptual plan for the entire subdivision shall be submitted as a "phasing schedule." Due to a fluctuating economy the Commission shall give some flexibility to revisions to the phasing schedule throughout the process and development.*
  - z) *Protective covenants which are properly prepared and legally sound shall be incorporated in the plat.*
    - aa) Soil map of the site from the Soil Conservation Service.*
    - bb) Proposed development schedule.*
5. For a complete listing of the required plan needs, please refer to the Pittsboro Subdivision Control Ordinance.
6. Upon the Plan Commission's final approval of the plat, one (1) copy of the certified plat shall be forwarded to each of the following persons:
- a) Hendricks County Auditor and Recorder
  - b) Any corporate utility company that may be affected
  - c) Subdivider or applicant
  - d) File of Plan Commission
  - e) Hendricks County Surveyor, if applicable
  - f) Town Engineer
  - g) Town Administrator

### **STEP THREE: TECHNICAL REVIEW COMMITTEE**

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The Technical Review Committee (TRC) has the review authority; if necessary, for the technical aspects of the application submittal. The TRC or Plan Commission staff will meet to discuss your proposal in the Town Hall approximately three (3) weeks before the desired hearing date. Plan Commission Staff will contact you with an appointment time. The TRC generally includes Plan Commission Staff; Engineer; Public Utility; Town Manager; Street Department, applicable School Superintendent; and applicable Safety Services. You or a designated representative with technical information regarding your submittal should attend. In some instances, additional information may be required by the TRC in order to complete a technical review of your application. This information must be submitted by the last day to submit information for the Staff Report.

## **STEP FOUR: STAFF REPORT AND AGENDA**

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After a thorough examination of information in the public record and findings from additional research, staff shall release the Staff Report and Agenda providing analysis of each agenda item. Such report shall be released along with the agenda a minimum of seven (7) days prior to the hearing. All documents, including revisions, to be studied and considered by staff for use in the Staff Report should be submitted no less than ten (10) days prior to the hearing. Any interested party may provide support documentation to be delivered to the Plan Commission members along with the Staff Report. To do so, the party must provide ten (10) copies of each document, which should be submitted no less than ten (10) days prior to the hearing.

## **STEP FIVE: PUBLIC NOTICE PROCEDURES**

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Proof of newspaper advertisement and surrounding property owner notification must be provided seven (7) days before the hearing date. Failure to provide proof of notice by this deadline may result in rescheduling of the hearing date.

- Newspaper Advertisement (Attachment D)**
- Surrounding Property Owner Notification (Attachment E)**

## **STEP SIX: PLAN COMMISSION HEARING**

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The Plan Commission shall follow their adopted Rules of Procedure for the hearing, a copy of which is available at the Town Hall. Public hearings of the Plan Commission are generally held the fourth Tuesday of each month at 7:00 p.m. at the Pittsboro Town Hall. Always check with the Town Hall or Town Staff to verify the exact meeting date, place, and time should a conflict occur.

When your request comes up on the agenda, you will be asked to present your request to the Commission. You may employ a representative for this purpose or do it yourself. You may use any maps or graphics that will assist in the presentation. If the Commission members need additional information, they will ask questions regarding your request. Following any questions, the Commission will take action on your application. They may approve, approve with conditions, or deny the application. The Plan Commission must provide a decision on the Plat within 21 days of a public hearing.

***An approved Plat must be recorded by the applicant at the Hendricks County Recorder's, Auditor's, and Surveyor's offices at the applicant's expense.***

**Pittsboro Plan Commission**

**PLAT APPLICATION**

**Please Select One:**

- Major Primary Plat** – This Plat lays out the overall development in its entirety. *All commercial and industrial development requires a Major Primary Plat.*
- Major Secondary Plat** – This follows the Primary Plat and is the actual division of the land for sale and development. *This is for developments pursued in phases.*
- Minor Residential Plat** – This is for the division of a single tract of land into four (4) or less residential tracts.
- Minor Agricultural Plat** – This is for the division of an agricultural tract into two agricultural tracts. *Minor Agricultural Plats do NOT require a hearing of the Plan Commission.*
- Plat Amendment** – This is to modify an existing, recorded plat.

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**1. Applicant(s)**

Check One: <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Lessee <input type="checkbox"/> Contract Purchaser <input type="checkbox"/> Other: _____			
Name:			
Address:			
Phone:	Fax:	Email:	

**2. Property Owner(s)**

If Applicant is not the Owner, attach completed **Attachment A: Affidavit of Ownership**

<input type="checkbox"/> Check if owner and applicant are same party.		
Name:		
Address:		
Phone:	Fax:	Email:

**3. Applicant's Contact Person, Attorney, and/or Project Engineer/Surveyor (if any)**

Any persons identified within this section are authorized to act on behalf of the petitioner.

Check One: <input type="checkbox"/> Attorney <input type="checkbox"/> Agent <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Other: _____			
Name:			
Address:			
Phone:	Fax:	Email:	

Check One: <input type="checkbox"/> Attorney <input type="checkbox"/> Agent <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Other:_____		
Name:		
Address:		
Phone:	Fax:	Email:

#### 4. Site Information

If only part of a parcel is requested for the Zoning Amendment, then write "PART" after the Tax Parcel Identification Number(s).

Tax Parcel Identification Number(s):
Address: (Number and Street):
Address: (City, Zip Code, State):
If no address, please provide a general street location from the closest street intersection:

#### 5. Plat Information

Current Use of Property: <input type="checkbox"/> Agriculture <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other:_____	
Zoning District:	Comprehensive Plan Designation:
Name of Subdivision (major plat only):	
Annexation Proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Project Area (acres):
Proposed number of lots:	Proposed number of entrances/exits:
Public Utility upgrades proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Overlay District (if applicable):_____

**The undersigned states the above information is true and correct as (s)he is informed and believes.**

Signature(s) of Applicant(s):

Date:

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**Notary Statement**

Sworn to and subscribed before me the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public in and for the State of Indiana.

\_\_\_\_\_  
Notary Public / Printed

Seal

My Commission expires: \_\_\_\_\_

<b>For Office Use Only</b>			
Date Filed:	Public Notice:	Newspaper Ad:	
Date of PC Hearing:	Complete and Accepted on:		
Decision of PC	<input type="checkbox"/> Unfavorable	<input type="checkbox"/> Favorable	<input type="checkbox"/> Favorable with Conditions
Conditions:			