

**Planning & Building Services Department**

300 E Pike St | Crawfordsville, IN 47933

crawfordsville.in.gov | 765-364-5152

SECONDARY PLAT APPLICATION**OFFICE USE ONLY**

DOCKET # _____ FILED DATE: _____

FILING FEE: \$ _____

APPLICANT INFORMATION

Applicant Name: _____ Phone: _____

Business Name: _____ Email: _____

Address: _____

Property Owner's Name: _____ Phone: _____

Business Name: _____ Email: _____

Address: _____

Representative's Name: _____ Phone: _____

Business Name: _____ Email: _____

Address: _____

PROPERTY AND PROJECT INFORMATION

Project to be known as: _____

Address or Property Location: _____

Acreage: _____ (Attach Legal Description) Existing Land Use: _____

County Parcel ID #(s): _____

Zoning District: _____ Number of Lots: _____

I certify that I own or control the property involved in this application, and that the information in this application is true and correct.

Signature of Applicant/Representative_____
Print Name_____
Date

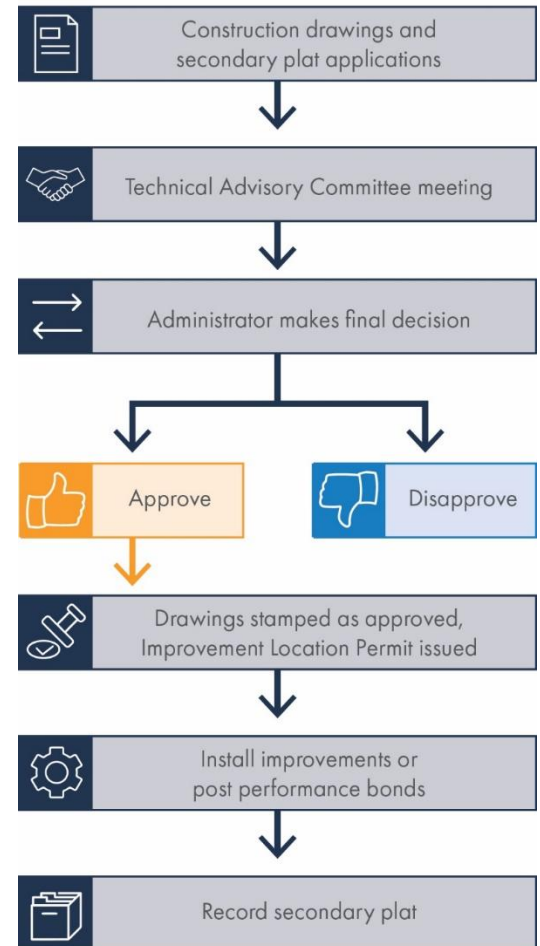
SECONDARY PLAT APPLICATION INSTRUCTIONS

For comprehensive information on **Secondary Plats**, please refer to **Chapter 7 of the Unified Development Ordinance**.

Secondary Plat Approval Procedure

- A. **Submission Dates.** Secondary plat approval occurs after approval of the primary plat and site plans. Applications must be filed according to the schedule of meetings and filing deadlines. Applications for secondary plat approval and site plan approval may be filed concurrently. The applicant is responsible for distributing a copy of the complete application to members of the Technical Advisory Committee if required by the Administrator. Secondary plat applications may be submitted within the time provided for appeal under [IC 36-7-4-708](#). However, approval of a secondary plat will not be granted until 30 days after the approval of a primary plat.
- B. **Submission Procedure and Requirements.** The applicant files: (1) an application provided on forms provided by the Department, (2) a secondary plat, (3) all applicable fees, and (4) supplemental information required by the Administrator.
- C. **Compliance.** The secondary plat must be substantially similar to the approved primary plat.
- D. **Review of Complete Applications.** The Administrator reviews the application for completeness. The Technical Advisory Committee may review any secondary plat prior to approval. The Administrator reviews the secondary plat and notifies the applicant in writing of revisions or changes needed for approval.
- E. **Approval.** The applicant revises the secondary plat as needed and resubmits it to the Administrator. The Administrator determines if the revised plat needs reviewed by any of the Technical Advisory Committee members. When the Administrator determines the plat complies with the requirements of this Ordinance, the plat is approved by the Administrator.
- F. **Effect of Approval.** Approval of a secondary plat does not authorize the development, construction, alteration or moving of any structure. The approval allows the filing and processing of applications for permits including an improvement location permit or building permit.
- G. **Signing of Plat.** Unless otherwise approved by the Administrator, a secondary plat will not be signed until:
 - Performance sureties are secured assuring the installation of public improvements ([5.12\(C\) Performance Sureties](#)).
 - Streets, curbs, gutters, sanitary sewers, fire hydrants, storm sewers and like infrastructure are constructed per the City's Construction Standards, and maintenance sureties for public improvements are secured according to [5.12\(D\) Maintenance Sureties](#), or
- H. **Recording of Secondary Plat.** No secondary plat or amendment of a subdivision will be recorded until the plat is approved and signed according to this Ordinance. Upon approval, the applicant must record the signed secondary plat

CONSTRUCTION DRAWING* AND SECONDARY PLAT APPROVAL PROCESS



*For administrative and minor subdivisions, construction drawings are not required.

within 90 days of plat approval. The applicant must record the plat, covenants, and any applicable owners association documents in the County Recorder office within 30 days of receiving the fully signed plat. The applicant must provide electronic copies of the recorded plat and associated documents to the Department within 30 days of being recorded.

Secondary Plat Submittal Requirements

- A. **Preparation.** The secondary plat is prepared by a land surveyor licensed by the State of Indiana at a scale of no more than 1"=50'. The size of the plate pages is determined by the County Recorder.
- B. **General.** The secondary plat includes, unless waived in writing by the Administrator:
1. Proposed name of the subdivision.
 2. Names and addresses of the owners and consultants involved in the preparation of the plat.
 3. Title, scale, north arrow, and date.
 4. Accurate boundary lines, with dimensions and angles, to provide a survey of the tract, closing with an error of not more than one foot in 5,000 feet.
 5. Accurate distances and direction to the nearest established street corners or official monuments. Reference corners must be accurately described on the plat.
 6. Accurate locations and names of all existing and recorded streets intersecting the boundaries of the tract.
 7. Accurate metes and bounds description of the boundary.
 8. Source of title to the land to be subdivided as shown by the books of the County Recorder office.
 9. Complete curve notes for all curves included in the plan.
 10. Street lines and street names with accurate dimensions in feet and hundredths of feet, with angles to street and lot lines.
 11. Lot and block numbers and dimensions.
 12. Accurate locations and limitations of easements.
 13. Accurate dimensions for any property to be dedicated or reserved for public, semi-public, or community use.
 14. Building setback lines and dimensions.
 15. Location, type, material, and size of all monuments and lot markers.
 16. Plat certificates and deeds of dedication.
 17. Notation of any self-imposed restrictions and locations proposed building lines if required by the Plan Commission, according to this Ordinance.
 18. Contain a statement to the effect that the City Council, Plan Commission, or Board of Zoning Appeals may enforce subdivision covenants unless otherwise noted.
- C. **Supplemental Information.** The Administrator may require the following information:
1. A financial surety for public improvements according to this Ordinance.
 2. A copy of the covenants and restrictions if they are cross-referenced or incorporated on the plat or if they establish or grant rights related to the plat (e.g., easements).



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PROPERTY OWNER AFFIDAVIT

IN WITNESS WHEREOF, the undersigned, having duly sworn, upon oath says they are the owners of the property involved in this application and that they hereby acknowledge and consent to the foregoing Application.

Property Owner (Signature)

Property Owner (Printed Name)

Before me the undersigned, a Notary Public in and for said County and State, personally appeared the above party, who having been duly sworn acknowledged the execution of the foregoing instrument.

Witness my hand and Notarial Seal this _____ day of _____, 20_____.

State of _____, County of _____, SS:

Notary Public Signature

Notary Public (Printed Name)



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TECHNICAL ADVISORY COMMITTEE

Docket #: _____ Filing Date: _____

Applicant's Name: _____ Phone: _____

Representative's Name: _____ Phone: _____

Project to be Known As: _____

Address or Property Location: _____

Application Type: ☐ Standard Zoning District ☐ Planned Unit Development District ☐ Text Amendment
☐ Primary Plat ☐ Secondary Plat ☐ Site Plan ☐ Board of Zoning Appeals

DELIVERY AFFIDAVIT

IN WITNESS WHEREOF, the undersigned, having duly sworn, upon oath certifies that on behalf of the above application, that I caused copies of said application and supporting plans and materials to be delivered electronically or in hardcopy on the day of _____, 20____ to the members of the Crawfordsville Technical Advisory Committee members as set forth in the attached.

Applicant/Representative (Signature)

Applicant/Representative (Printed Name)

Before me the undersigned, a Notary Public in and for said County and State, personally appeared the above party, who having been duly sworn acknowledged the execution of the foregoing instrument.

Witness my hand and Notarial Seal this _____ day of _____, 20_____.

State of _____, County of _____, SS:

Notary Public Signature

Notary Public (Printed Name)