

APPLICATION FOR CONDOMINIUMS

Fee: \$1,775.75 plus \$171.75 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): _____

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. **You can submit an electronic application through Carmel's Public Portal, our on-line application website.** Afterwards, plans and documents 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 dawn lights
 - c. Maintenance of common areas
- _____ 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