

**APPLICATION for MINOR SUBDIVISION PLAT**

**FEE:** (Due after docket no. assignment); **\$1,128 plus \$147** per lot

Docket No: \_\_\_\_\_ Date Received: \_\_\_\_\_  
(Office Use Only)

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 to conform to IC 36-7-4 and the Unified Development Ordinance of the City 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 District: \_\_\_\_\_ Zoning Overlay: \_\_\_\_\_

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

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\_\_\_\_.  
(day) (month) (year)

(SEAL)

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

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

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

## Checklist – Minor Subdivision Plat

UDO Section 9.10 - Application for Minor Subdivision Plat: Electronic copies of the primary and final plats and the civil plans, together with supporting documents, shall be submitted to the Dept. of Community Services' Planning/Zoning Division with this application.

As of January 1, 2019, electronic-only submittals are accepted. **Initially, only this filled out application needs to be emailed to DOCS Staff.** Afterwards, 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) Members by the applicant, by the filing deadline as well.

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

**A. ELECTRONIC COPY OF PLAT\* TO ILLUSTRATE:**

- \_\_\_\_\_ 1. Name of subdivision
- \_\_\_\_\_ 2. Words "Minor Subdivision Plat"
- \_\_\_\_\_ 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 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, if applicable
- \_\_\_\_\_ 18. Certificate of approval by Commission (opening page)
- \_\_\_\_\_ 19. Certificate of acceptance by Board of Public 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. Location Map
- \_\_\_\_\_ 22. Space for the Docket Number(s)
- \_\_\_\_\_ 23. Present zoning classification & overlay zone

**B. ELECTRONIC COPIES OF 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 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, if applicable
  
- \_\_\_\_\_ 7. Proposed (engineered) landscaping and bufferyard plan, if required
  
- \_\_\_\_\_ 8. Proposed parking plan and/or shared driveway plan
  
- \_\_\_\_\_ 9. Plans, profiles, cross-sections and specifications
  
- \_\_\_\_\_ 10. Proposed cut and fill map

**D. ELECTRONIC COPY OF FINANCIAL PERFORMANCE AND MAINTENANCE GUARANTEES**

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

## **Process - Minor Subdivision Plat**

1. The first step is e-mailing the completed Minor Subdivision Plat application to Planning Staff. As of January 1, 2019, electronic-only submittals are accepted. **Initially, only this filled out application needs to be emailed to DOCS.** Then, you will be invited to submit plans 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) Members by the applicant, by the filing deadline as well, as receipt preferences are listed out on the TAC Members list. Please see the Plan Commission timeline/calendar for TAC filing and distribution dates and deadlines.
2. TAC members will review the petition and send the petitioner review comments. TAC meeting attendance is not required. The petitioner will work further with each TAC member, individually, to resolve any outstanding issues.
3. Petitioner obtains adjoining list of all property owners within a 660 foot radius of the subject property (or 2 properties deep, whichever is less) from the Hamilton Co. Real Property Dept. (Noblesville).
4. Petitioner pays the filing fee and prepares/submits 9 information packets for the Plat Committee, no later than 10 days prior to the meeting (same day the meeting agenda is set). The following is a list of items that should be included in each **info packet**: Cover Page, Brief Description of the project, Location Map, Legible plans of: subdivision plat, landscape plan, utility plan, etc., site plan laid over aerial photo of property, Findings of Fact, and any other supporting information.
5. Minor Subdivision Plat items appear before the Plan Commission's Plat Committee for review and approval, during a meeting open to the public (public meeting).
6. If the Plat is approved by the Committee, then the petitioner must send out approval notification letters to the neighbors on the adjoining property owners list and also let them know about the appeals process.
7. After the appeals period is up, the Final Plat process continues for review and approval of the Final Plat drawings, as well as the issuance of the Letter of Grant by the Planning Dept..
8. Once all outstanding issues are resolved, one Mylar copy and one electronic copy of the final 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.)
9. Also, the staff cannot present a Secondary Plat to the Director for signature until Ms. Terry Krueskamp (tkrueskamp@carmel.in.gov) in Information Systems Dept. has received an electronic file of the subdivision plat (MicroStation .dgn file type is preferred, or AutoCad .dwg) through ProjectDox.
10. 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, for their approval and signatures.) However, 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.
11. After the BPW approves/signs the mylar (which might take a few days after that meeting to get all the signatures), the Carmel Clerk-Treasurer's Office holds the signed plat. The petitioner should pick up the signed mylar from that office and take it to the Hamilton Co. Recorder's Office in downtown Noblesville to get it recorded and get copies of the recorded plat. *Please note that the Recorder's Office preferred plat size is no larger than 15.5" x 17", and their max. size allowed is 18" x 24".*
12. Lastly, the Planning Dept. needs 1 paper copy and 1 electronic copy of the scanned and Recorded plat.

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



**FINDINGS OF FACT FORM**

FOR MINOR SUBDIVISION PLAT CONSIDERATION

Carmel Plan Commission  
Carmel, Indiana

DOCKET NO. \_\_\_\_\_ SUBDIVISION NAME: \_\_\_\_\_

PETITIONER: \_\_\_\_\_

\_\_\_\_\_ **Based upon all the evidence presented by the petitioner and upon the representations and certifications of the staff of the Dept. of Community Development, I determine that the plat complies with standards of the Carmel Clay Unified Development Ordinance Section 9.10.F.8.**

\_\_\_\_\_ **I hereby approve of the plat as submitted with the following specific conditions as agreed to by the petitioner:**

Condition 1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Condition 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Condition 3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **I hereby disapprove of the plat as submitted for the following reasons:**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Committee Member