

Primary Plat
Application Packet
for Plan Commission



Department of
Municipal Development



CALENDAR 2012

CITY PLAN COMMISSION

Department of Municipal Development

Dates: 4th Tuesday of Month
 Time: 4:30pm
 Place: City Council Chambers at 120 East Eighth Street, Anderson, Indiana 46013

FILING DEADLINE Tuesday 12:00pm	LEGAL AD & MAILINGS Ten Day Period	MEETING DATE 4 th Tuesday at 4:30pm
December 27	January 4-14	January 24, 2012
January 31	February 8-18	February 28
February 28	March 7-17	March 27
March 27	April 4-14	April 24
April 24	May 2-12	May 22
May 29	June 6-16	June 26
June 26	July 4-14	July 24
July 31	August 8-18	August 28
August 28	September 5-15	September 25
September 25	October 3-13	October 23
November 6	November 14-24	December 4**
December 18	January 2-12	January 22, 2013

****Combined November / December Meeting**



CONSTRUCTION REQUIREMENTS

Department of Engineering

GENERAL REQUIREMENTS

- Contact City Engineer's Office one (1) week prior to start of construction
- Contact City Engineer's Office at least one (1) day in advance of required test and inspections

TESTING REQUIREMENTS

- Sanitary Sewer
 - Pressure Test
 - Deflection Test
 - Televised Inspection Log
- Roadway
 - Subgrade Density Tests
 - Fill Section: 1 test per every 500 lineal feet of new roadway (minimum 1) per lift (8" lifts required)
Note: Testing may be reduced to every other lift with approval of the City Engineer
 - Cut Sections: proofroll
Note: If the City Engineer's Office is not satisfied with the proofroll, testing of the subgrade may be required.

AS-BUILTS REQUIREMENTS

- Sanitary and Storm Sewers
 - Manholes: accurate locations, invert elevations, top of castings, casting type
 - Laterals: distance from the manhole, elevations, depth, length
- Roadways
 - Provide City Engineer's Office with a copy of all material tickets used in constructing the roadway within seven (7) days of placement



PLAN COMMISSION PROCEDURES

Department of Municipal Development

APPLICANTS ARE REQUIRED TO FOLLOW THE PROCEDURES OUTLINED BELOW TO ENSURE THE PROCESSING OF ALL APPLICATIONS.

Failure to comply with all requirements, including but not limited to notarized signatures of owners and applicants will result in the petition being RETURNED to the petitioner and WILL NOT be placed on the meeting agenda. In this case, when all completed documentation is in order, the petition can be resubmitted for the NEXT regular meeting date.

1. CONFER WITH THE ZONING DIVISION STAFF

It is helpful to discuss the proposed application with staff to ensure that proper procedures are followed.

2. SUBMIT APPLICATION AND FILING FEE

Follow and return the completed checklist with all information as required.

- a. Three (3) completed application with original signatures
- b. One (1) copy of the recorded deed for premises affected
- c. Filing Fee
- d. Completed checklist

3. NOTIFY PROPERTY OWNERS AND SUBMISSION OF LIST OF NOTIFIED OWNERS

Notification by the petitioner is required to the owners of all parcels of land within 100 ft. perimeter of the premises affected.

- a. Format of letter must be similar to sample enclosed in packet
- b. Notification must be sent certified mail (white receipts only) at least ten (10) days before the meeting, but not more than twenty (20) days. The letters **MUST** be postmarked at the post office.
- c. A list of names of the surrounding property owners can be obtained from the Township Assessor's Office including the key number. Then proceed to the Treasurer's Office, using the computers, enter they key number and obtain the mailing addresses of the property owners. These offices are located in the Madison County Government Center at 16 East 9th Street, Anderson, Indiana.
- d. A list of the property owner's names, mailing addresses and key numbers should be submitted to the Department of Municipal Development Staff for review prior to mailing out certified letters by the deadline dates.
- e. A list of the property owner's names, mailing addresses, key numbers, copy of the notice sent to the property owners, the postmarked certified mail receipts and a signed affidavit must be submitted no later than ten (10) days prior to the meeting date.

4. PLACE LEGAL NOTIFICATION IN THE ANDERSON HERALD-BULLETIN

Legal advertisement is required to be submitted to the Anderson Herald-Bulletin for publication

- a. Format of legal advertisement must be similar to sample enclosed in packet.
- b. Legal advertisement must be published at least ten (10) days prior to the meeting date, but not more than twenty (20) days.
- c. Submit proof of publication to the Department of Municipal Development.

5. APPEAR AT THE PUBLIC HEARING BEFORE THE PLAN COMMISSION

- a. Regular meeting times are 4th Tuesday of month at 4:30pm.
- b. Meeting is held in the City Council Chambers at City Hall located at 120 East Eighth Street, Anderson, Indiana. *Note: The Council Chambers is equipped with an overhead transparency projector.*



PRIMARY PLAT GUIDELINES

Department of Municipal Development

PETITIONERS SHOULD NOT THAT TEN (10) DRAWINGS SHOULD BE SUBMITTED FOR PRIMARY PLAT APPROVAL. THOSE DRAWINGS ARE DESCRIBED BY THE FOLLOWING SECTIONS OF THE SUBDIVISION CONTROL ORDINANCE. WHERE NECESSARY, EXPLANATIONS ARE PROVIDED IN BOLD TYPE.

4.10 A Location Map Showing:

1. Subdivision name and location
2. Major thoroughfares related to the subdivision
3. Public transportation lines
4. Main shopping center
5. Community or neighborhood stores
6. Elementary and high schools
7. Parks and playgrounds
8. Other community features
9. Title, scale, north point and date

The location map need not be a special drawing. The data may be shown by notations on available City or County maps.

4.20 A Site Map Showing:

(Show everything currently existing on the parcel)

1. Topographical data in one of the following forms, which shall be determined by the Department during preliminary consideration of the plan:
 - a. A Contour Map with contours at vertical intervals of one (1) foot if the general slope of the site is less than five percent (5%) at vertical intervals of two (2) feet if the general slope of the site is less than ten percent (10%) and at vertical intervals of five (5) feet if the general slope is greater than ten percent (10%);
2. Tract boundary lines showing dimensions, bearings, angles and references to section, township and range lines or corners
3. (Existing) Streets and right-of-way on or adjoining the site including dedicated widths, roadway widths, approximate gradients, types and widths of pavements, curbs, sidewalks, tree planting and other pertinent data;
4. (Existing) Easement locations, widths and purposes;
5. Utilities including existing and proposed (proposed means future improvements planned by the City on or adjacent to the site) sanitary and storm sewer systems,

legally constituted court drains or regulated drains and all other drainage facilities, water lines, gas mains, electric utilities and other facilities. Size and capacity of each should be shown and the location of/or distance to each existing utility indicated;

6. Zoning of the site and adjoining property;
 7. Existing or proposed platting of adjacent land;
 8. Other conditions on the tract: water courses, marshes, rock outcrop, wooded areas, isolated preservable trees one (1) foot or more in diameter, houses, barns, shacks and other significant features;
 9. Other conditions on adjacent land:
 - a. Approximate direction and gradient of ground slope including any embankments or retaining walls;
 - b. Character and location of buildings, railroads, power lines, towers and other nearby non-residential land uses or adverse influences;
 - c. Approximate area of off-site watershed drainage into tract;
 - d. Owners of adjacent unplatted land;
 - e. For adjacent platted land, refer to subdivision plat by name, recording date and number, and show approximate percent build-up, typical lot size and dwelling type;
 10. Proposed public improvements: highways or other major improvements planned by public authorities for future construction on or near the tract;
 11. Title and certifications: name of tract or development, location, scale, north arrow, datum, benchmarks, certification of registered surveyor and date of survey;
 12. Title, scale, north point and date.
- 4.30 A Primary Plat of the subdivision, drawn to the scale of fifty (50) feet to one (1) inch, provided, however, that of the resulting drawing would be over 24" X 36", a scale as recommended by the Engineer or the Department may be used. The Primary Plan shall show:
1. Proposed name of subdivision;
 2. Names and addresses of owner and subdivider and the City Planner, land planning consultant, and engineer or surveyor who prepared the plan;
 3. Street pattern showing the names (which shall not duplicate other names of streets in the City) and widths of right-of-way of streets, and widths of cross-walks,

easements or alleys (Public streets should be indicated along the right-of-way widths, private streets should indicate an easement where those streets should be located);

4. Layout of lots showing approximate dimensions and numbers;
 5. Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds or other public, semi-public or community purposes;
 6. Building setback or front yard lines
 7. Key plan, legend and notes;
 8. Scale, north point and date;
- 4.40 Preliminary streets, storm drainage and utility plans. (This is a preliminary drawing of the improvements to be installed.)
1. Drainage Analysis to be shown on a reproductive preliminary plan with area and runoff information including off-site. Off-site drainage areas to be shown on reproductive topographical maps. Outlet for system with indication of available capacity and treatment to be identified.
 2. Storm drainage system with plan, analysis and computations by a professional engineer or registered land surveyor; provided however, that the registered land surveyor may only provide said system for and within the subdivision.
 3. Spot elevations and slop ratios for any heavy grading.
- 4.50 Information as to any agreements which have been entered into with the owners of other property within the neighborhood in which the proposed subdivider is located, as to general plans for the entire neighborhood. Wherever possible, all of the property owners within the neighborhood should endeavor to agree upon a general plan for it's development, in order that each subdivision may be designed as an integral part of a well-considered overall plan.



PRIMARY PLAT APPLICATION
Department of Municipal Development
Petition # _____

Applicant Information

Name(s) _____ Phone _____
Address _____
City _____ State _____ Zip _____
Email Address _____

Owner(s) Information

Name(s) _____ Phone _____
Address _____
City _____ State _____ Zip _____
Email Address _____

Engineer or Surveyor Information

Name of Registered Engineer or Surveyor _____
Address _____ Phone _____
City _____ State _____ Zip _____
Email Address _____

Property Information

Contact Person _____ Phone _____
General Location of the land to be subdivided and Address Range _____

Name of Subdivision _____
Acres _____ Number of Lots _____ Type of Subdivision _____ Zoning District _____

Street Information

Miles of new streets to be dedicated to the public _____

<i>Street Widths:</i>	Right-of-Way	Pavement	Sidewalks
Arterial Street	_____	_____	_____
Collector Street	_____	_____	_____
Local Street	_____	_____	_____
Cul-de-Sac	_____	_____	_____

Curbing and Gutter _____

Dimensions, type and material

Pavement Base _____

Thickness and material

Pavement Wearing Surface _____

Thickness and material

Sidewalk: Yes _____ No _____ Thickness, width and material: _____

Storm Sewer System: Yes _____ No _____ If no, attach an explanation.

Utility Information

Are the following present or readily available:

	Yes	No		Yes	No
Public Water Supply	_____	_____	Street Lighting	_____	_____
Fire Hydrants	_____	_____	Garbage Removal	_____	_____
Public Sanitary Sewer	_____	_____	Storm Sewers	_____	_____
Gas	_____	_____	Electricity	_____	_____

Green Space Information

If there is to be green or open space, total size _____

Is the space to be maintained: Public _____ Private _____

ATTACH A COPY OF RECORDED DEED WITH CURRENT AND CORRECT LEGAL DESCRIPTION

I (We) hereby certify I (We) have the authority to make the above application and that the information to my (our) knowledge and belief is true and correct.

Signature of Applicant

Signature of Owner

Printed Name of Applicant

Printed Name of Owner

State of Indiana, County of Madison, ss:

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

Notary Public Signature

Printed Name of Notary Public

My Commission Expires _____

Resident of _____ County



PRIMARY PLAT CHECKLIST

Department of Municipal Development

The petitioner should place a check mark next to the items being submitted

<u>Petitioner</u>	<u>Staff</u>	<u>Required Information and Documents</u>
_____	_____	Applicant Information (name, mailing address, phone number)
_____	_____	Owner Information (name, mailing address, phone number)
_____	_____	Contact Person Information (name and phone number)
_____	_____	Location of Land to be Subdivided
_____	_____	Subdivision Information and Zoning District
_____	_____	New Street Information
_____	_____	Curb and Gutter Information
_____	_____	Pavement Information
_____	_____	Sidewalk Information
_____	_____	Utility Information
_____	_____	Green or Open Space Information
_____	_____	Ten (10) Copies of Drawings
_____	_____	Recorded Deed with Current and Correct Legal Description
_____	_____	Covenants
_____	_____	Power of Attorney Documents (for all interested parties, if necessary)
_____	_____	Filing Fee
_____	_____	Notarized Signature and Printed Name of Owner
_____	_____	Notarized Signature and Printed Name of Applicant

Petition Accepted By: _____
Staff Member Name

Date Received

NOTICE OF PUBLIC HEARING

To Whom It May Concern:

Notice is hereby given that the Plan Commission of the City of Anderson, Indiana on the _____ day of _____, 20 ____ at 4:30pm (local time) in the City Council Chambers located in City Hall at 120 East Eighth Street, Anderson, Indiana, will hold a public hearing on a proposed **Primary Plat for a Subdivision** in accordance with the Subdivision Control Ordinance for the City of Anderson.

The **Primary Plat for a Subdivision** legal description is as follows:

The **Primary Plat for a Subdivision** will be known as: _____
And contains the following public dedicated streets: _____

Written suggestions or objections to the provisions of said proposed **Primary Plat** may be filed with the Assistant City Development Director at or before such meeting and will be heard by the Plan Commission at the time and place specified.

Interested persons desiring to present their views, pro or con, upon the proposed **Primary Plat**, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place.

This petition may be continued on the Plan Commission agenda from time to time as may be necessary.

CITY PLAN COMMISSION

120 East Eighth Street, Room 112 ♦ Anderson, Indiana 46016

Phone: (765) 648-6168 ♦ Fax: (765) 648-5914

Email: planning@cityofanderson.com ♦ Website: www.cityofanderson.com

**LEGAL ADVERTISEMENT
PLAN COMMISSION
ANDERSON, INDIANA
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the City Plan Commission of Anderson, Indiana, on the _____ day of _____, 20 _____ at 4:30pm, local time, in the City Council Chambers located in City Hall at 120 East Eighth Street, Anderson, Indiana, will hold a public hearing on the following proposed **Primary Plat** for a Subdivision in accordance with Ordinance #2417, as amended, of Anderson, Indiana, a part of the Comprehensive Plan for the City of Anderson.

Legal Description of Property:

This property is located at _____ .

(Property Address)

Written suggestions or objections to said proposed **Primary Plat** for a subdivision may be filed with the Director of the Anderson City Plan Commission at the time and place specified. Interested persons desiring to present their views upon said proposed **Primary Plat** for a subdivision, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place.

ANDERSON CITY PLAN COMMISSION

ANDERSON, INDIANA

By: Frank Owens, Director

Anderson Herald Bulletin Publish Date: _____

Insert Date to be Published