

**HANCOCK COUNTY AREA PLAN COMMISSION**  
**RE-PLAT MAJOR SUBDIVISION CHECK LIST**

*Filing Deadline is 11:00 AM*

The following items must be submitted with the petition for filing the Re-Plat for the public hearing. Any questions regarding these items should be directed to the Plan Commission office at 317-477-1134.

The plat shall be based on a boundary survey (a survey showing the area, dimensions, and location of the subject property) conforming with the Minimum Standards for the Competent Practice of Land Surveying administered by the Indiana State Board of Registration for Land Surveyors (865IAC 1-12) and drawn on reproducible material, 18 x 18 inches, at an accepted scale and 15 prints of the plat. The plat shall depict the following:

Plat

- Legal description of the subdivision with record survey
- Lot numbers
- Easements
- Right-of-way lines proposed and dedicated or designated
- Land surveyor's certification and seal
- Designated Right-of-way plan in compliance with the Comprehensive Plan
- Owner's certification
- Notary seal
- Scale, graphic scale, north point, and date
- Building setback lines-Provide all dimensions
- Survey monuments and markers, set or found
- Proposed drainage
- Location of existing cemeteries
- Reference location map (with parent parcel shown)
- Signature block in approved form to be signed by the appropriate agencies prior to recording
- Acreage information as follows:  
Lot 1 = \_\_\_\_\_acres    Dedicated R/W lot 1 = \_\_\_\_\_acres  
Lot 2 = \_\_\_\_\_acres    Dedicated R/W lot 2 = \_\_\_\_\_acres

Supporting Data

- Legal description and tract boundary drawing of the entire property which is being subdivided
- Physical and topography features of the tract
- The name of the owners of adjoining property
- The street and lot arrangement of the adjoining subdivision lots must be clearly identified
- The adjoining road and the nearest major intersection
- Name and address of subdivider
- Type of sewage disposal system proposed or existing
- Copy of Property Deed or Land Contract
- Fees payable by check or money order to the Hancock County Area Plan Commission
- Proposed storm water drainage, include any off-site easements
- Erosion control measures

Name of Subdivision \_\_\_\_\_

Location \_\_\_\_\_

\_\_\_\_\_  
Petitioner's or Agent's Signature

\_\_\_\_\_  
Date

HANCOCK COUNTY AREA PLAN COMMISSION  
PETITION FOR A RE-PLAT OF MAJOR SUBDIVISION

Applicant:

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

I (We), the above listed petitioner, request approval of a re-plat of \_\_\_\_\_ Subdivision  
at (address of property or location): \_\_\_\_\_ (N S E W side of the road).

Name of Subdivision \_\_\_\_\_

Number of Lots \_\_\_\_\_

Township \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Parcel # \_\_\_\_\_ Present zoning of property \_\_\_\_\_

Date property was purchased \_\_\_\_\_

Owner Name (if different than applicant) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Surveying firm preparing the Re-Plat (must have surveyor seal and signature)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

I (We) understand that a public hearing will be held by the Plan Commission to consider this request and that notice of the public hearing must be published one (1) time in a newspaper of general circulation in Hancock County at least ten (10) days prior to the date of hearing and that we will pay the cost of advertising. I (We) further understand that a fee, as set annually by the Plan Commission, must accompany this petition.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Printed Signature

\_\_\_\_\_  
Printed Sign

**AFFIDAVIT OF NOTICE OF PUBLIC HEARING**

**HANCOCK COUNTY AREA PLAN COMMISSION**

**Legal Notice:** I (We) understand that a public hearing will held by the Plan Commission to consider this petition and that I (we) will prepare and pay for a legal notice consistent with the requirements of IC 5-3-1 for publication in the local newspaper. The legal notice shall appear in the newspaper no less than one time at least ten days prior to the public hearing, not including the date of the hearing. The legal notice shall include the information pursuant to HCC 156.101(A).

**Notice to Interested Parties:** In addition, I (We) will prepare, pay for, and distribute written notice of the application to all interested parties. The written notice shall be distributed at least ten days prior to the public hearing, not including the date of the hearing. In no instances shall streets, alleys, streams, or other features be considered boundaries for precluding notification. The notice shall contain the same information as the legal notice that is published in the newspaper as outlined in HCC 156.101(A). The notices will be sent by certificate of mailing no **later than the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ , being at least ten (10) days prior to \_\_\_\_\_, 20 \_\_\_\_** , the date of the public hearing.

**Notification Requirements:** I (We) will provide notification to owners of all parcels of land adjoining the subject property to a depth of two ownerships or 600 feet, whichever is less, from the exterior boundaries of the subject property. The most current **list of property owners will be obtained from the Plan Commission office** and verified through the County Auditor’s Office. Where any adjacent parcels of land are owned by me (us), subject property will include adjacent land owned by me (us). Attached is the list of the land owners.

<b>Signature of Petitioner or Agent</b>	<b>Signature of Petitioner or Agent</b>
<b>Printed Signature</b>	<b>Printed Signature</b>

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Subscribed and sworn before me, a Notary Public, in and for said County and State, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

<b>Notary Public</b>	<b>County</b>	<b>Commission Expires</b>
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**MAJOR SUBDIVISION RE-PLAT**

**NOTICE OF PUBLIC HEARING  
HANCOCK COUNTY AREA PLAN COMMISSION**

Notice is hereby given that on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ at 6:30 P.M. a public hearing will be held by the Hancock County Area Plan Commission in the **Hancock County Annex, 111 American Legion Place, Greenfield, Indiana**, for the purpose of considering a petition for a Re-Plat on the following described real estate:

**Property Location.** The subject site is located on the N/S/E/W side of \_\_\_\_\_ between roads \_\_\_\_\_ and \_\_\_\_\_ in \_\_\_\_\_ Township with a street address/city/zip of \_\_\_\_\_, Parcel No(s). \_\_\_\_\_, containing \_\_\_\_\_ acres. The purpose of the petition is to record a Subdivision Plat for \_\_\_\_\_ lots at this location.

**Petitioner's Contact Information:** (Name / Mailing Address / Phone Number / Email Address)

\_\_\_\_\_

\_\_\_\_\_

**Available Plans:** The project plans are available for examination at the office of the Hancock County Area Plan Commission.

**Written Comments:** Written comments on the application will be accepted prior to the public hearing and may be submitted to the Planning Director.

All interested persons desiring to present their views on the petition will have an opportunity to be heard. Pursuant to the Americans With Disabilities Act, any individual interested in attending the hearing should contact the Hancock County Area 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.

Petitioner and all members of the public wishing to provide documents or other written information for consideration by the Board regarding a petition shall provide to the Plan Director any and all such documents intended to be considered by the Board no later than 12 o'clock noon on the Friday before the petition is scheduled for hearing. No further documents, including visual or written presentations, videos, illustrations, written evidence, or written testimony of any kind will be accepted or considered at the hearing if not provided to the Plan Director in a timely manner as set forth above

For more information, contact the Hancock County Plan Commission at (317) 477-1134. The Commission office is located at 111 American Legion Place, Suite 146, Hancock County Annex Building, Greenfield, IN 46140.

***Note to Publisher: This notice must appear at least one (1) time not less than ten (10) days prior to the hearing date.***

## Hancock County Subdivision Review Routing Sheet

Subdivision Name: \_\_\_\_\_

Subdivision Location: \_\_\_\_\_

This form must be attached to one set of as-built construction documents. The Planning Director will retain an original signed paper copy of the plat and construction documents and issue the final authorized signature on this form.\*

According to my records, the owner(s) of the real estate is/are \_\_\_\_\_.  
I have approved the plat and street names, and I have received a copy of the documents in electronic format. (Suite 217)

Dated: \_\_\_\_\_ Transfer Department: \_\_\_\_\_

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval. (Suite 171)

Dated: \_\_\_\_\_ Hancock County Surveyor: \_\_\_\_\_

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval. (921 W. Osage St.)

Dated: \_\_\_\_\_ Hancock County Highway Engineer/Supervisor: \_\_\_\_\_

I have reviewed the subdivision plat and as-built construction documents submitted and recommend approval. Approval does not waive the permit process, the analysis of each lot, or any other requirements by the Health Department for on-site sewage disposal systems. (Suite 148)

Dated: \_\_\_\_\_ Hancock County Sanitarian: \_\_\_\_\_

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval.

Dated: \_\_\_\_\_ Town Manager/Engineer: \_\_\_\_\_

I have reviewed the subdivision plat and street names submitted and recommend approval. (Suite 146)

Dated: \_\_\_\_\_ Hancock County Address Coordinator: \_\_\_\_\_

I have reviewed the subdivision plat and recommend approval. (Suite 146)

Dated: \_\_\_\_\_ Hancock County Plan Director: \_\_\_\_\_

\* The signatures of county and/or town officials are not warranties or guarantees of compliance; the subdivider is responsible to insure compliance with all county laws, rules and regulations.

## Customer Procedure for Recording Major Subdivision Plats, Final Detailed Plans, & Minor Subdivision Plats

Prior to recording the plat, the customer must first obtain the required signatures on the subdivision review routing sheet. The Transfer Department is the first signature to be obtained on the routing sheet. To accomplish this, the customer will deliver a full-scale paper copy of the plat to the Transfer Department located in the County Auditor office (County Annex, Suite 217). The Transfer Department will then draw the legal description to verify its accuracy and sign the routing sheet. This process will require at least two business days. Afterward, the customer will proceed with obtaining the remaining signatures on the routing sheet.

Upon completing the routing sheet, the customer will present one set of as-built construction plans, one Mylar copy of the plat, and one paper copy of the plat to the Plan Commission office for final signatures. The Plan Commission office will retain the construction plans and paper copy of the plat, and the customer will present the Mylar original plus one (1) Mylar copy and four (4) paper copies of the fully signed plat to the County Auditor office (Annex, Suite 217). Each copy of the plat must bear all of the required signatures. The Auditor will then verify payment of taxes and affix a “duly entered” stamp on each copy of the plat. The Auditor will retain two (2) paper copies for further distribution. Afterward, the customer must distribute copies of the signed plat as follows:

1. One (1) Mylar and one (1) paper copy of the plat to the County Recorder office for recordation (at least one of these must be an original signed copy).
2. One (1) CD-ROM copy of the plat to the County GIS Department (Annex, Suite 171) in ESRI shapefile or AutoCAD format. The plat must be projected using Indiana State Plane East NAD 83. Boundary, parcels, streets, and as-builts shall be shown as separate layers.
3. One (1) Mylar copy of the plat to the County Plan Commission office (Annex, Suite 146).
4. One (1) paper copy of the recorded plat is retained by the customer for his/her personal records. (The customer is advised to write the document, cabinet, and slide numbers on the retained copy.)

For more information, please contact the County Plan Commission office at 317-477-1134.