

SECONDARY PLAT OR FINAL PLAN

**APPLICATION
GREENSBURG PLAN COMMISSION**

Petitioner’s Contact Information:

Petitioner’s Name: _____ Phone: _____

Address: _____

Present Use/Zoning of Property: _____

Project Description: I (we), the above listed petitioner, request a Secondary Plat for property located at:

Name of Subdivision _____ Number of lots: _____

Parcel Number: _____ Primary Plat or Preliminary Plan Approval Date: _____

Owner’s Contact Information: *If the petitioner is not the land owner, then the petitioner must provide a notarized Letter of Owner’s Consent bearing the owner’s original signature.*

Name: _____ Phone: _____

Address: _____

Attachments:

Please see checklist for detailed information about the required attachments.

- 1. Proposed Construction Plans
- 2. Surety for Improvements (Bond/Letter of Credit) (if not completed)
- 3. Proposed Final Plat
- 4. Application Fee
- 5. Adjacent/adjoining property owners within 600 feet

Registered Engineer or Surveyor Contact Information:

Name: _____ Phone: _____

Address: _____

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

Petitioner or Agent Signature

Date

State of Indiana)
County of Decatur) SS:

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public – Signed / Printed

Residing in _____ County

My Commission expires _____

SECONDARY PLAT OR FINAL PLAN

**NOTICE OF PUBLIC HEARING
GREENSBURG PLAN COMMISSION**

Notice is hereby given on the _____ day of _____ 20 _____ at 6:30 p.m. a public hearing will be held by the Greensburg Plan Commission in Greensburg City Hall, 314 West Washington, Greensburg, IN 47240, for the purpose of considering a petition for a Secondary Plat/Final Plan on the following described real estate:

ATTACH COPY OF LEGAL DESCRIPTION

The subject site is located on the N/S/E/W side of _____ between roads _____ and _____ also known as Parcel # _____. The purpose of the petition is to record a Subdivision Plat for _____ lots at this location.

All interest persons desiring to present the views on the petition will have an opportunity to be heard. Pursuant to the American With Disabilities Act, any individual interested in attending the hearing should contact the Greensburg Plan Commission and advise what, if any, accommodation is needed to attend the hearing. Said hearing may be continued from time to time without further notice.

For more information, contact the Greensburg Plan Commission at (812) 663-3344. The Commission office is located at 314 West Washington, Greensburg, IN 47240.

Petitioner _____

Address/City/Zip _____

Note to Publisher: The notice must appear one (1) time on the First Friday of the Month in the Weekly and Daily Newspapers.

SECONDARY PLAT or FINAL DETAILED PLAN

PETITION CHECKLIST GREENSBURG AREA PLAN

The following items must be submitted before a Secondary Plat or Final Detailed Plan 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. THE SECONDARY PLAT MUST HAVE THE FOLLOWING:

Following the approval of the primary plat, the subdivider, if proceeding with the subdivision, shall file with the Commission an application for final approval. The secondary plat shall conform with the primary plat, except that minor alterations in lot lines or corrections in dimensions may not be considered as significant differences between the primary plat and the secondary plat when such plat is submitted to the Commission for consideration.

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.

Secondary Plat – 2 Stapled Sets (18" x 18") and 8 Stapled Set (11" x 17"):

The secondary plat shall include information per Section 153.07 of the Greensburg Code in addition to the following:

Restrictive Covenants including clauses as outlined in Section 153.07 (E) (22)

Construction Drawings shall include the following information required in the Greensburg Design Standards:

Topographical Features Map: A map noting significant physical and topographical features of the tract. For plans containing more than 2 lots, a topographical map at typical contour intervals, meeting the requirements of the Greensburg Design Standards, which extends 100 feet beyond the boundary lines of the proposed tract must be submitted. Such map should also show the direction of flow of surface water runoff from the site.

Street Profiles: Profiles showing existing and proposed elevations along centerlines of all streets, including radii of all curves, lengths of tangents, central angles on all streets, and intersection details.

Street Cross-Sections: Plans and profiles showing the location and typical cross-section of all streets including curbs, gutters, sidewalks, right-of-way, drainage facilities and easements, manholes, and catch basins.

Street Systems: Plans showing each street's functional classification and the location of all street trees, street lights, street signs, sidewalks and/or pedestrian pathways, and permitted on-street parking areas.

Utility Systems: Plans showing the location, size, and invert elevations of existing and proposed **sanitary sewers, storm water drains, water lines, gas lines, and fire hydrants, connections to existing or proposed utility systems, and the exact location and size of all underground utilities and structures.**

Grading Plan: a site grading plan for the entire subdivision.

Street Signs & Street Lights: A map showing the proposed locations of all street signs (street names and stop signs) and streetlights.

Significant Features: Indication of the location, size, elevation, and other appropriate descriptions of any other existing physical and natural features or facilities including floodplains, water bodies, trees, the points of connection to proposed facilities, and utilities, and the approximate high- and low-water elevations of all ponds, lakes and streams.

Other Approvals: Copies of any necessary approvals from other agencies, such as any required approvals from the U.S. Army Corps of Engineers, Indiana Departments of Environmental Management, or Indiana Department of Natural Resources regarding modifications to wetlands or the regulatory floodplain.

Other Features: Any other construction details required to be shown by the City Planner, Technical Review Committee, or applicable adopted Greensburg Design Standards. Detailed construction plans, establishing the conformance of the subdivision with all development standards in the Greensburg Subdivision Control Ordinance and Greensburg Design Standards Manual (contingent on any waivers granted by the Plan Commission to such standards), including but not limited to; roads, streets, sanitary sewers, storm water sewers, storm water management infrastructure, potable water system, fire hydrants, sidewalks, lighting, landscaping, and signage. These plans MUST show other public infrastructure to be installed by or for this subdivision, including but not limited to; electric, gas, phone, and cable, sufficient for the city to ascertain that no apparent conflicts exist with city public infrastructure or services. IT IS THE RESPONSIBILITY OF THE DEVELOPER TO CONTACT THESE UTILITIES AND TO PROVIDE THEM WITH ADEQUATE PLANS.

Easements for all public services and utilities as required in this chapter.

The following certificates as detailed in this chapter; Offer of Dedication, Certificate of Ownership, Certificate of Approval by the Plan Commission, Certificate of Approval by the city, Legal Description Certificate, Acknowledgment Certificate.

At least two benchmarks, so indicated with their elevations shown on the plat. All elevations shall be based on the same datum as shown on the primary plat.

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.

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.

On cul-de-sacs, angles at the center thereof between markers on the perimeters shall be shown. No lot shall be dimensioned to contain any part of an existing right-of-way.

Whenever a system of coordinates has been adopted, the boundary survey shall be tied into such system.

Markers found on the ground to determine the boundaries of the subdivision.

Centerline and widths of all streets, widths of all railroad rights-of-way.

Detailed cost estimates for the construction of all public infrastructure required and/or managed by the city shall be prepared by the developers engineer and submitted to the city at the time the construction plans are submitted.

Final versions of all subdivision covenants, restrictions, or commitments.

After the approval of a primary plat and prior to the filing of the secondary plat or construction thereon, the subdivider shall file and obtain approval of all profiles, typical cross-sections and specifications for the layout and construction of all new streets, profiles, and locations, and other engineering data concerning the installation of sanitary sewers, storm drainage systems and water distribution systems.

No secondary plat shall be approved by the Commission unless the subdivider has complied with the following to the satisfaction of the city.

Post a performance/surety bond, irrevocable letter of credit, or place monies in escrow, in the amount equal to 120% of the amount determined by the City Engineer to be necessary to satisfactorily complete all of the public infrastructure required and/or managed by the city.

Notice of Public Hearing The petitioner must publish the public hearing in the local newspapers (The Greensburg Daily News and The Greensburg Times) at least 15 days (1st Friday of the Month) 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. (IF NOT SUBMITTED THEN MEETING WILL BE POSTPONED) **The Petitioner must notify adjoining land owners (attached a copy):** A copy of the 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 by certified mail.

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.)

Secondary Plat and Final Detailed Plan Approval Process:

Following submittal of the complete application, the Secondary Plat or Final Detailed Plan 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 Secondary Plat will expire 12 months after approval unless duly recorded with the County Recorder's Office.

Plat Recordation Process:

Following plat approval, and prior to plat recordation, the petitioner shall route one set of as built construction plans to the Plan Director and an electronic CAD form.

Please Note: The public hearing for this project will be continued 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.