

## **PRIMARY PLAT**

### **PETITION CHECKLIST GREENSBURG PLAN COMMISSION**

The following items must be submitted before a Primary Plat petition can be scheduled for a public hearing. Any questions regarding these items should be directed to the Plan Commission office at (812) 663-3344.

#### **Application Form with original signatures (attached):**

If the petitioner is not the land owner, then the petition shall include a notarized Letter of Owner's Consent bearing the owner's original signature.

#### **Primary Plat – 7 Stapled Copies (24" x 36") and 5 Stapled Sets (11" x 17")**

The primary plat shall include information per Section 153.05 of the City of Greensburg Code in addition to the following:

- (1) Location of the subdivision by Section, Quarter Section, Township, Range, County, and State.
- (2) The proposed name of the subdivision, not to duplicate, be the same in spelling, or alike in pronunciation with the name of any other subdivision.
- (3) Names and addresses of the subdivider, the owner of the land, and the registered land surveyor or licensed engineer, along with the latter's registration number.
- (4) Scale of the plan including graphic scale, North Point, and date.
- (5) Boundary lines of the proposed subdivision indicated in heavy lines with bearings and standard distances and approximate acreage.
- (6) Location, width, names of all existing or prior platted streets, railroad rights-of-way, utility rights-of-way, permanent buildings and structures, section or municipal lines adjacent to the subdivision.
- (7) In the case of a resubdivision, all descriptive lines of the original plat shall be shown by dotted lines in their proper position in relation to their new arrangement. The new plat shall be clearly shown in solid lines so as to avoid ambiguity or confusion.
- (8) Names of all adjacent subdivisions and property owners with the book and page where they are recorded.
- (9) Existing contours with intervals of not more than five feet where the slope is greater than 10% and not more than two feet where the slope is less than 10%. Elevations shall be based on United States Coast and Geodetic Survey adjusted datum as practicable.
- (10) Blocks consecutively numbered or lettered. The blocks in numbered additions to subdivisions bearing the same name shall be numbered or lettered consecutively throughout the various additions.
- (11) All lots in each block consecutively numbered and showing exact lot dimensions. Outlots shall be lettered in alphabetical order. If blocks are numbered or lettered alphabetically, outlots shall be lettered alphabetically within each lot.

- (12) Building setback lines; public utility easements; drainage easements.
- (13) Site to be reserved or dedicated for parks, playgrounds, and other public uses.
- (14) All new streets. Names shall not duplicate existing street names; rights-of-way, roadway widths; approximate grade and gradients.
- (15) Existing zoning of the area proposed to be subdivided and of land adjacent thereto.
- (16) Detailed storm water management plans and design, sufficient for the City Engineer to approve, or approve with conditions (These standards can be found in § 153.15, with updates). (File with Strand & Associates, Marc Rape, Columbus, Indiana (812) 372-9911).
- (17) Preliminary layout and design for all other public infrastructure, demonstrating the subdivisions conformance with all development standards in this chapter, including but not limited to; roads and streets, sanitary sewers, potable water system, fire hydrants, sidewalks, lighting, landscaping, gas, electric, phone, cable, and signage. Size and capacity of each shall be shown and the locations of or distance to each existing utility.
- (18) A request for any **waiver(s)** to this chapter that the applicant wishes the Plan Commission to consider, along with all documentation detailing why the applicant wishes a **waiver(s)** to be granted and any alternative(s) or commitments that the applicant wishes the Plan Commission to consider.
- (19) Preliminary subdivision covenants.

Preliminary Erosion Control Plan pursuant to 153.05 (C)(16)

**Affidavit of Notice of Public Hearing with list of adjoining land owners (attached):**

The petitioner must publish the public hearing in a local newspaper at least 15 days before the hearing date. The Proof of Publication and Green Cards must be submitted to the Plan Commission office by the petitioner no less than 24 hours before the hearing date.

**Notice of Public Hearing (attached):**

Notice of public hearing must be delivered to all owners of property for all adjacent and adjoining parcels of land to a depth of two ownerships or 300 feet, whichever is less.

**Warranty Deed, Quitclaim Deed, or Contract:**

The deed or contract must be executed and recorded.

**Filing Fee:** \$ \_\_\_\_\_ Cash, Check, or Money Order payable to the City of Greensburg. The filing fee is **not** refundable.

**Plat Approval Process:**

After submittal of the complete application, as determined by the Planning Department, the Primary Plat will be scheduled for review/comment by the City’s Technical Committee. The Committee comments will be forwarded to the Plan Commission for final action. The Primary Plat will expire 12 months or Section 153.05 (G) after approval unless an approved Secondary Plat was been recorded with the County Recorder’s Office.

**Please Note:** The public hearing for this project will automatically continue to the following month if supplemental information is submitted less than 10 days prior to the hearing date. Projects without Technical Committee sign-offs will be continued for two months.