

Secondary 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**



PLAN COMMISSION PROCEDURES

Department of Municipal Development

APPLICANTS ARE REQUIRED TO FOLLOW THE PROCEDURES OUTLINES 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. 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.
- 4. 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.*



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



SECONDARY PLAT APPLICATION
Department of Municipal Development
Secondary # _____ Primary # _____

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 _____
Phase # _____ Or Completed Subdivision _____
Flood Prone Area: Yes _____ No _____ Elevation _____

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



SECONDARY 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
_____	_____	Two (2) Copies of Drawings
_____	_____	One (1) Copies of Construction Drawings
_____	_____	Recorded Deed with Current and Correct Legal Description
_____	_____	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

**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 **Secondary 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 **Secondary 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 **Secondary 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