

**APPLICATION FOR CONDOMINIUMS**

**Fee:** \$1,502 plus \$147 per lot/unit (Fees due after docket number is assigned.)

DATE: \_\_\_\_\_ DOCKET # \_\_\_\_\_ HPR

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. IC 36-7-4-702(e) states that the subdivision control ordinance may not regulate condominiums regulated by IC 32-25, but they are subject to all applicable standards of the zoning ordinance.

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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

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

Name of Project: \_\_\_\_\_

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

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

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

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

Surveyor's address, email, and phone # \_\_\_\_\_

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

Title (owner/agent/power of attorney): \_\_\_\_\_

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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)

\_\_\_\_\_  
(Notary signature & printed name)

**CONDOMINIUM CHECKLIST**

UDO Article 9. Application for Condominium.

As of January 1, 2019, electronic-only submittals are accepted. Initially, only this filled out application needs to be emailed to DOCS. 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.

A copy of the secondary plat and the construction plans, together with supporting documents, shall be submitted to the Dept. of Community Services with this application and the application fee as indicated in Section 1.29 of the Unified Development Ordinance.

**A. A Plat and Construction Plans to Illustrate:**

- \_\_\_\_\_ 1. Name of subdivision
- \_\_\_\_\_ 2. Words "Condominium Review"
- \_\_\_\_\_ 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 dawnlights
  - c. Maintenance of commonareas
- \_\_\_\_\_ 21. Zoning Classification
- \_\_\_\_\_ 22. Condominium instruments (as listed under IC 32-25-2-8):
  - a. declaration;
  - b. bylaws;
  - c. plats;
  - d. floor plans;
  - e. any exhibits or schedules listed in a-e.
- \_\_\_\_\_ 23. Plan Commission Docket number
- \_\_\_\_\_ 22. Unit/lot addresses approval signature block

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

- \_\_\_\_\_ 1. Letters of approval submitted by the following:

- a. Hamilton County Surveyor's Office
- b. Hamilton County Highway Department
- c. Hamilton County Soil & Water Conservation District
- d. Carmel Engineering Dept.
- e. Carmel Fire Department
- f. Carmel Utilities Department
- g. Addressing Coordinator/ GIS Technician (for unit addresses)

- \_\_\_\_\_ 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. COPY 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.
- \_\_\_\_\_ 6. Proposed street lighting and signage plan
- \_\_\_\_\_ 7. Proposed landscaping and screening plan, if required
- \_\_\_\_\_ 8. Proposed parking plan
- \_\_\_\_\_ 9. Plans, profiles, cross-sections and specifications
- \_\_\_\_\_ 10. Proposed cut and fill map

**D. FINANCIAL PERFORMANCE AND MAINTENANCE GUARANTEES**

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