

**APPLICATION for SECONDARY PLAT or (REPLAT)**

**FEE:** (Due after docket no. is assigned); **\$1,014 plus \$134** per lot, OR (**\$334 plus \$134** per lot)

DATE: \_\_\_\_\_

DOCKET # \_\_\_\_\_

The undersigned agrees that any construction, reconstruction, enlargement, relocation or alteration of structure, or any change in the use of land or structures requested by this application will comply with, and conform to, all applicable laws of the State of Indiana, and the Zoning Ordinance of Carmel, Indiana - 1980, adopted under the authority of Acts of 1979, Public Law 178, Sec. 1, et. seq. General Assembly of the State of Indiana, and all Acts amendatory thereto.

Name of Applicant: \_\_\_\_\_

Email: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Approximate Address/Location of Subdivision: \_\_\_\_\_

Tax Parcel ID No(s): \_\_\_\_\_

Legal Description: *(To be typewritten on separate sheet and attached).*

Area (in acres): \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Zoning: \_\_\_\_\_

Length in miles of new streets to be dedicated to public use: \_\_\_\_\_

Surveyor certifying plat: \_\_\_\_\_

Surveyor's address and phone #: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ (Print) \_\_\_\_\_

TITLE: \_\_\_\_\_

\*\*\*\*\*

State of Indiana )

) SS:

County of \_\_\_\_\_ )

Before me the undersigned, a Notary Public for \_\_\_\_\_

(officer's county of residence)

County, State of Indiana, personally appeared \_\_\_\_\_ and

(name of person(s))

acknowledged the execution of the foregoing instrument this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_.

My commission expires: \_\_\_\_\_

(SEAL and Signature)

(printed or typed)

5.1.10 Application for Secondary Plat: Two (2) copies, or more if necessary, of the secondary plat and the construction plans, together with supporting documents, shall be submitted to the Dept. of Community Services Planning/Zoning Division with this application and the application fee as indicated in Section 29.6 of the Zoning Ordinance.

*Additional plans to be distributed to necessary authorities (Technical Advisory Committee members) by applicant.*

**SECONDARY PLAT CHECK LIST**

**\* All documents must be legible and of the required size and scale, but no larger than 24" x 36".**

**A. MYLAR AND TWO COPIES OF PLAT\* TO ILLUSTRATE:**

- \_\_\_\_\_ 1. Name of subdivision
- \_\_\_\_\_ 2. Words "Secondary Plat"
- \_\_\_\_\_ 3. Date of submission or latest revision
- \_\_\_\_\_ 4. Plat drawn 50' = 1" scale with north arrow
- \_\_\_\_\_ 5. Names, addresses, phone numbers: Owner, subdivider, surveyor
- \_\_\_\_\_ 6. Registered surveyor's signature, seal and date
- \_\_\_\_\_ 7. Accurate tract boundary lines: Show dimensions, angles, bearings
- \_\_\_\_\_ 8. Source of title of ownership and legal description
- \_\_\_\_\_ 9. Streets and rights-of-way (existing and proposed)
  - a. Locations
  - b. Names
  - c. Widths
- \_\_\_\_\_ 10. Complete curve notes
- \_\_\_\_\_ 11. Dimensions of land to be dedicated or reserved
- \_\_\_\_\_ 12. Monuments and markers (location, type, material, size)
- \_\_\_\_\_ 13. Easements (location, widths, use)
- \_\_\_\_\_ 14. Building setback lines
- \_\_\_\_\_ 15. Legends and notes
- \_\_\_\_\_ 16. Registered land surveyor's certificate
- \_\_\_\_\_ 17. Certification of dedication of streets and public property
- \_\_\_\_\_ 18. Certificate of approval by Commission (opening page)
- \_\_\_\_\_ 19. Certificate of acceptance by Board of Works or County Commissioners
- \_\_\_\_\_ 20. Restrictions or covenants
  - a. Fences in detention/retention areas
  - b. Lighting - dusk to dawn lights
  - c. Maintenance of common areas
- \_\_\_\_\_ 21. Subdivider Agreement Form
- \_\_\_\_\_ 22. Location Map
- \_\_\_\_\_ 23. Space for the Docket Number(s)
- \_\_\_\_\_ 24. Present zoning classification
- \_\_\_\_\_ 25. (On a Replat: affected lot numbers will have the letter A after them, such as Lot 4A.)

**B. SECONDARY SUPPORTING DATA TO BE PROVIDED.**

- \_\_\_\_\_ 1. Letters of approval submitted by the following:
  - a. Hamilton County Surveyor
  - b. Hamilton County Highway Department
  - c. Hamilton County Soil & Water Conservation District
  - d. Carmel City Engineer
  - e. Fire Chief - Carmel Fire Department
  - f. Carmel City Utilities Department

- \_\_\_\_\_ 2. Certification of Notification
  - a. Police and Sheriff
  - b. Water and sanitary sewer utilities
  - c. Electric, gas, phone utilities
  - d. Carmel/Clay Schools
  - e. Hamilton Health Department (if septic)
  - f. Carmel Board of Public Works
  
- \_\_\_\_\_ 3. Report describing water system, sanitary sewer system and storm drainage system.
  
- \_\_\_\_\_ 4. Statement from State Highway Department, County Highway Department or City Street Department (rights-of-way, road improvements, roadside drainage, entrances, culvert pipes, condition of existing roadway and its suitability to handle proposed traffic must be specified).
  
- \_\_\_\_\_ 5. Soils map and report from Hamilton County Soil & Water Conservation District showing soil limitations based upon intended usage.
  
- \_\_\_\_\_ 6. Letter from the Carmel Board of Public Works or other appropriate authorities stating that said authority has capacity for sewer/water hookups.

**C. TWO COPIES OF CONSTRUCTION PLANS TO INCLUDE:**

- \_\_\_\_\_ 1. Professional engineer's or registered land surveyor's signature, seal and date
- \_\_\_\_\_ 2. Proposed method of sewage disposal
- \_\_\_\_\_ 3. Proposed water supply method
- \_\_\_\_\_ 4. Proposed fire hydrant system
- \_\_\_\_\_ 5. Proposed method of drainage including detention/retention both onsite and offsite. (The Hamilton County Surveyor's Office requires all Erosion Control Plans be labeled as "Stormwater Pollution Prevention Plans", aka SWPPP Plans.)
- \_\_\_\_\_ 6. Proposed street lighting and signage plan
- \_\_\_\_\_ 7. Proposed (engineered) landscaping and screening plan, if required
- \_\_\_\_\_ 8. Proposed parking plan (cluster)
- \_\_\_\_\_ 9. Plans, profiles, cross-sections and specifications
- \_\_\_\_\_ 10. Proposed cut and fill map

**D. FINANCIAL PERFORMANCE AND MAINTENANCE GUARANTEES**

- \_\_\_\_\_ 1. Written statement of commitment

### **Secondary Plat Review/Approval Process:**

1. The first step is submitting the Secondary Plat/Replat application, plat, and construction plans to all Technical Advisory Committee (TAC) members on or before the TAC filing deadline. Please see the 2011 Plan Commission timeline for TAC filing and distribution dates and deadlines.
2. TAC members will review the petitions and send the petitioner review letters or emails. These comments may be discussed in further detail at the TAC meeting.
3. After the TAC meeting, the petitioner will work further with each TAC member, individually, to resolve any outstanding issues.
4. Secondary Plat and Replat items do not have to appear before the Plan Commission for review approval. The secondary plat process is all internal, with administrative review and approval.
5. Once all outstanding issues are resolved, one Mylar copy and two paper copies of the plat are submitted to the Planning/Zoning Dept. for the final review, where the Planning Director signs the plat. The land surveyor and property owners must sign the plat before the Director. Also, the filing fee must be paid prior to submitting a Mylar for signature. Two paper copies of the plat must be filed with the Mylar prior to recording, and two paper copies and a Mylar of the recorded plat must be submitted following recording.
6. Also, the staff cannot present a Secondary Plat to the Director for signature until Ms. Terry Krueskamp (tkrueskamp@carmel.in.gov) in Information Systems has received an e-mail with an electronic file attached (MicroStation .dgn is preferred, or AutoCad .dwg of the subdivision) and it (the e-mail) has been copied to Angie Conn (aconn@carmel.in.gov).
7. If the subdivision is located within Carmel's Corporate City Limits, the Planning/Zoning Dept. will forward the signed plat to the Carmel Engineering Dept. for the plat to be placed on an agenda of the Carmel Board of Public Works & Safety. (It is the Petitioner's responsibility to contact that department to get on a BPW meeting agenda, which has a filing deadline. The Engineering Dept's number is 317-571-2441.)
8. If the subdivision is located outside of Carmel's Corporate City Limits, then it is located within the jurisdiction of the Hamilton County Commissioners – mostly the Home Place area. Planning/Zoning Dept. staff will contact the petitioner to pick up the signed plat, where it is the petitioner's responsibility to take the signed plat to the County Commissioners for their review/approval. (It is the petitioner's responsibility to contact that department to get on that meeting agenda.)
9. After the BPW approved/signs the mylar (which might take a few days after that meeting to get all the signatures), then the Carmel Clerk-Treasurer's Office holds the signed plat. The petitioner should then pick up the signed mylar from that office and take it to the Hamilton County Recorder's Office in downtown Noblesville to get it recorded and get copies of that recorded document.
10. Lastly, the Planning/Zoning Dept. needs a .pdf or .jpg file of the scanned, RECORDED plat, in addition to 2 paper copies and 1 mylar copy of the RECORDED plat.

**If you have any questions, or if we may be of assistance, please contact the Planning/Zoning Department at (317) 571-2417 or [www.carmeldocs.com](http://www.carmeldocs.com).**