

Minor Subdivision Plat Application

Town of Avon, Indiana

Avon Plan Commission



APPLICATION PROCEDURES

DEFINITION

The subdivision of a tract of land into not more than four (4) parcels, including the remainder of the original parcel, fronting upon an existing street, where no new interior streets are included, no common areas are required and no waivers of the applicable design standards are required.

APPLICATION

*All preliminary consultations and in-person application submittals are by appointment only. Please reach out to Planning department staff prior to application submittal. **Preliminary consultations must occur at least two weeks prior to the filing deadline.** Complete applications, supporting documents, and payment may be mailed prior to the application deadline. Failure to provide a complete submittal will result in the scheduling of your petition to the following Plan Commission meeting date.*

The application will not be considered complete until all information is received. All applications and supplemental material must be submitted by close of business on the deadline and must be completed on town forms. All applications will be reviewed for completeness and accuracy prior to acceptance.

1. A **notarized application** filed at least thirty-one (31) days before the date of the Plan Commission public hearing;
2. A **legal description** of the property;
3. A **primary (preliminary) plat** including the topographic overlay and area map (see checklist);
4. A **Letter of Intent** identifying the scope and nature of the project;
5. If the applicant is not the owner, a signed and notarized **Letter Granting Authority to an Agent**;
6. A **sample letter** for the written notification requirements;
7. A **list of adjacent property owners** within six hundred sixty (660) feet but no more than two (2) property owners in depth;

FEES

The following fees apply to a Variance of Development Standards review:

1. **Application Fee** by check made payable to the Town of Avon.
2. **Legal Advertisement Fee** by check made payable to the Town of Avon.
3. **Traffic Study Review Fee**, if applicable, by check made payable to HWC Engineering.
4. **Design Review Fee** by check made payable to Crossroad Engineers, PC.

*Fees are nonrefundable and are due at time of application. See *Fee Schedule* for more details.*

WAIVERS

Where compliance with the Town of Avon Unified Development Ordinance standards cannot be achieved, an application for a waiver from the standards of the Ordinance may be submitted with an application for primary plat approval. Such application shall be submitted on the form included on the Town of Avon website and is subject to an additional fee by check made payable to Crossroad Engineers, PC.

PUBLIC NOTIFICATION

1. NEWSPAPER NOTIFICATION: Town Staff will submit legal notices for publication at least ten (10) days prior to the date of the Avon Plan Commission public hearing.

2. WRITTEN NOTIFICATION: The applicant must mail first class letters to all interested parties at least ten (10) days prior to the date of the Plan Commission appeals public hearing. Interested parties are defined as all persons with a legal interest in the property and all owners of real property within six hundred and sixty (660) feet or a depth of two (2) ownerships, whichever is less, of the applicant's property. An adjacent property owner must not include properties of common ownership relative to the subject parcel and notice must be provided in accordance with the standards above beyond common ownership parcels. The applicant may follow the sample written notification letter. The provided Affidavit of Notice to Interested Parties must be signed and notarized attesting to the mailings and submitted to the Town with a copy of a sample mailing seven (7) days prior to the public hearing. (See attached sample letter and affidavit form.)

3. POSTING OF PROPERTY: Town Staff will post a public hearing sign at the subject property at least ten (10) days prior to the date of the Plan Commission public hearing. Applicants should advise the property

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owner/manager and/or tenants not to remove or obscure the sign and to notify staff if it is removed or damaged prior to the hearing.
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PLAN COMMISSION REVIEW

The Avon Plan Commission must hold a public hearing to consider the request for subdivision plat approval. The Plan Commission meetings are held at 6:30 p.m. on the fourth Monday of every month in the Avon Town Hall, located at 6570 East U.S. Highway 36, Avon, Indiana 46123, unless indicated otherwise.

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APPLICATION CHECKLIST

1.		One (1) completed checklist signed and dated. (Attach completed copy of this form.) Mark all items N/A (Not Applicable) which don't apply to your project.																				
2.		One (1) completed application form: typewritten, signed by the owner or an authorized agent of the subject property, notarized and filed at least thirty-one (31) days before the date of the Plan Commission meeting. If application is incomplete, the petition will not be docketed. Be sure to include:																				
		<table border="1"> <tr> <td></td> <td>Project Name</td> <td></td> <td>Acreage</td> </tr> <tr> <td></td> <td>Project Address</td> <td></td> <td>Nearest Intersection</td> </tr> <tr> <td></td> <td>Parcel Number(s)</td> <td></td> <td>Current Zoning Classification</td> </tr> <tr> <td></td> <td>Existing Land Use</td> <td></td> <td>Proposed Land Use</td> </tr> <tr> <td></td> <td>Previous Land Use Approvals</td> <td></td> <td>Number of Lots/ Parcels</td> </tr> </table>		Project Name		Acreage		Project Address		Nearest Intersection		Parcel Number(s)		Current Zoning Classification		Existing Land Use		Proposed Land Use		Previous Land Use Approvals		Number of Lots/ Parcels
	Project Name		Acreage																			
	Project Address		Nearest Intersection																			
	Parcel Number(s)		Current Zoning Classification																			
	Existing Land Use		Proposed Land Use																			
	Previous Land Use Approvals		Number of Lots/ Parcels																			
3.		If the applicant is not the owner, one (1) signed and notarized copy of the Letter Granting Authority to an Agent.																				
4.		One (1) completed Contact Information form.																				
5.		One (1) copy of the legal description of property.																				
6.		One (1) Letter of Intent identifying the scope and nature of the project and stating compliance with the Town of Avon Comprehensive Plan and the Town of Avon Unified Development Ordinance.																				
7.		Two (2) paper copies of a final plat, prepared and stamped by a licensed engineer or surveyor. The final plat shall include: A. EXISTING CONDITIONS ____ Area vicinity map ____ Topography (two [2] foot) ____ Location of existing streams, lake ditches, etc. showing one hundred (100) year flood elevation ____ Location of all surface and subsurface drains ____ Location of existing storm and sanitary sewers ____ Existing buildings and structures ____ Identification of jurisdictional wetlands ____ Boundary lines and acreage of property B. SITE IMPROVEMENTS ____ Proposed changes in streams, lakes, floodplains, etc. ____ Proposed location of surface and subsurface drains ____ Proposed location of storm and sanitary sewers																				

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		☐ Building/Structures to be removed or relocated ☐ Location and design of proposed street ☐ Cross section of existing streams and floodplains ☐ Landscape Plan (for residential projects only) ☐ Signage Plan: Temporary and Permanent (for residential projects only) ☐ Open Space Plan (residential only) C. SUPPORTING DOCUMENTATION ☐ Traffic study ☐ Wetland Mitigation Plan ☐ Environmental studies ☐ Environmental Impact Study ☐ Letter of Intent from appropriate sanitary sewer utility (required for all preliminary plats) ☐ Location of proposed model homes ☐ Location of temporary sales office ☐ Development Summary showing all development standards for the zoning district and the proposed development standards for the project ☐ Statement of commitments (if any) ☐ Proposed covenants (if any)
8.		One (1) completed sample Public Notification Letter to be sent to adjacent property owners.
9.		A list of adjacent property owners .
10.		Two (2) electronic copies of all plans and application documents submitted on thumb drives .
11.		Nonrefundable application fee . (Check must be made payable to the "TOWN OF AVON").
12.		Nonrefundable legal advertisement fee . (Check must be made payable to the "TOWN OF AVON").
13.		Additional fees for design review, and traffic study, if applicable .

*Fees are nonrefundable. See *Fee Schedule* for more details.*

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Proposed Name of Subdivision:			
Applicant(s):		Address:	
Telephone:		Email:	
Owner(s):		Address:	
Telephone:		Email:	
Attorney:		Address:	
Telephone:		Email:	
Surveyor/ Engineer:		Address:	
Telephone:		Email:	
Property Location			
Street Address:		Nearest Intersection:	
Parcel ID:		Acreage:	
Existing Zoning:		Existing Land Use:	
Existing Overlay (e.g. corridor or flood plain)		Proposed Land Use:	
Number of Lots:		Miles of New Streets	
<i>The undersigned, having been duly sworn on oath states the above information is true and correct as (s)he is informed and believes.</i> <i>I (We) also understand that the application fee does not include the fees associated with design review and/or construction management review. Fees for design review and/or construction management review are the direct responsibility of the applicant payable directly to the engineering firm(s) specified by the Town at rates set out by various agreements and/or ordinances of the town, for services, inspection, reports, and the like required by the Town.</i>			
Date		Printed Name & Title / Company (if applicable)	
		Signature of Owner(s) or Agent	
}			
STATE OF _____		SS:	
}			
COUNTY OF _____			
}			
Subscribed and sworn to before me this _____ day of _____, 20____.			
Notary Public Signature		Notary Public: Printed Name	
My Commission Expires: _____		Residing in: _____ County	

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CONTACT INFORMATION

The person indicated below will receive all correspondence between the Plan Commission Staff and the applicant. It shall be the responsibility of the contact person to provide copies of information to other interested parties.

Indicate the Contact Person to be notified to request additional information, schedule meetings, receive Avon Plan Commission Staff Letters and Recommendations.

Please type or print legibly.

Business Name:	
Contact Person:	
Address:	
Phone Number:	
Email:	

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LETTER GRANTING AUTHORITY FOR AN AGENT

I (We) do hereby grant authority to _____
Name of Agent
to seek final minor subdivision plat approval from the Town of Avon Plan Commission
for the property located at:

_____ **Property Address or Parcel ID number(s)**
I (We) am (are) the owner(s) of the real estate included the proposed minor subdivision.

Date

Printed Name & Title / Company (if applicable)

Signature of Owner(s)

STATE OF

}

COUNTY OF

}

}

SS:

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public Signature

Notary Public: Printed Name

My Commission Expires: _____

Residing in: _____ County

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SAMPLE NOTIFICATION LETTER

Date **(Date Letters Mailed)**

Name

Address **(Mailing Address of Adjacent Property Owner)**

City, State, and Zip Code

Dear **(Name of Adjacent Property Owner)**:

Please be advised that the undersigned property owner or agent for the property owner has made application to the Avon Plan Commission for approval of a minor subdivision plat **(Case Number, Case Name and a brief description of the Project)** dividing **(Number of Acres)** into **(Number of Lots)**, located at **(insert address if known, or parcel number)**, in the Town of Avon, Indiana, located near **(Give the Location of the Project in Relationship to the Nearest Street Intersection)**.

A copy of this application, legal description, and all plans pertaining to this proposed minor subdivision plat approval are on file and available for examination prior to the public hearing in the office of the Planning Department at the Avon Town Hall located at 6570 East U.S. Highway 36, Avon, Indiana, 46123, between the hours of 8:00 AM-11:30 AM and 12:30-4:00 PM, Monday through Friday. Written objections to a proposal may be filed with the Planning Staff up to and including the date of the public hearing at the Avon Town Hall at the above address and such objections will be considered.

The Avon Plan Commission will hold a public hearing on this minor subdivision plat approval in the Avon Town Hall located at 6570 East U.S. Highway 36, Avon, Indiana, 46123 on **(Date of the Public Hearing)** at 6:30 PM.

Very truly yours,

(Name and Signature of Applicant or Agent for the Applicant)

**AFFIDAVIT OF NOTICE TO INTERESTED PARTIES
MINOR SUBDIVISION PLAT
AVON PLAN COMMISSION
TOWN OF AVON, INDIANA**



Affidavit to be submitted one week prior to the scheduled public hearing.

I, _____ do hereby certify that notice to interested parties of the date, time,
(Name of Person Mailing Letters)

and place of the public hearing for the application of:

(Case Number & Case Name)

Requesting: _____
(Number of Acres being divided into Number of Lots)

Located at: _____
(Street Address and Give the Location in Relationship to the Nearest Intersection)

was mailed to the last known address of each of the following interested persons owning property affected by this petition as defined in the Avon Unified Development Ordinance (attach additional sheets, if necessary):

	<u>OWNER</u>	<u>ADDRESS</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

And, that said notices were sent by certified, registered, or first-class mail on or before the _____ day of _____, 20____, being at least ten (10) days prior to the date of the public hearing.

(Signature of Applicant or Agent)

STATE OF INDIANA)
) SS:
COUNTY OF HENDRICKS)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public: Signature

Notary Public: Printed Name

My Commission Expires: _____

Residing in _____ County