

**Planning & Building Services Department**

300 E Pike St | Crawfordsville, IN 47933

crawfordsville.in.gov | 765-364-5152

PRIMARY 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: _____ Proposed Number of Lots: _____

PRE-FILING CONFERENCE

Sketch Plan Review With: _____ (Staff Name) Date: _____

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

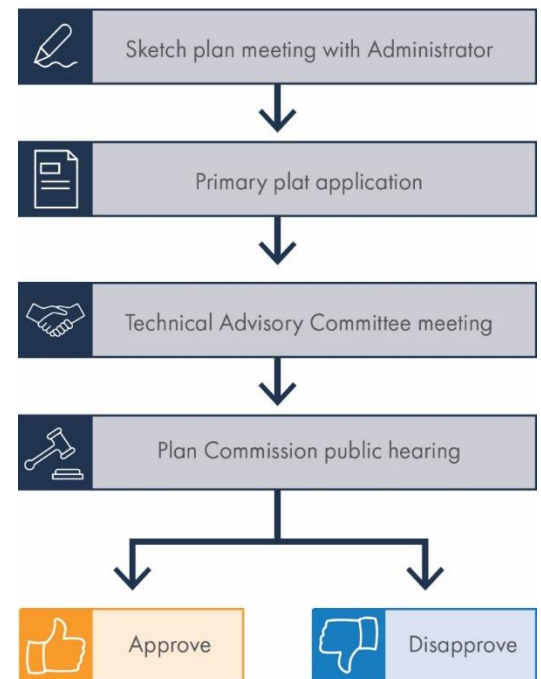
PRIMARY PLAT APPLICATION INSTRUCTIONS

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

Approval Procedure

- A. **Submission Dates.** Applications must be filed according to the schedule of meetings and filing deadlines. The applicant is responsible for distributing a copy of the application, primary plat, and supplemental information to members of the Technical Advisory Committee.
- B. **Concurrent Primary Site Plan Approval.** The primary plat application also serves as the primary site plan application. This simultaneous filing allows the Plan Commission to review and approve modifications to this Ordinance's standards as outlined in **8.22 Modifications**. The approval or rejection of the primary plat application is also approval or rejection of the primary site plan application. Secondary plat approval will not be granted unless a detailed site plan is approved before, or simultaneously with, the secondary plat (see **8.6 Site Plan Review**).
- C. **Application Requirements.** The applicant files:
1. An application provided on forms provided by the Department,
 2. A primary plat,
 3. An overall site plan,
 4. All applicable fees, and
 5. Supplemental information required by the application or Administrator.
- D. **Compliance.** Primary plats must be substantially similar to the sketch plan as reviewed.
- E. **Phasing.** A primary plat may include all or only a part of a larger overall development. However, a primary plat must include the entire parent tract being subdivided unless otherwise deemed unnecessary by the Administrator or Plan Commission. This requirement seeks to avoid the creation of remainder parcels not complying with this Ordinance or inhibiting orderly development.
- F. **Placement on the Plan Commission Agenda.** The Administrator reviews the application for completeness. Applications determined to be complete and allowing for a full review are numbered and docketed for a public hearing by the Plan Commission.
- G. **Review of Complete Applications.** The Technical Advisory Committee reviews a primary plat prior to the Plan Commission's consideration. The Administrator may submit a written report to the Plan Commission stating facts concerning the characteristics of the area involved in the primary plat, surrounding land uses, public facilities available to service the area, or other pertinent facts. The report may also contain the Administrator's opinions concerning the primary plat proposal and a report from members of the Technical Advisory Committee. A copy of the report is made available to the applicant and the public.
- H. **Public Hearing Notice.** A public hearing by the Plan Commission is required for all primary plats. Notification of the public hearing must comply with the Plan Commission's Rules of Procedure.

PRIMARY PLAT APPROVAL PROCESS



- I. **Public Hearing and Plan Commission Action.** The Plan Commission will hold the public hearing and review the application and supporting information and act on the application according to this Ordinance, Indiana law, and the Plan Commission's Rules of Procedure. The Plan Commission may:
1. Approve the primary plat;
 2. Approve the primary plat with conditions;
 3. Disapprove the primary plat; or
 4. Continue the application to a future meeting.
- J. **Written Commitments.** The Plan Commission or Administrator may require the applicant to prepare written commitments concerning the primary plat prior to formal action on the application. If written commitments are part of the primary plat approval, they must be recorded in the office of the County Recorder within 90 days of primary plat approval. A copy of the recorded commitments must be provided to the Department within 30 days of being recorded. The secondary plat will not be approved until the recorded written commitments are provided to the Department.
- K. **Effect of Approval.** Approval of a primary plat does not authorize the development, construction, alteration or moving of any structure. The approval allows the filing and processing of applications for approvals, such as a secondary plat, construction plans, or improvement location permit.
- L. **Effective Period of Primary Approval.** Unless extended, the approval of a primary plat is valid for a period of 3 years. At the end of this time, primary approval is null and void, and the applicant is required to resubmit a new application beginning with sketch plan review and subject to all the zoning restrictions and subdivision regulations in effect at the time of resubmission. Prior to the expiration of the approval period, the applicant may submit a written request to extend the approval period. The Plan Commission may extend the approval of a primary plat in increments of up to 12 months beyond an expiration date without further notice and public hearing.

Primary Plat Submittal Requirements

- A. **Preparation.** The primary plat is prepared by a land surveyor licensed by the State of Indiana at a scale of no more than 1" = 100' and the sheets must be numbered in sequence if more than one sheet. The Administrator may waive in writing any of the submittal requirements below the Administrator determines unnecessary to allow a complete review of the application.
- B. **General.** The primary plat includes:
1. A vicinity map showing the location of the site and surrounding property and streets, the names of adjoining streets, and the names of all adjoining property owners and adjoining developments.
 2. Legal description of the subject property.
 3. The names and addresses of: (a) the owners of the land being subdivided, (b) the applicant, if other than the owner, and (c) the consultants involved in the preparation of the plat. If the application is made by someone other than the owner, a consent form signed by the owner and notarized must accompany the application.
 4. Signature, seal, and certification of a land surveyor registered in the State of Indiana.
 5. The date of the plat, approximate true north point, and scale.
- C. **Existing Conditions.** The primary plat must show existing conditions including:
1. Topography in two-foot contour intervals unless otherwise approved by the Administrator.
 2. The location, bearings, and dimensions of all boundary lines of the property to be expressed in feet and tenths of a foot with references to section, township, and range lines or corners.

3. The location of existing streets, walkways, easements, pipelines, transmission lines, water bodies, streams, and other pertinent features such as swamps, jurisdictional wetlands, flood plains, floodways, railroads, buildings, parks, cemeteries, drainage ditches, bridges, boundaries of wooded areas, and individual trees 8" or more in diameter within areas to be impacted by site disturbing activities.
 4. Location and size of existing water, storm water, and sanitary sewer systems.
 5. The location and width of all existing rights-of-ways.
 6. The locations, dimensions, and areas of all existing lots.
 7. Designated wetland areas.
 8. A soil survey map showing the soil limitations based upon the intended use of the subdivision parcels.
- D. **Site Improvements.** The primary plat application must show all proposed site improvements including:
1. Names of the subdivision and all new streets.
 2. Indication of the use of any lot (single-family, two-family, multifamily, townhouse) and all non-residential uses proposed by the applicant.
 3. The location and width of proposed streets, alleys, other public ways, rights-of-ways, easements, and building setback lines.
 4. Proposed changes in streams, lakes, floodplains, etc.
 5. Proposed location of surface and subsurface drains.
 6. Proposed location of storm sewers, stormwater management facilities, and sanitary sewers. For private sewage systems, a statement from the County Health Department confirming a private septic system can be used on the property.
 7. A statement concerning the location and size or capacity of utilities to be installed.
 8. Building and structures to be removed or relocated.
 9. The locations, dimensions, and areas of all proposed lots and blocks. Lots are numbered consecutively. Blocks are lettered in alphabetical order.
 10. Building setback line with dimensions.
 11. Legends and notes.
 12. The location, dimensions, and areas of all proposed common areas, park, or playground use, or other public or private reservation including conditions of the dedication. Common areas are lettered in alphabetical order.
 13. Topography in two-foot contour intervals unless otherwise approved by the Administrator.
 14. Sufficient data acceptable to the Administrator to determine the location, bearing, and length of all lines and the location of all proposed monuments.
- E. **Supplemental Information.** The Plan Commission or Administrator may require the following information:
1. Landscape Plan.
 2. Traffic Impact Analysis.
 3. Sanitary Sewer Analysis.
 4. Building elevations.

5. Existing covenants or zoning commitments recorded on the property.
6. Proposed 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).
7. Recorded deed, instrument number, and date recorded of all parcels involved in the subdivision.
8. Additional information necessary to evaluate the proposal.



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)

EXAMPLE PUBLIC NOTICE (PLAN COMMISSION)

NOTICE IS HEREBY GIVEN THAT the Crawfordsville Plan Commission will hold a public hearing on **Time of Plan Commission Meeting**, at **Location of Plan Commission Meeting**, to consider petition(s) **[insert docket #]**, filed by **[insert representative's name (if applicable)]** on behalf of **[insert applicant's or property owner's name]**. The request pertains to real estate comprising approximately **[insert #]** acres and generally located at **[insert address or intersection location]**, Crawfordsville, Indiana. The request is for approval of a **[insert application type (e.g., Development Plan approval, a change of zoning request, Primary Plat approval)]** to allow **[insert project description]**.

Specific details regarding this request, including the application, file, and property legal description, may be obtained from the Planning & Building Services Department, or by calling 765-364-5152.

Written suggestions or objections relative to the request may be filed with the Planning & Building Services Department, at or before the public hearing. Interested persons desiring to present their views upon the request, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place. Such hearing may be continued from time to time as may be found necessary.

Please review the agenda for this meeting on the City's website (www.crawfordsville.in.gov) immediately prior to the scheduled meeting time to confirm that this item has not been continued to the following meeting or that the meeting has not been cancelled.

APPLICANT:

[Enter contact information]

REPRESENTATIVE:

[Enter contact information]

City of Crawfordsville

300 E Pike St, Crawfordsville IN 47933

765-364-5152

www.crawfordsville.in.gov



Planning & Building Services Department

300 E Pike St | Crawfordsville, IN 47933

crawfordsville.in.gov | 765-364-5152

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

Docket #: _____ Public Hearing Date: _____

Applicant's Name: _____

Representative's Name: _____ Company: _____

Project to be Known As: _____

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

PUBLIC NOTICE AFFIDAVIT

IN WITNESS WHEREOF, the undersigned, having duly sworn, upon oath does hereby certify that notice of public hearing to consider above petition was sent by certified, registered or first class mail to the last known address of each of the following persons, as attached hereto as **Exhibit A**, they being all persons to whom notice was required to be sent by the Plan Commission or Board of Zoning Appeals' Rules of Procedure (as applicable), and that said notices were postmarked on the _____ day of _____, 20____, being at least ten (10) days prior the scheduled public hearing.

I (We) further certify that the notice required to be posted on the subject property described in the above petition was posted on the subject property in accordance with the Plan Commission's or Board of Zoning Appeals' Rules of Procedures (as applicable) on the _____ day of _____, 20____, being at least ten (10) days prior the scheduled public hearing.

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)



Planning & Building Services Department

300 E Pike St | Crawfordsville, IN 47933

crawfordsville.in.gov | 765-364-5152

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)