

SIMPLE SUBDIVISION APPLICATION PACKAGE



Shelby County Plan Commission
25 West Polk Street, Room 201
Shelbyville, IN 46176
Phone: 317.392.6338
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Desiree Calderella, AICP
Planning Director

SIMPLE SUBDIVISION APPLICATION PACKAGE

GENERAL PROCEDURE

The following is a brief overview of the Simple Subdivision platting process. The complete details of the process are provided in the Shelby County Unified Development Ordinance. The general procedures for Simple Subdivisions are as follows:

SKETCH PLAN REVIEW

(Sketch Plan Review is recommended but not required for Simple Subdivisions.)

1. Application: A complete Simple Subdivision Sketch Plan application and required documents are to be submitted to the Plan Commission Director.
2. Review & Comments: The Plan Commission Director will provide comments on the proposed subdivision and will advise the applicant (1) what subdivision to file under in the Unified Development Ordinances, (2) to contact any other officials or agencies that must approve certain aspects of the subdivision, and (3) of the procedure, schedule, and standards that will apply to the subdivision.

PRIMARY PLAT REVIEW

1. Application: A complete Simple Subdivision Primary Plat application, including required documents and fees, is to be submitted to the Plan Commission Director.
2. Docketing: The Plan Commission Director will place the application on the Site Plan Committee agenda and on the Plan Commission docket for a hearing after the receipt of the application.
3. Plat Review: The Site Plan Committee will review applications placed on its agenda and either forward them to the Plan Commission or recommend changes and re-submittal. If re-submittal is required, no additional filing fees will be charged, and the Plan Commission Director may assign a new Plan Commission hearing date.
4. Public Notice: Notice of Public Hearing must be given in accordance with the Unified Development Ordinance (see procedure below)
5. Plan Commission Hearing: The Plan Commission will hold a public hearing on the application, in which they shall consider the application materials, a report from the Plan Commission Director, and testimony from the applicant and any interested parties. The Plan Commission will then make a determination on the Primary Plat. The Plan Commission may approve the plat with conditions. The applicant should be present at the meeting to present the project and to answer any questions.
6. Determination: If the Primary Plat is approved, the petitioner may proceed with the Final Plat Review process. The Primary Plat approval will expire 2 years from the date of approval if no application has been made for Final Plat approval. At the discretion of the Planning Director, minor amendments to the plat after the determination can be administratively approved.

REQUEST FOR WAIVER PROCEDURE

If the Primary Plat does not comply with one or more of the subdivision regulations identified in the Unified Development Ordinance, then the applicant must request a waiver of the requirement(s) from the Plan Commission. The applicant may decide if they would like the Plan Commission to hear the waiver request at the same time as the Primary Plat, or at a meeting prior to the Primary Plat. If heard at a meeting prior to the primary plat, the applicant does not have to submit a plat drawn by a professional surveyor until after approval of the waiver, therefore saving surveyor fees if the Plan Commission chooses to deny the waiver. Applicants who choose for the Plan Commission to hear the waiver prior to the Primary Plat should refer to the Waiver Application Packet. Applicants who choose for the Plan Commission to hear the waiver at the same time as the Primary Plat should complete the Waiver Findings of Fact included in this application packet. There are no additional fees for waivers heard at the same time as the Primary Plat.

FINAL PLAT REVIEW

1. Application: A complete Simple Subdivision Construction Plan/Final Plat application, including required documents and fees, is to be submitted to the Plan Commission Director.
2. Director Review: The Plan Commission Director will review the Final Plat application materials for consistency with the Primary Plat and to verify that any modifications required by the Plan Commission have been made.
3. Plan Commission Signing: After verification by the Plan Commission Director, the Plan Commission Director will have the Plan Commission President and Secretary sign the final plat.
4. Recording: It is the responsibility of the applicant to file the approved and signed Final Plat with the Shelby County Recorder within 30 days of the date of signature by the Plan Commission President and Secretary.
5. Recorded Copy: The applicant is required to submit a copy of the recorded Final Plat to the Plan Commission Director for the records of the Plan Commission.

PUBLIC HEARING NOTIFICATION PROCEDURE

Notice of Public Hearing for the Board of Zoning Appeals is to be completed as set forth in Shelby County Zoning Ordinance. The procedures related to public hearings notification contained in this Petition Packet are provided for convenience purposes only.

1. **Notice:** The Plan Commission Director will prepare legal notice and notice to interested parties of the petition within three business days of submittal of the application. The applicant may request to receive the notice by email or may obtain the notice at the plan commission office during regular business hours.
2. **Legal Notice:** The applicant is responsible for posting the legal advertisement in the newspaper. The legal advertisement must run at least once, at least 10 days prior to the hearing (not including the date of the hearing). The advertisement must be submitted to the newspaper 2 days prior to the desired publication date. The applicant is responsible for publishing fees associated with the legal notice.
3. **Notice to Interested Parties:** The applicant is responsible for distributing written notice of the petition to all owners of property within 600 feet of the boundaries of the subject property. The Plan Commission Director will provide the applicant with the mailing addresses of all property owners required to receive notice. The applicant is responsible for providing the notice mailed to each property owner, envelopes, and postage.
4. **Notification Certification:** The addressed and stamped envelopes to be provided to each property owner and the signed and notarized (the Plan Commission office can act as a notary) Affidavit of Notice list shall be provided to the Plan Commission Director at least 10 days prior to the hearing (not including the date of the hearing).

SIMPLE SUBDIVISION FINAL PLAT & CONSTRUCTION PLAN APPLICATION

Shelby County Plan Commission
25 West Polk Street, Room 201
Shelbyville, IN 46176
P: 317.392.6338 F: 317.421.8365

<i>For Office Use Only</i>	
Case #:	_____
Hearing Date:	_____
Fees:	_____
Approved	Denied

1. Applicant/Property Owner

Applicant:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
E-mail Address: _____

*please indicate preferred method of contact

Owner:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

2. Applicant's Attorney/Contact Person and Project Designer (if any):

Attorney/Contact Person:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

*please indicate preferred method of contact

Project Designer:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

3. Project Information:

Address/Location of Property: _____

Proposed Name of Subdivision: _____
Area in Acres: _____

Current Zoning: _____
Proposed Use: _____
Proposed Number of Lots: _____

4. Attachments:

Please see checklist for detailed information about the required attachments.

- Application
- Filing Fee
- Deed
- Final Plat (2 paper copies & 1 digital copy)
- Recorded Plat (to be submitted after approval of the Final Plat)
- Supporting Information per the Shelby County UDO section 9.15 (D) (2)
- Affidavit and consent of property owner (in the property owner is someone other than the applicant)

The undersigned states the above information is true and correct as (s)he is informed and believes.

Signature of Applicant: _____ Date: _____

State of Indiana)
County of Shelby) SS:

Subscribed and sworn to before me this _____ day of _____, _____.

_____/_____
Notary Public - Signed Printed

Residing in _____ County My Commission expires _____

SIMPLE SUBDIVISION PRIMARY PLAT APPLICATION

Shelby County Plan Commission
25 West Polk Street, Room 201
Shelbyville, IN 46176
P: 317.392.6338 F: 317.421.8365

<i>For Office Use Only</i>	
Case #:	_____
Hearing Date:	_____
Fees:	_____
Approved	Denied

1. Applicant/Property Owner

Applicant:

Name: _____
Address: _____
Phone Number: _____
Fax Number: _____
E-mail Address: _____

*please indicate preferred method of contact

Owner:

Name: _____
Address: _____
Phone Number: _____
Fax Number: _____

2. Applicant's Attorney/Contact Person and Project Designer (if any):

Attorney/Contact Person:

Name: _____
Address: _____
Phone Number: _____
Fax Number: _____

*please indicate preferred method of contact

Project Designer:

Name: _____
Address: _____
Phone Number: _____
Fax Number: _____

3. Project Information:

Address/Location of Property: _____
Proposed Name of Subdivision: _____
Area in Acres: _____

Current Zoning: _____
Proposed Use: _____
Proposed Number of Lots: _____

4. Waivers:

Are any waivers to the requirements, standards or specifications of the Unified Development Ordinance being requested?

No Yes (specify request and Section Number): _____

5. Attachments:

Please see checklist for detailed information about the required attachments.

- Application
- Filing Fee
- Deed
- Preliminary Plat (2 paper copies & 1 digital copy)
- Supporting Information per the Shelby County UDO section 9.14 (D) (2) (when applicable)
- Affidavit and consent of property owner (in the property owner is someone other than the applicant)

The undersigned states the above information is true and correct as (s)he is informed and believes.

Signature of Applicant: _____ Date: _____

State of Indiana)
County of Shelby) SS:

Subscribed and sworn to before me this _____ day of _____, _____.

_____/_____
Notary Public - Signed Printed

Residing in _____ County My Commission expires _____

