

HENDRICKS COUNTY PLAT RECORDING PACKAGE

The County Engineer processes the recording package through the offices of Planning and Building, Surveyor, Environmental Health (if plat contains septic system), Auditor, and Recorder. The original should be recorded and ready to be picked up approximately 7 to 10 business days after submission barring any unforeseen problems.

- A. Submission of Plat:** After the design engineer or surveyor has checked the plat, a group of documents known as the recording package shall be submitted to the County Engineer for processing. The recording package shall consist of the following:
- a. The plat and its reproductions in accordance with the following:
 - i. The original Mylar plat. (18" x 24")
 - ii. 1 Mylar copy. Copy must be no larger than 18" x 24" and no smaller than the standard "C" size Mylar (17" x 22"). The copy must be legible.
 - iii. The font must be 10 pt or larger
 - b. Recording Fee
 - i. The estimated recording fee is \$25 for the first page of the plat, plus \$5 for each additional page. Additional fees will be added for other necessary documents included. In such cases, a blank check made to the order of Hendricks County Recorder's Office will be accepted.
 - ii. For more information on recording fees, please contact the Hendricks County Recorder's Office at 317-745-9224. Or see the "Fee Schedule" for the Recorder's Office at <http://www.co.hendricks.in.us/departments/index.php?structureid=20>
 - c. Copy of the receipt from the Office of the Auditor, Deeds and Cartography Division showing proof of payment for the Economic Development Charge (\$50 per lot) and Transfer Fee (\$10 per lot). Residential and Nonexempt only.
 - d. The current deed to the property and/or proof of ownership including recording information for verification.
 - e. Copy of receipt(s) showing current Real Estate Taxes on all parcels of land have been paid. Can be obtained at the Treasurer's Office.
 - f. Other documents if applicable
 - i. Restrictive covenants, if any, to be recorded for the project.
 - ii. Additional rights-of-way or easements, if any, to be recorded for the project.
 - iii. Any additional item or documentation required as a condition of the Plan Commission or Drainage Board Approval.
- B. Verification of Plat:**
- a. No plat shall be submitted for recording until it has been thoroughly checked by the design engineer or surveyor for completeness, accuracy, and compliance with the Subdivision Control Ordinance, Planning Commission stipulations and all other applicable rules, regulations, and laws
 - b. Each page shall bear the signatures and seal of the Planning Commission and the Registered Land Surveyor (including their names printed below the signatures, these must match), also Design Engineers name, address and phone number.
 - c. The plat shall contain signatures (with names printed below) of all owners as they are written on the current deed and shall be notarized and sealed by an appointed and commissioned Notary Public

C. Plat Requirements:

- a. Legal Description of lots
- b. Lot information
 - i. The acreage of each lot, the lot number, and the address (where applicable) shall be shown on the plat.
 - ii. Total number of lots
- c. All plats shall contain the following statements (except for Plainfield and Avon jurisdiction)
 - i. Drainage Statement
 1. "A petition addressed to the Hendricks County Drainage Board has been filed in duplicate with the Drainage Board, 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). All drainage improvements performed relative to the conveyance of stormwater runoff and the perpetual maintenance thereof, within the latter easements, shall be the responsibility of the owner or homeowner association. The Hendricks County Drainage Board assumes no responsibility relative to said improvements or the maintenance thereof. Specific definitions and requirements associated with these RDEs and noted storm drainage systems are contained in Hendricks County Stormwater Management Ordinance and in Hendricks County Stormwater Technical Standards Manual. This subdivision contains _____ linear feet of open ditches and _____ linear feet of subsurface drains that will be included in the County's Regulated Drainage System."
 2. A table representing the lengths of open ditches and subsurface drains is also required
- d. Affirmation Statement
 - i. I affirm under penalties for perjury, that I have taken reasonable care to redact each social security number in this document, unless required by law. (Name)
- e. Prep Statement
 - i. Prepared by (Name)
 1. This must be the name of the person who prepared the document, not a company name
- f. Dedication Statement
 - i. A statement of Right of Way (ROW) dedication is required anytime ROW is being dedicated to the public
- g. Page numbers
- h. Scale and North arrow