

HENDRICKS COUNTY PLANNING & BUILDING DEPARTMENT



MINOR SUBDIVISION PROCEDURAL GUIDELINE

DEFINITION: The subdivision of a parent parcel into any combination of not more than three (3) contiguous or non-contiguous new residential, commercial, or industrial building sites, or the reconfiguration of existing lots that create new building sites, and which does not involve the construction or extension of public or private streets, or under the standards set forth in this ordinance, does not involve substantial improvement or realignment of any existing county road. To qualify as a minor subdivision, the proposal must meet all of the conditions set forth in this ordinance for minor subdivisions.

1. **PRELIMINARY CONSULTATION:**

- a) Scheduled by appointment or at a regularly scheduled TAC meeting.
- b) Optional pre-application discussion with owner or developer.
- c) Sketched plan showing all existing and proposed improvements.
- d) Written summary of the preliminary consultation provided upon request.

2. **APPLICATION:**

- a) Notarized application **must** be filed at least **thirty (30) days** before Area Plan Commission meeting (See PC Meeting Schedule for deadlines);
- b) Submit **five (5) copies** of the final plat and development plan including topographic overlay and area map;
- c) Other Forms:
 - 1) Separate written legal description;
 - 2) List of adjacent property owners within six hundred sixty (660) feet but not more than two (2) ownerships in depth;
 - 3) Sample letter to property owner; and
 - 4) All applications **must** be reviewed by the Planning Department Staff for completeness and accuracy prior to acceptance; a completed application **Checklist** must be provided; and
 - 5) A properly completed County/Developer Inspection Agreement must be submitted with the application.
- d) Easements outside of the applicants control, soils analysis or sewer and water availability letters, IDNR floodplain boundary determinations, etc. must be submitted with the application.
- e) Easement grants within the site must be provided prior to approval.

3. **FEE:**

a) \$540.00 + \$55.00 (Legal notice)

4. **NOTIFICATION:**

a) **ENTITY NOTIFICATION:** Proof that the applicant has notified all affected utility companies, local fire departments, school superintendent of the affected school district and all affected incorporated town(s) located within two (2) miles of the proposed development site in the same manner as prescribed in the Rules of Procedure of the Hendricks County Area Plan Commission, and has also provided those parties listed above with said notice a copy of the primary plat and construction plans. Proof of notification shall be certified mail receipts.

Proof of mailing must be submitted to staff prior to the TAC meeting.

b) **WRITTEN NOTIFICATION:** Applicant **must** mail letters to adjacent property owners at least **ten (10) days** before scheduled meeting and file an affidavit with the Planning and Building Department prior to the public hearing.

c) The Planning and Building Department will submit legal notices in the Flyer and Republican for publication at least **ten (10) days** before scheduled meeting and applicant will pay this fee at the time the application is submitted.

5. **SITE VISITS:**

The Area Plan Commission Staff will be conducting on site inspections of the property, if necessary, prior to Staff Review. Signs will be posted during these visits. All signs are to be returned to the Planning and Building Department after the Area Plan Commission Administrative & Plat Committee Meeting.

6. **TECHNICAL REVIEW:**

A meeting between the developer's representatives, usually the project engineer and the Area Plan Commission staff to discuss the project. Check meeting schedule for time and place.

7. **DRAINAGE BOARD:**

Contact the County Surveyor's office for application and approval information.

8. **AREA PLAN COMMISSION ADMINISTRATIVE & PLAT COMMITTEE MEETING:**

A public hearing concerning primary approval to be held each month. See the attached meeting schedule.

9. PRIOR TO RECORDING:

The following notes must be on the final plat:

- a) The developer must pay an assessment known as an “economic development charge” levied in the amount of fifty dollars (\$50.00) on each residential lot to be recorded to be made payable to the “Economic Development Fund” in the office of the Auditor of Hendricks County, Indiana. (Residential lots only).
- b) Drainage Board Statement: “A petition addressed to the Hendricks County Drainage Board has been filed in duplicate with the County Surveyor requesting that this subdivision’s storm drainage system and the easements therefore be accepted into the county’s Legal Drainage System, so that a maintenance fund may be established by assessment under the authority of the Indiana Drainage Code and so that said board may exercise other powers and duties as provided for in said code.”

10. RECORDING FINAL PLAT:

- a) Process recording package through County Engineer’s office.
- b) Final plat **must** be recorded prior to receiving local building permits (except model homes).
- c) Improvements must be installed and inspected prior to recording. A performance bond for any improvements where initial installation has been waived must be posted prior to recording.
- d) Recording is not an instantaneous process. The applicant should allow sufficient time for the review and processing of the final plat.
- e) Addresses must be added to the final plat prior to recording. The Director of the Plan Commission will not sign the final plat without addresses included. To obtain addresses, the applicant must submit a request to the Planning & Building Department well in advance of the recording package being forwarded to the Hendricks County Engineer’s office. The Plat Address Information Sheet submitted with the plat application does not constitute a request for addresses.

This procedural guideline is intended as a summary of the approval process and is not intended to replace any ordinance or Rule of Procedure. Refer to the Subdivision Control Ordinance, Storm Drainage, Erosion, Sediment Control Ordinance (SDESCO), Zoning Ordinance, and Plan Commission Rules of Procedure for actual requirements.

Revised: December 2008

Minor Plat Checklist

MIP _____

The following requirements of the Hendricks County Subdivision Control Ordinance and Zoning Ordinance must be met before your application can be considered by the Hendricks County Area Plan Commission. It is important that all requirements are met prior to applying for minor plat approval. An incomplete application will not be scheduled for hearing. If you have any questions about these requirements, please consult Plan Commission staff at 317.745.9254.

This check-off list is to help you organize and complete your application. It is also to assist Plan Commission staff in reviewing your submission. **PLEASE PUT A CHECK MARK BESIDE EACH REQUIREMENT AS IT IS MADE PART OF THE APPLICATION.**

A COMPLETED CHECKLIST MUST BE SUBMITTED WITH EACH APPLICATION

ORDINANCE REQUIREMENTS

APPLICATION REQUIREMENTS (HCSCO)

The application for Minor Plat approval shall include the following items:	
1. Plat and Construction Plans	
The applicant must submit five (5) copies of the plat and construction plans which includes the following information:	
General Information:	
✓	
	a. Scale and Page Size -- The secondary plat shall be drawn at a standard engineering scale of not more than fifty (50) feet to one (1) inch. The maximum page size shall not exceed eighteen (18) inch by twenty-four (24) inches, with a minimum two (2) inch margin on the right side. For the ease of reading and clearly showing detail on the secondary plat, additional sheets may be necessary. The match lines shall follow lot lines or streets whenever possible. The applicant must also submit one (1) eleven (11) inch by seventeen- (17) inch reduction of the secondary plat and construction plans , and a digital copy of the secondary plat in a format specified by the Planning Department.
	b. Basic Information -- Project name, owner, developer, professional engineer and/or surveyor, their addresses and telephone numbers, legal description, date of plans and any revisions, scale of plan, and north point;
	c. Vicinity Map -- General Area Vicinity Map detailing project environs, current zoning, and streets within one thousand (1,000) feet;
	d. Jurisdiction -- A list of the postal zip code(s) for the site, and a list of who has jurisdiction, when provided, for the following services on the subject property. If a service provider is willing or able to serve the site in question, the service provider shall be listed. In any case where there is more than one entity with jurisdiction on the site, a map shall be submitted, which shows the jurisdictional boundary with regards to the proposed lots. (Fire and rescue services, Electrical service, Natural gas service, Telephone service, Cable (television, etc.) service, Public or private water service, Public or private sewer service, and Applicable school district)
	e. Topography -- See Hendricks County Drainage Handbook;
	f. Name -- Name of the subdivision and phase;
	g. Legal Description -- Location by section, township and range, and by proper legal description;
	h. Surveyor's Certification -- The signature, seal and certification of a land surveyor registered in the State of Indiana on each page of the secondary plat (see Appendix C);
	i. Owner's Certification -- Certification and dedication by the legal owner with a notarized signature (see Appendix C);
	j. Addressing Sheet -- A sheet, drawn to a scale of 1:100 or 1:200, depending on the size of the project, to be used for assigning addresses. Said addressing sheet shall include the following:
	I. Master Project Layout -- Master project layout, showing the relationship between sections and showing all street names;

	II. Lot Lines and Numbers -- Lot lines and lot numbers on lots, but including no dimensions or easements.
	III.
Existing Conditions:	
	a. Land Suitability Summary -- Land suitability summary containing the following information:
	I. Lots -- For lots which will be served by individual on-site sewage disposal systems, topography, soils and drainage must be suitable for on-site sewage disposal systems as determined by the Hendricks County Health Department. In some instances, there may be alternative systems that could be used on slopes other than those listed here, but those systems would require approval by the Health Department.
	II. Subdrains -- When subdrains are required by the Plan Commission or Plat Review Committee, the total linear footage of the subdrains.
	III. Floodway -- See Hendricks County Drainage Handbook.
	b. Environmental Elements -- Environmental elements, including, but not limited to the location of existing streams, lakes, ponds, watercourses, and other water runoff channels, and individual species of trees over six (6) inches in diameter and/or the edge of tree canopy, where applicable;
	c. Drainage -- See Hendricks County Drainage Handbook;
	d. Sewage -- Existing sanitary sewers, inlets, outfalls, on-site sewage disposal systems, treatment plants, outlets, wells and any other utilities;
	e. Structures -- Existing structures;
	f. Project Boundary and Acreage -- Boundary and acreage of project site indicated by heavy solid lines based on a traverse with angular and linear dimensions;
	g. Other Significant Conditions -- Other significant conditions of the area proposed to be improved.
	h. Monument -- All subdivisions must be cross-referenced to a recorded boundary survey that fully complies with Title 865 IAC Chapters 1 - 12.
	i. Geographical Lines -- City, town, township, county and section lines accurately tied to the lines of the subdivision by courses and distances;
	j. Streets Designations -- Street designations and labels, in accordance with the provisions of these regulations and the Master Thoroughfare Plan, names and lines of all streets within, and on the perimeter of the plat, with accurate dimensions in feet and hundredths and angles or bearings to streets, alleys and lot lines shown at least to the nearest minute;
	k. Street Geometrics -- Radii, central angles, tangents, lengths of arcs, degree of curvatures, angles and bearings at street intersections and a complete street traverse of each street within and on the perimeter of the plat;
	l. Alleys -- Lines of any existing alleys within and on the perimeter of the plat, with accurate dimensions in feet and hundredths;

Proposed Conditions:	
	a. Covenants -- For informational purposes only, any covenants and other restrictions that will run with the land included in the subdivision.
	b. Water Bodies -- See Hendricks County Drainage Handbook;
	c. Drainage -- See Hendricks County Drainage Handbook;
	d. Sanitary -- Proposed sanitary sewers, inlets, outfalls, existing septic tank systems, treatment plants, outlets, wells and any other utilities;
	e. Structures -- Structures to be removed or relocated on the project site;
	f. Location and Cross Section -- The location and typical cross section of proposed streets, roads, alleys, sidewalks, culverts, bridges, parking lots, and hard surfaced areas;
	g. Lot Layout -- The layout and the number of lots, including dimensions, building setback lines and easements, boundary, phasing plan and number of proposed sections;
	h. Driveway Permit -- If any lot is proposed to receive required access be from an existing county road that is classified as a collector or arterial, in addition to a waiver of Section 2.11 (2)(b), Access Limited, the applicant must obtain a driveway permit from the Hendricks County Engineer. If any lot in a subdivision is to receive access from a State Highway, in addition to a waiver of Section 2.11 (2) (b), Access Limited, written evidence that a driveway permit can be issued by the Indiana Department of Transportation must be provided.
	i. Public Areas -- Areas to be allocated for park, school, recreational, and other public and semipublic sites in conformity with the Comprehensive Plan and Section 2.15, Public Uses and Open Space;
	j. Lot Summary -- Lot summary table, containing zoning and lot size in square footage or acres for each lot, total acreage of open space, total acreage of water bodies, total acreage of public improvements, and total acreage of any private streets and total acreage of other private improvements;
	k. Lot Numbers and Dimensions -- All lot numbers and lines, with accurate dimensions in feet and hundredths;
	l. Utility Plan -- A utility plan showing proposed pedestals and lines of all easements provided for public services, drainage, and utilities, in approximate locations with dimensions in feet. No utility poles or pedestals shall be set on property corner or in drainage swales;
	m. Setback Lines -- All building setback lines accurately shown with dimensions, however, note that only the front building setback line shall be shown on the plat to be recorded;
	n. Drainage Board Approval -- The following statement is required to be placed on all subdivision plats: "A petition addressed to the Hendricks County Drainage Board has been filed with the County Surveyor, requesting that the subdivision's storm drainage system and its easements be accepted into the County's Regulated Drainage System. The storm drainage system and its easements that are accepted into the County's Regulated Drainage System are

	<p>delineated on this plat as RDE (Regulated Drainage Easement). These drainage easements are established under the authority of the Indiana Drainage Code and said Board may exercise powers and duties as provided in said code. All other storm drainage easements have not been accepted into the Regulated Drainage System and are the responsibility of the homeowners or homeowners association or the property owner for non-residential subdivisions. This subdivision contains ____ linear feet of open ditches and linear feet of subsurface drains, which will be included in the Hendricks County Regulated Drainage System."</p>
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Detailed Construction Plans:	
	a. Scale and Paper Size -- Detailed construction plans shall be drawn at a standard engineering scale of not more than sixty (60) feet to one (1) inch. The maximum page size shall not exceed twenty-four (24) inches by thirty-six (36) inches. The match lines shall follow lot lines or streets whenever possible.
	b. Location and Design of Improvements -- Construction plans shall show the specific location and design of improvements to be installed in accordance with the requirements of these regulations and the conditions of primary approval.
	c. Detail -- Construction plans shall be of sufficient detail to allow a reasonably competent contractor sufficient information to install all proposed improvements. The detailed construction plans shall include the following information:
	I. Basic Information -- Project name, owner, developer, professional engineer or surveyor, their addresses and telephone numbers, legal description, date of plans and any revisions, scale of plan, and north point;
	II. Topography -- See the Hendricks County Storm Drainage Handbook;
	III. Waterways -- See the Hendricks County Storm Drainage Handbook;
	IV. Sanitary -- Proposed sanitary sewers, inlets, outfalls, existing septic tank systems, treatment plants, outlets, wells and any other utilities;
	V. On-Site Sewage -- If an individual on-site sewage disposal system is proposed, show locations and results of soil analysis for each lot performed by an individual registered as a soil scientist. Individual on-site sewage disposal systems must have room for two systems, both a primary and a secondary (future) site. The secondary site must be a minimum of one thousand five hundred (1500) square feet, designated with an easement;
	VI. Structures -- Existing structures and structures to be removed or relocated on the project site;
	VII. Wetlands -- See the Hendricks County Storm Drainage Handbook;
	VIII. Water -- Water mains, fire hydrants, valves and locations of affected utilities;
	IX. Location and Design of Streets -- The location and design including curves, grades, elevations and typical cross sections of proposed streets, alleys, roads, sidewalks, culverts, bridges, parking lots, and hard surfaced areas, including depressed pavements used to convey or temporarily store overflow from heavier rain storms, and outlets for such overflow;
	X. Streams and Floodplains -- See the Hendricks County Storm Drainage Handbook;
	XI. Erosion Control -- See the Hendricks County Storm Drainage Handbook;
	XII. Lot Layout -- The layout and the number of lots and building setback and lines;
	XIII. Drainage -- See the Hendricks County Storm Drainage Handbook;
	XIV. Design for 100-Year Storm -- See the Hendricks County Storm Drainage Handbook;
	XV. Overall Utility Plan -- A separate overall utility plan showing the lot and street layout, storm sewer system, sanitary sewers, water lines, and all inlets, manholes, fire hydrants, and valves for all sections of this development approved to date. This utility plan may be drawn at a smaller scale than one (1) inch = fifty (50) feet. Dimensions and elevations are not required unless necessary for clarity;
	XVI. Street Signage -- Street identification and regulatory signs, location shown;
	XVII. Plan and Profile Sheets -- Separate plan and profile sheets must be provided for all proposed streets, storm sewers, sanitary sewers, and buffering, and landscaping where necessary. All crossings must be shown and correctly labeled;
	XVIII. Area for Public Uses -- The overall area to be allocated for park, school, recreational, and other public and semipublic sites in conformity with the Comprehensive Plan and Section 2.15, Public Uses and Open Space;
	XIX. Landscaping and Screening Plan -- indicating plant types, number, location, size and method of installation (shall comply with Chapter 7.5, Landscaping Standards, of the current Zoning Ordinance);
	XX. Phasing Schedule -- The schedule of any phasing of the project;
	XXI. Significant Conditions -- Other significant conditions of the area proposed to be improved;
	XXII. Miscellaneous -- Other miscellaneous standards, as required by the Planning and Building Department;
	XXIII. Schedule -- A schedule including the following:
	a. Total lineal feet, type of pipe and size of pipe for the each system (storm, sanitary and water) located within (this section of) the subdivision. This should also include the total lineal footage of all sub-surface drains as well as type and size of those drains;
	b. Total number of inlets, outlets, manholes, end sections and any other storm structures;
	c. Total lineal feet and width of all paved roads, sidewalks, and pathways;
	d. Total number of cul-de-sacs;
	e. Approximate square footage and lineal footage of grading for swales, detention/retention ponds and any other areas requiring grading for the drainage system.

2. The following supporting documentation may be required:	
	a. Traffic Engineering Studies -- Engineering studies that reflect the additional traffic generated by the proposed project as related to the entrance details and improvements to the existing road network, including but not limited to, designation and design of appropriate street classification, tapers, deceleration lanes, bypass blisters, traffic control devices and turning lanes at affected intersections. These studies must be in accordance with AASHTO, INDOT and the Hendricks County Engineer's requirements, including the Applicant's Guide to Transportation Impact Studies for Proposed Development for Hendricks County;
	b. Wetland Mitigation Plan -- An appropriate wetland mitigation plan and the approved permit for any development where jurisdictional wetlands will be adversely affected;
	c. Environmental Impact Studies -- An environmental impact study for any development that, due to unusual circumstances, the planning director believes may affect the ecosystem of Hendricks County.
	d. Other Environmental Studies -- Additional environmental studies for any development that contains possible contamination and/or endangered species.

3. The following documents must also be provided at application submittal:	
	a. Application form;
	b. Authorization letter from property owner (if there is an agent);
	c. Property Inspection Release;
	d. Plat Address Information Sheet (submittal of this form is not a request for addressing);
	e. Separate written legal description;
	f. Soils report (if applicable);
	g. Copy of the drainage report;
	h. Allocation letter for sanitary sewer service (if applicable prior to the staff review meeting);
	i. Engineer certification for waterline construction (if applicable prior to the staff review meeting);
	j. A completed County/Owner Inspection Agreement;
	k. Wetlands -- A letter identifying the location of any jurisdictional wetlands from the property owner;
	l. Aerial photograph;
	m. Sample notification letter (to surrounding properties);
	n. Property Owner Map -- One (1) copy of the plat map page(s) that indicate adjacent property owners within six hundred sixty (660) feet or at least two ownerships in depth, whichever represents the greatest distance (the project location and the parcels to be notified must be clearly marked);
	o. Property Owner List -- One (1) copy of the adjacent property owner list;
	p. Proof that the applicant has notified all affected utility companies, local fire departments, school superintendent of the affected school district and all affected incorporated town(s) located within two (2) miles of the proposed development site in the same manner as prescribed in the Rules of Procedure of the Hendricks County Area Plan Commission, and has also provided those parties listed above with said notice a copy of the primary plat and construction plans. Proof of notification shall be certified mail receipts.
	q. Copy of the zoning map kept in the Planning and Building Department;
	r. Do all of the lots in this plat meet the 3 to 1 depth to width ratio (See HCSCO Section 2.11 (1)(c))?
	s. Easements outside of applicant's control (prior to the staff review meeting);
	t. Easement grants within the applicants control provided prior to approval (prior to the staff review meeting);
	u. Any federal/state or local approval on their official forms signed by the proper authority (prior to the staff review meeting);
	v. IDNR floodplain boundary determinations, etc.;
	w. Fees -- An applicant shall pay the specified fee at the time of filing the application. The application fee shall be established by the Hendricks County Fee Ordinance and shall be nonrefundable.

Presentations to the Plan Commission may be required in PowerPoint format. Staff will provide the necessary equipment for the presentation.

** Electronic alteration of this form is prohibited.*

PROPERTY INSPECTION RELEASE FORM

REAL ESTATE AFFECTED: Section _____ Township _____ Range _____

Township _____

Location of Subject Property to Nearest County Road Intersection:

Address of Subject Property: _____

Town of: _____ Lot _____ Block _____ Addition _____

Subdivision _____ Lot _____ Section _____

I (We) hereby authorize and grant to the employees of the Hendricks County Planning and Building Department, other Hendricks County Officials, members of the Board of Zoning Appeals and members of the Plan Commission the right to come onto the above described property for the purpose of inspecting and evaluating the premises regarding this application. I (We) further release said Board members, Commission members, and County employees and officials from any and all liability during said inspection and related matters.

Applicant(s) _____

Date _____

MEMORANDUM

TO: Engineers and Developers
FROM: Hendricks County Planning & Building Department
DATE: 9/26/02
RE: Utilities

Please provide the name of all utilities (water, sewer, telephone, electric, gas and cable) at the time of an application submittal. It is becoming more difficult for our department to determine what utility serves the area where a project is located.

SAMPLE ILLUSTRATION OF WRITTEN NOTIFICATION

The sample illustration of written notification on the following page is designed to help the applicant notify the adjacent property owners of a public hearing as required by Indiana Code 36-7-4-706 and the Hendricks County Area Plan Commission Rules of Procedure.

The applicant must follow steps 1-3 in order to ensure that proper written notification is given to adjacent property owners.

STEPS:

1. Notify all adjacent property owners within six hundred sixty (660) feet of the applicant's property lines or two (2) ownerships deep, whichever comes first. The applicant's property shall include all contiguous parcels that he or she owns. If the applicant's property abuts or includes a county line, the applicant shall follow the above rule of notification into that county.
2. Letters of written notification shall be sent by certified, registered, or first-class mail to the legal property owner. If first-class mail is used, a USPS Certificate of Mailing must be submitted for each letter. The mailing address of legal property owners shall be obtained from the Hendricks County Auditor's Office. For notification into an adjacent county, the applicant shall contact the appropriate county office to secure names and addresses of property owners.
3. The applicant shall submit an Affidavit of Written Notification on the forms available at the Planning & Building Department by the appropriate deadline. Proof of mailing shall be submitted to the Planning & Building Department staff prior to the public hearing.

4. **STATE OR FEDERAL HIGHWAY NOTIFICATION:**

All applications requiring a public hearing by the Area Plan Commission or Board of Zoning Appeals must notify the Indiana Department of Transportation as part of the written notification requirements if a state or federal highway is located within six hundred sixty (660) feet.

All applicants should contact INDOT as follows:

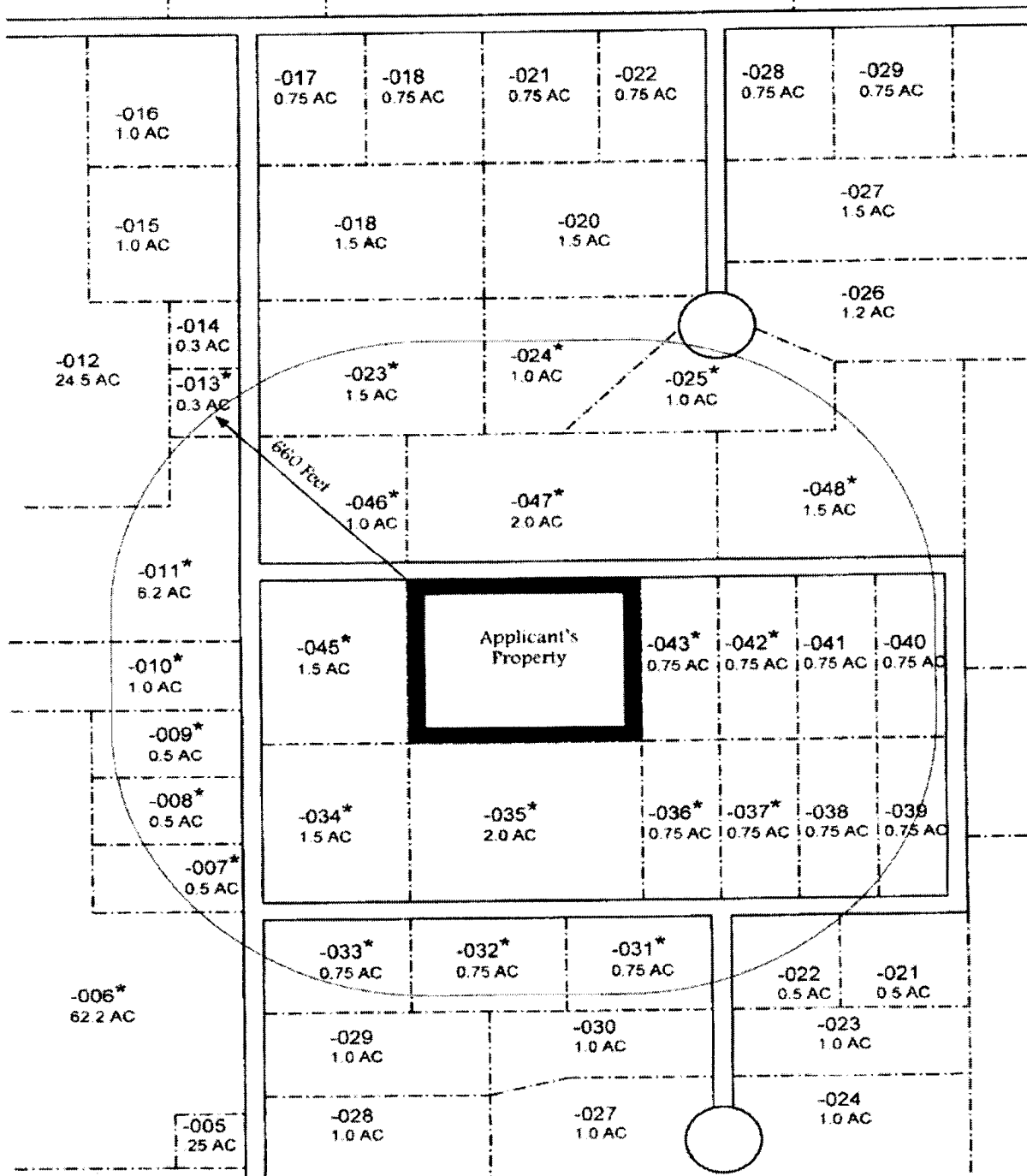
ATTENTION: PERMIT DEPARTMENT
Regulatory Department
Indiana Department of Transportation
41 W 300 N
Crawfordsville, Indiana 47933

5. **UTILITY COMPANIES, FIRE DEPARTMENTS, SCHOOL DISTRICTS, AND TOWNS:**

All affected utility companies, local fire departments, school superintendents of the affected incorporated school districts, and towns located within two (2) miles of the proposed development site must be notified, in writing, of the proposed development and a copy of the preliminary plans must be included. Proof of mailing must be submitted to the Planning & Building Department staff prior to the TAC meeting.

SAMPLE ILLUSTRATION

* DENOTES ADJACENT PROPERTY OWNERS THAT MUST BE MAILED WRITTEN NOTIFICATION



(This illustration is not drawn to scale)

SAMPLE NOTIFICATION LETTER

Date **(date letters mailed)**

Name **(Mailing address of adjacent property owner)**

Address

City, State Zip

Dear **(name of adjacent property owner)**

Please be advised that the undersigned property owner has made application to the Hendricks County Area Plan Commission for a **(number of lots)** lot(s) minor **(type of use)** subdivision (plat) in **(Name of Township)** Township, Section **(Section #)**, Township **(Township #)**, Range **(Range #)**, Hendricks County, Indiana, on property known as **(Give Street address, if any, or common description)**, and location on **(Give description and location of subdivision in relationship to county roads, highways, and streets)**.

A copy of this application, legal description, and all development plans pertaining thereto are on file and available for examination prior to the hearing in the office of the Planning and Building Department at the Hendricks County Government Center, 355 South Washington Street, Danville, Indiana 46122, between the hours of 8:00 AM and 4:00 PM, Monday through Friday. Written objections to a proposal may be filed with the Secretary of the Planning Commission at the above address and such objections will be considered.

A public hearing will be held at the Hendricks County Government Center in Meeting Rooms 4 and 5, 355 South Washington Street, Danville, Indiana on **(Date of hearing)**, at 9:00 A.M.

Yours Truly,
(name of applicant)

**HENDRICKS COUNTY AREA PLAN COMMISSION
AFFIDAVIT OF WRITTEN NOTIFICATION
FOR A MINOR PLAT**

I (WE) _____
DO HEREBY CERTIFY THAT NOTICE OF PUBLIC HEARING OF THE HENDRICKS COUNTY AREA
PLAN COMMISSION/ADMINISTRATIVE & PLAT COMMITTEE WAS GIVEN IN ACCORDANCE WITH
SECTIONS A, B, AND C LISTED BELOW.

A. THE PUBLIC HEARING WILL CONSIDER THE APPLICATION OF _____
_____ FOR A _____ LOT(S) _____ SUBDIVISION TO BE
KNOWN AS _____, IN _____ TOWNSHIP, SECTION
____, TOWNSHIP _____, RANGE _____, HENDRICKS COUNTY, INDIANA LOCATED ON _____

B. THE NOTICES WERE SENT BY (circle one that applies) CERTIFIED, REGISTERED, OR FIRST-CLASS
MAIL WITH CERTIFICATE OF MAILING TO THE CURRENT ADDRESS OF THE PROPERTY OWNERS
LISTED BELOW. THE ADDRESS OF EACH PROPERTY OWNER WAS OBTAINED FROM THE
HENDRICKS COUNTY AUDITOR'S (DEEDS & CARTOGRAPHY) OFFICE.

PROPERTY OWNER'S NAME	ADDRESS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

C. THE NOTICES WERE MAILED ON THE DAY OF _____ 20____, WHICH IS AT LEAST
TEN (10) DAYS PRIOR TO _____ 20____,
THE DATE OF THE PUBLIC HEARING AT THE HENDRICKS COUNTY GOVERNMENT CENTER, 355
SOUTH WASHINGTON STREET, DANVILLE, INDIANA, IN ROOMS 4 AND 5, AT 9:00 A.M.

APPLICANT OR AGENT

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND
STATE, THIS _____ DAY OF _____ 20____.

NOTARY PUBLIC

COUNTY OF _____
MY COMMISSION EXPIRES _____

**Electronic alteration of this form is prohibited.*

COUNTY/OWNER INSPECTION AGREEMENT

This Agreement, made and entered into this _____ day of _____, 20____, by and between:

(Owner's Name and Mailing Address)

(HEREINAFTER DEVELOPER) and the Hendricks County Planning and Building Department (HEREINAFTER COUNTY) Witnesseth That:

WHEREAS, the OWNER has filed a written application with the Hendricks County Area Plan Commission requesting approval of

(PROJECT) _____, (SECTION) _____ ;

WHEREAS, the PROJECT will require the installation of certain improvements at the OWNER'S expense in order to comply with the ordinances and regulations of Hendricks County, Indiana and all appropriate Federal and State Statutes; and

WHEREAS, in order to insure that these improvements are completed in compliance with all applicable laws, ordinances, rules, regulations and procedures, as well as any requirements placed by the Plan Commission or the Administrative Committee inspections of the construction of these improvements are necessary.

NOW, THEREFORE, it is agreed between the parties as follows:

1. The OWNER shall cause to have completed in a timely manner all improvements required for the PROJECT;
2. The construction of all improvements shall be made in strict compliance with the plans and specifications for the PROJECT as approved by the Hendricks County Area Plan Commission and if applicable, the Hendricks County Drainage Handbook, the Zoning Ordinance of Hendricks County, the Subdivision Control Ordinance and all other laws, rules and regulations. These plans, specifications and applicable ordinances, laws, rules and regulations are made a part of the Agreement by reference;
3. The construction shall at all times be subject to inspection, approval, and acceptance by the COUNTY;
4. No liability of any kind for any part of the improvements prior to their acceptance by the COUNTY shall attach to Hendricks County. The OWNER and his contractor shall indemnify and hold Hendricks County harmless against all claims, demands, actions, causes of action, loss and expense of every nature and kind (including attorney's fees) at any time asserted against Hendricks County, for or on account of any person, arising out of, or in any way connected with, the location, installation and construction of the improvements prior to their acceptance by the COUNTY. This indemnity shall not be limited by reason of the enumeration of any insurance coverage required herein;
5. The OWNER or his contractor shall also furnish the COUNTY suitable evidence of authority to install any improvements to be constructed across, over, on, through or under any highway, right-of-way, floodplain, or easement;
6. The parties agree that inspection of the construction shall be handled in the following manner:
 - a. The COUNTY shall provide inspection services during the construction of the improvements to determine whether the improvements are constructed in accordance with approved plans, specifications, Hendricks County requirements, and all applicable Federal and State requirements;
 - b. The inspection services shall not include testing, construction engineering or construction stakeout. The OWNER or his designated representative shall be solely

responsible for the performance of required testing, construction engineering and stakeout and all construction work;

- c. The OWNER or his contractor shall notify the assigned inspector at least seventy-two (72) hours in advance of the commencement of any construction phase;
 - d. Persons working on or having control of the construction of the improvements shall cooperate fully with the inspector and shall have available on site a copy of the approved secondary plat and construction plans and specifications signed by the Plan Commission Director;
 - e. The OWNER shall reimburse the County for the cost of the inspection services as follows: \$_____ per hour of actual time spent on the PROJECT by the assigned inspector performing the inspection services;
 - f. The OWNER shall submit prior to the start of any construction the amount of \$_____, which amount is the total estimated cost of the inspection services, based on the following: estimated time to complete all required improvements, the hourly rate set forth above, for a total estimated _____ hours to complete said improvements during each phase of construction. Said total should consider multiple crews and estimated completion date. The OWNER acknowledges that this amount is based on a preconstruction estimate only and that the actual inspection time will vary from project to project, and may exceed this estimate. The OWNER will be billed on a regular basis for all services rendered above the estimated amount. Failure to pay any bill within thirty (30) days shall be grounds for termination of construction activities and cessation of issuance of building permit until such time as payment from the developer is forthcoming. Upon acceptance by the County of the improvements, any surplus inspection funds shall be refunded to the owner;
 - g. The OWNER must submit payment, payable to the Hendricks County Treasurer, for the balance of the total actual cost of the inspection services to the COUNTY, actual cost paid by OWNER, as well as sufficient funds to cover maintenance period inspections, prior to acceptance of the improvements by the COUNTY; and
 - h. Failure to follow the requirements of this section may result in the COUNTY not accepting the improvements and denying Improvement Location Permits;
7. Upon completion of the proposed improvements, two (2) sets of certified record drawings including all necessary measurements, shall be prepared by the OWNER'S engineer and filed with the COUNTY. The inspection services covered by this agreement shall include review of the "As-Built" plans and shall be completed before the COUNTY will accept such improvements;
 8. Upon completion, but before acceptance by the COUNTY, the contractor shall furnish a completion affidavit in a form prescribed by the COUNTY, and the OWNER or contractor shall also furnish a suitable irrevocable letter of credit, guarantee maintenance bond or cashier's check made payable to the Board of Commissioner of Hendricks County, Indiana in an amount equal to twenty percent (20%) of the total construction cost for the required improvements. The letter of credit, bond or cashier's check shall guarantee material and construction for a period of three (3) years from the date of acceptance.
 9. During the ninth (9th), twenty-first (21st) and thirty-third (33rd) month of the three (3) year maintenance period, the COUNTY shall reinspect the PROJECT and notify the OWNER of any needed corrective action. The OWNER shall immediately address any deficiencies prior to the end of the three (3) year maintenance period, unless a deficiency is deemed a public nuisance or safety hazard by the Department, in which case, corrective action may be required prior to any construction activity. At the end of the three (3) year maintenance period, if no corrective action is required, or after the successful completion of any needed corrective action, the COUNTY shall process the maintenance bond release. Failure to do the corrective action will result in forfeiture of the maintenance bond

MINIMUM INSPECTION HOURS REQUIRED ON COUNTY/OWNER INSPECTION AGREEMENTS

Per approval from the Hendricks County Area Plan Commission Administrative Committee, the following are the minimum hours acceptable for developments that require a County/Owner Inspection Agreement:

Minor Residential Plats (MRP):	5 Hours (\$370.00)
Minor Plats (MIP):	5 Hours (\$370.00)
Major Plats (MAP):	100 hours (\$7,400.00)
Development Plan Reviews (DPR)	50 hours (\$3,700.00)

The Committee has given the Engineering Inspectors the authority to reduce the required minimum number of hours; however it is to be done on an individual basis according to required improvements for the plat/plan.

SCO APPENDIX C -- CERTIFICATES & NOTATIONS

All plats containing material prepared by a land surveyor shall contain a surveyor's certificate. Major and minor subdivisions shall contain the following surveyor's certificate:

SURVEYOR'S CERTIFICATE

To the best of my knowledge and belief the within plat represents a survey made under my supervision in accordance with Title 865, Article 1, Chapter 12 of the Indiana Administrative Code and was completed on _____, 20__. This subdivision consists of __ lots numbered __ through __ both inclusive, and streets as shown hereon. The size of lots and widths of streets are shown on this plat in figures denoting feet and decimal parts thereof.

This subdivision contains _____ lineal feet of open ditches and _____ lineal feet of tile drains.

Hereby certified on this _____ day of _____, 20__.

Name

Registered Land Surveyor

Indiana No. _____

5. National Flood Insurance Program Certificates:

A. Zone A District Certificate

This subdivision contains property included in the "Zone A District" on the National Flood Insurance Rate/Floodway Map # _____, dated _____. No building may be constructed or substantially improved in the area so designated until the Indiana Department of Natural Resources has determined a flood elevation. Any building constructed or substantially improved after the date of this instrument in the "Zone A District" shall be provided with a flood protection grade which is at least two feet above said flood elevation. The flood protection grade is the elevation of the lowest floor of a building or structure. If a basement is included, the basement floor shall be considered to be the lowest floor.

B. Floodway Fringe District Certificate

The subdivision contains property in the "Floodway Fringe District" on the National Flood Insurance Program Flood Insurance Rate/Floodway Map # _____, dated _____. Any building to be constructed shall be provided with a flood protection grade set at or above _____ feet, M.S.L., which is two feet above the 100-yr. Frequency flood. The flood protection grade is the elevation of the lowest floor of a structure. If a basement is included, the basement floor shall be considered to be the lowest floor.

C. Floodway District Certificate

This subdivision contains property included in the "Floodway District" on the National Flood Insurance Program's Flood Insurance Rate/Floodway Map # _____, dated _____.

NO RESIDENTIAL DEVELOPMENT CAN OCCUR IN THE FLOODWAY DISTRICT. ALL PERMITS TO BE ISSUED FOR LAND LYING IN THE FLOODWAY DISTRICT SHALL BE FORWARDED WITH PERTINENT PLANS AND MATERIALS TO THE INDIANA DEPARTMENT OF NATURAL RESOURCES FOR REVIEW AND COMMENT PRIOR TO ISSUANCE.

- 6. The farm access easement shown on the plat is to provide access for farm equipment only to the farm land located _____ and _____ of the property contained in this subdivision.
- 7. The _____ maintenance easement shown on this plat is to provide _____ with access to the _____ located or referenced on this plat. The cost of maintenance of the _____ is to be provided by the owners of _____ lots.
- 8. Lots in this subdivision are subject to restrictions and covenants set forth in Plat Book _____, Page _____ and any amendments thereto.
- 9. Notarized Signature Required. The notarized signature of the owner(s) must be included on any plat, in a form similar to the following:

WITNESS OUR HANDS AND SEALS THIS _____ day of _____.

STATE OF INDIANA)

COUNTY OF HENDRICKS) SS:

BEFORE ME THE UNDERSIGNED, NOTARY PUBLIC, IN AND FOR THE COUNTY AND STATE, PERSONALLY APPEARED _____ WHO ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT AS HIS/HER VOLUNTARY ACT AND DEED FOR THE PURPOSES THEREIN EXPRESSED.

WITNESS MY HAND AND NOTARIAL SEAL THIS _____ DAY OF _____.

NOTARY PUBLIC (SEAL)

COUNTY OF RESIDENCE

MY COMMISSION EXPIRES

PRIMARY APPROVAL

The following Plan Commission Certificate is used for primary approval for major subdivisions, and shall appear on all plats to be heard by the Plan Commission:

PLAN COMMISSION'S CERTIFICATE

Pursuant to IC 36-7-4-700 Et. Seq., and all amendments thereof, the undersigned do hereby certify that the public notice of the hearing by the Hendricks County Area Plan Commission on the herein-named owner's application for approval, of this plat duly complied with IC 36-7-4-706 and all amendments thereof, and that said plat was approved at said hearing with the majority of the members of said Plan Commission concurring in said approval.

Given under our hands and seal this _____ day of _____, 20__.

President Secretary

The following certificate of approval for Minor Subdivisions shall appear on all plats of minor subdivisions to be heard by the Administrative Committee.

ADMINISTRATIVE COMMITTEE'S CERTIFICATE

Under authority provided by IC 36-7-4-700 Et. Seq., and all amendments thereto, this plat was given approval by the Hendricks County Administrative Committee at a meeting held on _____.

Chairman Secretary

SECONDARY APPROVAL

The following Plan Commission certificate of secondary approval for major subdivisions shall appear on all secondary plats of major subdivisions:

SECONDARY APPROVAL CERTIFICATE

All conditions of primary approval have been met and this plat is granted SECONDARY APPROVAL.

Approved by the Planning and Building Department _____, 20__.

Planning Director

Void unless recorded by _____, 20__.

The following regulated drain certificate and table shall appear on each subdivision plat:

REGULATED DRAIN CERTIFICATE

A petition addressed to the Hendricks County Drainage Board has been filed in duplicate with the County Surveyor, requesting that the subdivision’s storm drainage system and its easements be accepted into the County’s regulated drainage system. The storm drainage system and its easements that are accepted into the County’s regulated drainage system are delineated on the plat as Regulated Drainage Easements (RDEs). Regulated Drainage Easements are stormwater easements and drainage rights-of-way that are hereby dedicated to the public and to the Hendricks County Drainage Board for sole and exclusive purpose of controlling surface water and/or for the installation, operation, and maintenance of storm sewers and tile drains as defined in Hendrick’s County Stormwater Management Ordinance. These drainage easements are established under authority of the Indiana Drainage Code and the said Board may exercise powers and duties as provided in said code, (e.g., annual drainage assessment per lot).

This subdivision contains _____ linear feet of open ditches and _____ linear feet of pipe that will be included in the County’s Regulated Drainage System.

REGULATED DRAIN FOOTAGE	
Open Ditches	_____ feet
Pipe	_____ feet

IMPROVEMENT PLANS CERTIFICATE

The following improvement plans certificate shall appear on each sheet of the final improvement plans for a major subdivision.

IMPROVEMENT PLAN

This document contains or is part of the approved improvement plan for _____. The improvement to be installed in this subdivision will not be accepted for maintenance by the County Commissioners unless and until all improvements shown hereon have been installed and are in substantial compliance with these plans.

Planning Director

Date

BOARD OF COUNTY COMMISSIONERS CERTIFICATE

The following county commissioners' certificate shall appear on all plats containing land and/or improvements to be dedicated to the public. Note that there may be additional certificates required by the Hendricks County Drainage Handbook.

BOARD OF COUNTY COMMISSIONERS

The dedication(s) shown on this plat is (are) hereby accepted by the Board of County Commissioners of Hendricks County, Indiana, at a meeting held on the _____ day of _____ of the year _____.

The following paragraph shall appear on all plats involving improvements for which financial guarantees of performance are posted.

This acceptance does not constitute acceptance for maintenance by the County. Maintenance by the County shall commence only after the release of the financial guarantee.

BOARD OF COUNTY COMMISSIONERS

ATTEST: _____

County Auditor

The following tax certificate shall appear on all subdivision plats:

TAX CERTIFICATE

The real property has been duly entered for taxation and transferred on the records of the Auditor of Hendricks County this _____ day of _____.

Hendricks County Auditor

The following recording certificate shall appear on all subdivision plats:

RECORDING CERTIFICATE

Recorded in Plat Cabinet _____, slide _____, page number _____, this _____ day of _____, at _____ (time). Instrument No. _____ . Fee paid _____.

Hendricks County Recorder

Subdivisions containing land in a previously recorded subdivision shall contain the following certificate above the recording certificate:

A notation has been made on the original plat of _____, Plat Cabinet _____, slide _____, page number _____.

Hendricks County Planning and Building Department
355 South Washington Street, #212
Danville, IN 46122
(317)745-9255 fax (317)745-9347

PLAT ADDRESS INFORMATION SHEET

This information is necessary for preliminary work on plat address assignment and notification. This is not a request for address assignment. A request for address assignment must be made separately prior to recording the plat. You may request address assignment by contacting Les Rice at lrice@co.hendricks.in.us.

Project Owner		Contact person	
Mailing Address			
Phone	Fax		Email
Project Engineer		Contact person	
Mailing address			
Phone	Fax		Email
Project Name			
Section Number	Total Lots in Section		Acreage
Property Location			
Parcel I.D #			

Project Type (check One) Single-family Dwelling(s) Multi-family Dwelling(s) Commercial Industrial Institutional Other
 (Specify) _____

The following agencies and utility companies will receive address assignment notification from our office. **Please identify ALL that apply to your project location (If not applicable, enter N/A)**

Postmaster		Zip Code	
Fire and Rescue			
Electric Utility			
Gas Utility			
Water Utility			
Sewer Utility			
Telephone Utility			
Cable Utility			

Prepared By:		Phone	
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**Electronic alteration of this form is prohibited.*



Hendricks County Surveyor

David L. Gaston, P.L.S.

December 4, 2008

Mr. Don Reitz
Hendricks County Planning and Building
Hendricks County Government Center
355 South Washington Street, #212
Danville, IN 46122

RE: VIDEO REQUIREMENTS OF NON-REGULATED DRAIN STORM
SYSTEMS

Dear Mr. Reitz,

It has been brought to my attention that the Drainage Ordinance requires the videotaping of the storm system only where they will be included in the Regulated Drain system. As you are aware, there are some systems that will not be included in the Regulated Drain system. Upon reviewing this with the inspectors in both offices, I feel that this needs to be clarified due to potential impact upon the residents in the development and those living in the offsite drainage area.

Therefore, beginning immediately, all storm drainage systems must be videotaped to insure proper workmanship as well as providing a basis for beginning any investigation within this area. It is realized that there will be occasions, short runs that may be visibly inspected, that videotaping may not be necessary but these will be handled on a case-by-case evaluation. If you have any concerns regarding the aforementioned items, please contact me.

Sincerely,

David L. Gaston P.L.S.
Hendricks County Surveyor