

APPLICATION for MINOR SUBDIVISION PLAT

FEE: (Due after docket no. assignment); **\$1,332.50 plus \$171.75**

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 on-line to the Dept. of Community Services' Planning/Zoning Division with the application.

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) 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 (see end of application)
- _____ 17. Certification of dedication of streets and public property, if applicable (see end of application)
- _____ 18. Certificate of approval by Commission (see end of application)
- _____ 19. Certificate of acceptance by Board of Public Works (see end of application)
- _____ 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 a pre-submittal meeting and initial discussion with staff. Please contact us at 317-571-2417 to schedule a pre-submittal meeting.
2. An electronic application is to be submitted in [Carmel's Public Portal](#), our on-line application website.
3. Developer submits (electronically) required plans and documents to be placed on the Plan Commission docket. You will receive an email invite from Avolve/ePlan to upload documents electronically through ProjectDox, Carmel's electronic plan review software. Please see the [ProjectDox PC & BZA user guide](#) for more info on the process & what needs to be submitted. Please see the Plan Commission timeline/calendar for TAC, filing, and distribution dates.
4. 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.
5. 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).
6. Petitioner pays the filing fee and prepares/submits 8 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.
7. 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).
8. 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.
9. 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.
10. 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.)
11. 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.
12. 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.
13. After the BPW approves/signs the mylar (which might take a few days after that meeting to get all the signatures), the Carmel City Clerk'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".*
14. 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.**

ADJOINING PROPERTY OWNER LIST

I, _____, Auditor of Hamilton County, Indiana, certify that the attached affidavit is a true and complete listing of the property owners within 660 feet or two (2) property depths, whichever is less, as relating to Docket No. _____.

OWNERADDRESS

EXAMPLE ONLY: Formal list request sheet & official list may be acquired from the Hamilton County Auditor's Office (317-776-8401).
Specifically, the Hamilton County Real Property Dept. (317) 776- 9624 or at www.Hamiltoncounty.in.gov

Hamilton County Auditor

Date _____

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

Plat Certificates, Deed of Dedication Form:

Commission's Certificate.

The following certificate shall appear on every final plat:

UNDER AUTHORITY PROVIDED BY INDIANA CODE 36-7-4-710 AND ORDINANCES ADOPTED BY THE COMMON COUNCIL OF THE CITY OF CARMEL, INDIANA, THIS PLAT WAS GIVEN APPROVAL BY THE CITY OF CARMEL, AS FOLLOWS:

Granted Administrative approval by the Department of Community Services pursuant to Article XI of the Carmel Plan Commission's Rules of Procedure on _____, 20____.

CARMEL PLAN COMMISSION

BY: _____, Director
(Name)
DEPARTMENT OF COMMUNITY SERVICES
Carmel, Indiana

(SEAL)

Registered Land Surveyor's Certificate.

The following certificate shall appear on every final plat:

I _____(Name)_____, HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED IN COMPLIANCE WITH THE LAWS OF THE STATE OF INDIANA:

THAT THIS PLAT CORRECTLY REPRESENTS A SURVEY COMPLETED BY ME ON ____ (Date) ____; 20____.

THAT ALL THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AND THAT THE LOCATION, SIZE, TYPE AND MATERIAL ARE ACCURATELY SHOWN:

AND THAT ALL REQUIREMENTS SPECIFIED IN THE SUBDIVISION ORDINANCE OF THE CITY OF CARMEL HAVE BEEN MET.

(Signature)

(SEAL)

Board of Public Works and Safety Certificate.

The following certificate shall appear on every final plat for a subdivision that is located wholly or partially within the corporate limits of the City of Carmel, Indiana, at the time of final plat approval by the Carmel Plan Commission:

THIS PLAT WAS GIVEN APPROVAL BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF CARMEL, INDIANA, AT A MEETING HELD:

_____, 20____.

(Name), Mayor

(Name), Member

(Name), Member

(Name), Clerk of the City

Deed of Dedication Forms.

A deed of dedication, in substantially the following form, shall appear on every final for a subdivision:

We, the undersigned, (Names) , owners of the real estate shown and described herein, do hereby certify that we have laid off, platted and subdivided, and do hereby lay off, plat and subdivide, said real estate in accordance with the within plat.

The subdivision shall be known and designated as (Name of Subdivision) , an addition to (Political Entity) . All streets and alleys shown and not heretofore dedicated, are hereby dedicated to the public.

Front and side yard building setback lines are hereby established as shown on this plat, between which lines and the property lines of the street there shall be erected or maintained no building or structure.

There are strips of ground (Number) feet in width as shown on this plat and marked "Easement", reserved for the use of public utilities for the installation of water and sewer mains, poles, ducts, lines and wires, subject at all times to the proper authorities and to the easement herein reserved. No permanent or other structures are to be erected or maintained upon said strips of land, but owners of lots in this subdivision shall take their titles subject to the rights of the public utilities.

(Additional dedications and protective covenants, or private restrictions, will be inserted here upon the subdivider's initiative or the recommendations of the Commission. Important provisions are those specifying the use to be made of the property and, in the case of residential use, the minimum habitable floor areas.)

The foregoing covenants, or restrictions, are to run with the land and shall be binding on all parties and all persons claiming under them until January 1, 20 , (a 25-year period is suggested), at which time said covenants, or restrictions, shall be automatically extended for successive periods of 10 years unless changed by vote of a majority of the then owners of the buildings covered by these covenants, or restrictions, in whole or in part. Invalidity of any one of the foregoing covenants or restrictions, by judgment or court order, shall in no way affect any of the other covenants or restrictions, which shall remain in full force and effect.

The right to enforce these provisions by injunction, together with the right to cause the removal, by due process of law, of any structure or part thereof erected or maintained in violation hereof, is hereby dedicated to the public, and reserved to the several owners of the several lots in this subdivision and to their heirs and assigns.

Witness our Hands and Seals this _____ day of _____, 20____.

(Signature)

(Signature)

(Signature)

STATE OF INDIANA)
) SS:
COUNTY OF HAMILTON)

Before me the undersigned Notary Public, in and for the County and State, personally appeared (Name) ,
 (Name) , (Name) , for each separately and severally acknowledged the execution of the foregoing instrument as his or her voluntary act and deed, for the purposes therein expressed.

Witness my hand and notarial seal this _ day of _____, 20____.

(Notary Public)

My Commission expires: _____

I am a resident of _____ County.

(SEAL)