

Major Subdivision (Final) Plat Application

Town of Avon, Indiana

Avon Plan Commission



APPLICATION PROCEDURES

DEFINITION

The subdivision of a tract of land into at least five (5) parcels, including the remainder of the original parcel, fronting upon an existing street; OR any division of land involving new streets or easements of access.

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**;
2. A **legal description** of the property;
3. A **primary (preliminary) plat** including the topographic overlay and area map (see checklist);
4. If the applicant is not the owner, a signed and notarized **Letter Granting Authority to an Agent**;

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. **Traffic Study Review Fee**, if applicable, by check made payable to HWC Engineering.
3. **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.

TAC SUBMITTAL AND REVIEW

The applicant shall be responsible for the submittal of any proposed project with the Town of Avon to members of the Technical Advisory Committee (TAC). A copy of TAC members and contact information can be found online at avonindiana.gov or provided at Avon Town Hall. The Avon Plan Commission Staff will schedule a technical review meeting, where Town Staff, including the Town's Engineering consultant, will provide written comments. The petitioner will be given an opportunity to address the concerns and submit revised plans before the administrator determines findings of fact with regard to the proposed final plat.

PLAT RECORDING

The applicant is responsible for recording the approved plat. The following procedures apply:

1. The applicant must submit one (1) reproducible Mylar and two (2) Mylar prints to be signed and sealed by the President of the Plan Commission. The submittal shall be accompanied by a Final Plat Review Fee submitted by check made payable to Crossroad Engineers, PC.
2. The applicant is responsible to file the plat with the Hendricks County Recorder within thirty (30) days of the date of signature.
3. The final plat must be recorded prior to receiving a local building permit.
4. The applicant must submit two (2) blue line copies and one (1) Mylar to the Town of Avon after the plat has been recorded. As Built Plans shall be accompanied by a Review Fee submitted by check made payable to Crossroad Engineers, PC.

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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 within two (2) years of the date the primary plat was approved. Be sure to include:										
		<table><tr><td>Project Name</td><td>Acreage</td></tr><tr><td>Project Address</td><td>Nearest Intersection</td></tr><tr><td>Parcel Number(s)</td><td>Current Zoning Classification</td></tr><tr><td>Existing Land Use</td><td>Proposed Land Use</td></tr><tr><td>Previous Land Use Approvals</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.		One (1) completed Contact Information form.										
4.		One (1) copy of the legal description of property.										
5.		Two (2) paper copies of a final (secondary) plat , prepared and stamped by a licensed engineer or surveyor. The secondary plat shall include the following supporting information: A. Exact location of all monuments and markers. B. Plans showing final dimensions for lots, common area, rights-of-way, and easements. C. If infrastructure improvements are complete, the supporting information including as-built drawings stamped by a certified engineer for each infrastructure system, and copies of any required inspections or certifications. As-built drawings must also be submitted in the Town's required digital format to the Avon Public Works Director. D. If infrastructure improvements intended to be dedicated to the Town are not complete, detailed descriptions and locations of infrastructure to be installed, cost estimates from contractors for all infrastructure improvements, and a performance surety as detailed in UDO Chapter 7.24 Surety Standards.										
6.		Two (2) electronic copies of all plans and application documents submitted on thumb drives .										
7.		Nonrefundable application fee . (Check must be made payable to the "TOWN OF AVON").										
8.		Nonrefundable legal advertisement fee . (Check must be made payable to the "TOWN OF AVON").										
9.		Nonrefundable design review fee . (Check must be made payable to "Crossroad Engineers, PC).										

*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	

The undersigned, having been duly sworn on oath states the above information is true and correct as (s)he is informed and believes.

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.

Date	Printed Name & Title / Company (if applicable)
	Signature of Owner(s) or Agent
STATE OF _____ } COUNTY OF _____ } SS:	
Subscribed and sworn to before me this _____ day of _____, 20_____.	
Notary Public Signature My Commission Expires: _____	Notary Public: Printed Name 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 preliminary 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 major subdivision.

Date

Printed Name & Title / Company (if applicable)

Signature of Owner(s) or Agent

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