

**APPLICATION for ADMINISTRATIVE SUBDIVISION**

**FEE: (Due after docket no. is assigned) \$370 plus \$147 per lot**

DATE: \_\_\_\_\_ Office Use Only 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 Unified Development Ordinance of Carmel, Indiana, 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.

Applicant: \_\_\_\_\_

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

Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Eplan Review Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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: \_\_\_\_\_

Surveyor certifying plat: \_\_\_\_\_ Zoning Overlay: \_\_\_\_\_

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

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

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

\*\*\*\*\*

State of Indiana, County of \_\_\_\_\_ SS:  
(County in which notarization takes place)

Before me the undersigned, a Notary Public for \_\_\_\_\_ County, State of Indiana,  
(officer's county of residence)

personally appeared \_\_\_\_\_ and acknowledged the execution  
(name of person(s))

of the foregoing instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(date) (month) (year)

(SEAL)

\_\_\_\_\_  
(Notary Public - Signature)

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

\_\_\_\_\_  
(Notary Public - Please Print)

**CHECK LIST - ADMINISTRATIVE SUBDIVISION:**

UDO Section 9.13: Application for Administrative Subdivision. One electronic copy of the site plan (replat) drawn to scale together with supporting documents, shall be submitted to the Dept. of Community Services Planning/Zoning Division after this application is submitted as indicated in Section 9.13 of the Unified Development Ordinance.

As of January 1, 2019, electronic-only submittals are accepted. **Initially, only this filled out application needs to be emailed to DOCS.** Shortly thereafter, plans are to be submitted electronically through ProjectDox, Carmel's ePlan review software. Please see the Electronic Plan Review handout for more information on the process and what needs to be submitted. Plans are to be distributed to all Technical Advisory Committee (TAC) authorities by the applicant, by the filing deadline as well.

**\* All documents must be legible.**

**A. ELECTRONIC COPY OF REPLAT / SITE PLAN\* TO ILLUSTRATE:**

- \_\_\_\_\_ 1. Name of subdivision
- \_\_\_\_\_ 2. Words "Replat" in the title
- \_\_\_\_\_ 3. Date of submission or latest revision
- \_\_\_\_\_ 4. Plat drawn 50' = 1" scale, and 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)
  - a. Locations
  - b. Names
  - c. Widths
- \_\_\_\_\_ 10. Complete curve notes
- \_\_\_\_\_ 11. Dimensions of land to be dedicated or reserved, if applicable
- \_\_\_\_\_ 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. Certificate of approval by Commission
- \_\_\_\_\_ 18. Certificate of acceptance by Board of Works or County Commissioners
- \_\_\_\_\_ 19. Restrictions or covenants
  - a. Fences in detention/retention areas
  - b. Lighting - dusk to dawn lights
  - c. Maintenance of common areas
- \_\_\_\_\_ 20. Location Map
- \_\_\_\_\_ 21. Space for the Docket Number(s)
- \_\_\_\_\_ 22. Present zoning classification
- \_\_\_\_\_ 23. (On a Replat: affected lot numbers will have the letter *A* after them, such as Lot 4A.)

**B. ELECTRONIC COPIES OF 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. ELECTRONIC COPY OF FINANCIAL PERFORMANCE AND MAINTENANCE GUARANTEES**

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

### **Administrative Subdivision Review/Approval Process:**

1. The first step is to email the filled out and completed Administrative Subdivision application to DOCS Staff. **NEW:** As of January 1, 2019, electronic-only submittals are accepted. Initially, only this filled out application needs to be emailed to DOCS. Then, the Plat and Drainage & Grading Plans are to be submitted electronically through ProjectDox, Carmel's ePlan review software. Please see the *Electronic Plan Review* handout for more information on the process and what needs to be submitted. Plans are to be distributed to all Technical Advisory Committee (TAC) authorities by the applicant, by the filing deadline as well. Please see the Plan Commission calendar for the TAC filing and distribution dates/deadlines.
2. TAC members will review the petitions and send the petitioner review comments. (A petitioner does not have to attend an actual TAC meeting. The petitioner will work with each TAC member, individually, to resolve any outstanding issues.)
3. Administrative Subdivision items do not appear before the Plan Commission for review. The process is all internal, with administrative review and approval. (If approved, Planning Staff will notify the Plan Commission at their next meeting.)
4. Once all outstanding issues are resolved, one Mylar copy and one electronic copy of the replat are submitted to the Planning/Zoning Dept. for the final review, where the Planning Director signs the mylar copy. (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.)
5. Also, the staff cannot present an Administrative Subdivision to the Director for signature until Ms. Terry Krueskamp (tkrueskamp@carmel.in.gov) in the Information Systems Dept. receives an electronic file of the replat (MicroStation .dgn is preferred, or AutoCad .dwg) through ProjectDox.
6. The Planning/Zoning Dept. forwards 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. contact info is (317) 571-2441.
7. After the BPW approved/signs the mylar copy of the plat (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.
8. Last but not least, the Planning/Zoning Dept. needs one (1) electronic copy of the scanned, recorded plat and one (1) paper copy of the scanned, 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).**