

HENDRICKS COUNTY PLANNING & BUILDING DEPARTMENT



The Hendricks County
Quality Growth Strategy

MINOR RESIDENTIAL SUBDIVISION PROCEDURAL GUIDELINE

DEFINITION: The subdivision of a parent tract into one (1) new residential building site, and a remainder, 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 residential subdivision, the proposal must meet all of the conditions set forth in this ordinance for minor residential 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 **four (4) copies** of the final plat and development plan including topographic overlay and area map;
- c) Other Forms:
 - 1) Separate written legal description;
 - 2) Copy of the parent tract deed;
 - 3) 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
 - 4) 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) Drainage narrative/calculations; and
- f) Easement grants within the site must be provided prior to approval.

3. **FEE:**

a) \$230.00

4. **SITE VISITS:**

The Area Plan Commission staff will be conducting on site inspections of the property, if necessary, prior to Technical Review.

5. **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.

6. **DRAINAGE BOARD:**

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

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

An administrative hearing concerning approval to be held each month. See the attached meeting schedule.

8. **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."

9. **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: November 2011

Application No. _____
Primary Approval _____
Secondary Approval _____

Plat Fee _____
PUD Fee _____
Ad Fee _____
To be paid to the Hendricks County Area
Plan Commission must accompany this application.
Receipt # _____

HENDRICKS COUNTY AREA PLAN COMMISSION

Minor Plat Replat Revision Major Plat Amendment PUD
 Minor Residential Plat

(Check all that apply)

**APPLICATION FOR APPROVAL OF PLAT OR REPLAT OF PROPOSED SUBDIVISION (OR RE-SUBDIVISION)
OF LAND WITHIN THE TERRITORIAL JURISDICTION OF THE HENDRICKS COUNTY AREA PLAN COMMISSION.**

Name of Applicant _____ Phone No. _____
Address of Applicant _____ Fax No. _____
City, State, Zip _____ E-mail _____

I (We) hereby apply for approval of the following described subdivision (or re-subdivision) in accordance with the provisions of the county regulations. I (We) am (are) the owner (the owners, the duly authorized agents or trustees for the owners) of the real estate included in said subdivisions or re-subdivision.

Name of Subdivision or Re-subdivision _____
Location _____

(Give boundaries briefly, using names of streets, streams, major land lines, etc.)

Current Zoning District _____
Sewer Provider _____ Water Provide _____
Name of Township _____ Section No. _____ Township No. _____ Range _____

Dimensions of Subdivision _____ Parcel Number(s) _____
Area (in acres) _____ Tentative Number of Lots _____

Miles or fraction thereof of new streets to be dedicated to the public _____
(Full width)

Name of registered engineer or surveyor preparing plans: _____
Engineer's Address _____ Phone No. _____
_____ Fax No. _____
_____ E-Mail _____

Attorney or Other Agents _____

STATE OF INDIANA)
) SS:
HENDRICKS COUNTY)

The undersigned, having been duly sworn, upon oath, says that the above information is true and correct as he is informed and believes.

Signature of Applicant _____
Title of Applicant _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20 _____.

NOTARY PUBLIC

COUNTY OF: _____
MY COMMISSION EXPIRES: _____

**Electronic alteration of this form is prohibited.*

Hendricks County Area Plan Commission

Minor Residential Plat Checklist

MRP _____

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 Administrative & Plat Committee. It is important that all requirements are met prior to applying for minor residential 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 Residential Plat approval shall include the following items:	
	1. Application Materials
<input type="checkbox"/>	a. Application Form;
<input type="checkbox"/>	b. Authorization letter from property owner (if there is an agent);
<input type="checkbox"/>	c. Property Inspection Release;
<input type="checkbox"/>	d. Plat Address Information Sheet (if applicable);
<input type="checkbox"/>	e. Separate written legal description;
<input type="checkbox"/>	f. Soils report (if applicable);
<input type="checkbox"/>	g. Copy of the drainage report;
<input type="checkbox"/>	h. Allocation letter for sanitary sewer service (if applicable prior to the staff review meeting);
<input type="checkbox"/>	i. Engineer certification for waterline construction (if applicable prior to the staff review meeting);
<input type="checkbox"/>	j. A <u>completed</u> County/Owner Inspection Agreement;
<input type="checkbox"/>	k. Wetlands – a letter identifying the location of any jurisdictional wetlands from the property owner;
<input type="checkbox"/>	l. Aerial photograph;
<input type="checkbox"/>	m. 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 Administrative & Plat Committee, 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 certificate of mailing.
<input type="checkbox"/>	n. Copy of the zoning map kept in the Planning and Building Department;
<input type="checkbox"/>	o. Do all of the lots in this plat meet the 3 to 1 depth to width ratio (See HCSCO Section 2.11 (1)(c)?
<input type="checkbox"/>	p. Easements outside of applicant's control (prior to the staff review meeting);
<input type="checkbox"/>	q. Easement grants within the applicant's control provided prior to approval (prior to the staff review meeting);
<input type="checkbox"/>	r. Any federal/state or local approval on their official forms signed by the proper authority (prior to the staff review meeting);
<input type="checkbox"/>	s. IDNR floodplain boundary determinations, etc.;
<input type="checkbox"/>	t. One 11" x 17" set of plans;
<input type="checkbox"/>	u. CD containing a .pdf copy of the plans;
<input type="checkbox"/>	v. 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.

2.	Subdivision Plat Drawing
	a. Lot number;
	b. North arrow;
	c. Graphical Scale;
	d. Parent tract (drawn from the deed) and labeled as "remainder:"
	e. Proposed lot including the following:
	i. Boundary lines and acreage thereof, based upon an accurate traverse;
	ii. Right of way;
	iii. Building setback lines;
	iv. All easements and property address;
	f. Section corners monumentation found and tied to the subject tract;
	g. Cross reference to a recorded survey per IAC 865 Chapter 1-12;
	h. Legal description;
	i. Certificate of dedication;
	j. Certificate of ownership;
	k. Surveyor's certification;
	l. Certificate of the Plan Commission Administrative & Plat Committee including signature location for the Director, Hendricks County Planning & Building Department, as Chairman.
	m. Street Classification;
	n. Sidewalk commitment (if applicable);
	o. Legal drain statement – the following statement shall be placed on the plot plan: "This Minor Residential Subdivision application has been filed with the Hendricks County Drainage Board requesting approval of a residential lot created from the parent tract. This lot may be within the watershed of a legal drain, therefore, a drainage assessment may be assessed by the Hendricks County Drainage Board under the authority of the Indiana Drainage Code and so the said Board may exercise all the powers and duties as provided for in said code. This lot contains ___ ft. of existing legal drain tiles and ___ ft. of existing open ditch legal drains."
	p. Sheet size:
	i. Minimum 17" x 22;"
	ii. Maximum 18" x 24."
3.	Subdivision Plat Requirements:
	a. Lot boundaries;
	b. Dimensions;
	c. Easements;
	d. Building setback lines;
	e. Waterways;
	f. Floodways;
	g. Floodway fringe;
	h. Street location to which the property has access;
	i. House layout and location;
	j. Driveway location;
	k. Shoulder & Roadside Ditch Details (see Appendix D):
	i. 7' shoulder;
	ii. Adequate roadside ditch;
	l. Drainage improvement;
	m. Sewage disposal systems details (per Hendricks County Zoning Ordinance and/or Hendricks County Health Department Requirements);
	n. Water supply system details;
	o. Erosion control measures.
	Staff Only:
	w. CDP Review Checks
	x. Add application .pdf and 11" x 17" plans to website

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.

Hendricks County Planning & Building Dept.
355 South Washington Street #212
Danville, IN 46122
Phone: 317.745.9254
Fax: 317.745.9347

Website: www.co.hendricks.in.us

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.



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

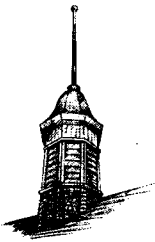
Dear Mr. Reitz,

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



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.

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

IN WITNESS WHEREOF, the parties acting by and through their authorized representatives have executed this instrument on the date first above written.

OWNER'S NAME AND ADDRESS

Name: _____

Address: _____ Phone _____

Signature _____

Printed Name _____

Title _____

Date _____

STATE OF INDIANA)
) SS:
COUNTY OF HENDRICKS)

BEFORE ME, the undersigned, a Notary Public, in and for said County and State, personally appeared _____, OWNER, and acknowledged the execution of the foregoing County/Engineer Inspection and Testing Services Agreement to be his free and voluntary act and deed.

WITNESS my hand and notarial seal this _____ day of _____, 20____.

Commission Expiration Date Notary Public Signature

County of Residence Printed Name

Plan Commission Director Approved as to Form: Gregory E. Steuerwald, County Attorney

STATE OF INDIANA)
) SS:
COUNTY OF HENDRICKS)

BEFORE ME, the undersigned, a Notary Public, in and for said County and State, personally appeared who acknowledged the execution of the foregoing County/Owner Inspection Agreement.

WITNESS my hand and notarial seal this _____ day of _____, 20____.

Commission Expiration Date Notary Public Signature

County of Residence Printed Name

**Electronic alteration of this form is prohibited.*

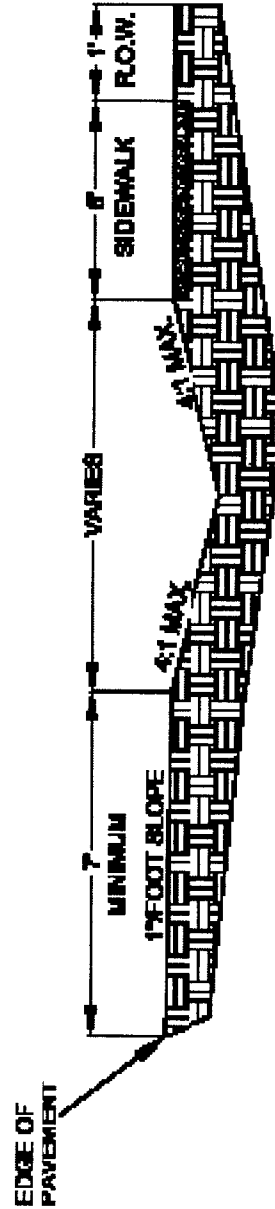
MINIMUM INSPECTION HOURS REQUIRED ON COUNTY/OWNER INSPECTION AGREEMENTS

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.

**TYPICAL ROADSIDE SECTION
ALONG COUNTY ROAD**



Effective Date: December 21, 2004

SUBDIVISION CONTROL ORDINANCE

Appendix C: Certificates & Notations



(Amended Ordinance 2009-08)



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 on each page of all plats:

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. _____



All plats to be recorded shall contain the following owner's certificate:

CERTIFICATE OF OWNERSHIP

We the undersigned, as owners of the real estate hereon do hereby declare the real estate as described, shall be known as _____.

Owner Name

Owner Name

Before me, a notary public in and for said County and State, personally appeared the above and acknowledged the execution of this instrument as their voluntary act and deed for the uses and purpose therein expressed.

Witness my signature and Notarial Seal this _____ day of _____, 200_.

My commission expires:

Signature Notary Public

Notary Seal

County of Residence

Printed Name

ANY OF THE FOLLOWING PARAGRAPHS THAT ARE APPLICABLE SHALL BE INCLUDED IN THE OWNER'S CERTIFICATE:

1. Public Streets and Alleys. All public streets and alleys shown and designated as such and not heretofore dedicated are hereby dedicated to the public. Other public lands shown and not heretofore dedicated are hereby dedicated for the purposes designated hereon.
2. Easement. There are strips of ground shown on this plat and marked easement, reserved for the use of public utilities and subject to the paramount right of the utility or County to install, repair, maintain or replace its installation. Drainage use of easements is hereby authorized unless otherwise stated. Those easements noted as surface drainage easements shall not be disturbed in such a manner as to interfere with the flow of stormwater. No plantings, structures, or fill shall be placed in such easements nor shall they be regarded in such a manner as to impede the flow of stormwater.



3. Private Access Easements and/or Private Streets. There are private access easements and/or private streets shown on this plat and marked accordingly. These are intended to be private in perpetuity, and there is no obligation for any government entity to assume any responsibility for these easements and/or streets now or at any future time. The responsibility for maintenance and snow removal on the access easements and/or streets shown on this plat is assumed by the property owners of lots ____ and not the County.
4. Maintenance, Public Improvements. The County shall not maintain improvements dedicated to the public by this plat until the Board of County Commissioners has accepted completed improvements for maintenance. The release by the Commissioners of a financial guarantee of performance and/or maintenance shall constitute acceptance for maintenance by the County.
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. Farm Access Easement. 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. Maintenance Easement. 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. Restrictions and Covenants. 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 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 also shall appear on each page of 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 Name

Secretary Name

The following certificate of approval shall appear on each page of all plats to be heard by the Administrative and Plat Committee. Each page shall also bear the signature of the County Engineer.

ADMINISTRATIVE AND PLAT 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

_____.



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

The following statement shall appear on each subdivision plat to be recorded:

ECONOMIC DEVELOPMENT CHARGE

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.

The following statement shall appear on each subdivision plat with secondary septic fields:

SECONDARY SEPTIC FIELD EASEMENT

Those designated as secondary septic field easements (SSFE) are secondary septic field easements that are hereby expressly reserved for the purpose of the placement of a sewage disposal field. Uses shall be limited to those consistent with the proper operation of a septic system and that will not result in soil compaction. The easement shall terminate only with the written approval of the



Hendricks County Health Officer on the plat.

The following statement shall appear on each subdivision plat to be recorded:

REDACTMENT STATEMENT

"I AFFIRM, UNDER THE PENALTIES FOR PERJURY, THAT I HAVE TAKEN REASONABLE CARE TO REDACT EACH SOCIAL SECURITY NUMBER IN THIS DOCUMENT, UNLESS REQUIRED BY LAW."

Name

Approved by the Board of County Commissioners of Hendricks County, Indiana, this

day of _____, 20__.

BOARD OF COMMISSIONERS

President

Vice President

Member

ATTEST:

Auditor

HENDRICKS COUNTY PLAT RECORDING PACKAGE

• The following policy is to be used for recording subdivision plats, minor plats and divisional lot splits effective July 1, 2004, March 11, 2005 and January 1, 2006.

- A. VERIFICATION OF PLAT:** 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.

Each page shall bear the signatures and seal of the Planning Commission and the Registered Land Surveyor (including their names printed below the signatures and they must match), also Design Engineers name, address and phone number.

The plat shall contain signatures (with names printed below) as written on deed of all owners of property and shall be notarized and sealed by an appointed and commissioned Notary Public.

- B. 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:

1. If required, a duly executed performance bond, letter of credit or Cashier's Check (if amount is under \$10,000) in the amount established by the Hendricks County Planning Commission in favor of the Hendricks County Board of Commissioners. (County Plats Only)
2. The recording fee is \$20 for the first page of the plat plus \$5 for each additional page, plus \$2.00 for copies (10 in county & 5 in town). For a one page, plat in county total is \$ 40.00. For a one page, plat in town total is \$ 30.00. Additional fees will be added for other necessary documents including cross-references. In such cases, a blank check made to the order of Hendricks County Recorder's Office will be accepted.
3. The plat and its reproductions in accordance with the following:
 - a. The original Mylar plat. (no larger than 18" X 24")
 - b. (Plus) 2 Mylar copy. Copies must be no larger than 18" X 24" and no smaller than the standard "C" size Mylar (17" X 22"). All copies must be legible.
 - c. Each plat containing residential property shall contain a copy of the receipt from the Office of the Auditor, Deeds and Cartography Division (checks made payable to *Hendricks County Treasurer*) showing proof of payment for the Economic Development Charge - (the fee for this is \$50 per lot).
 - d. The current deed to the property and/or proof of ownership including recording information for verification.

- e. Restrictive covenants, if any, to be recorded for the project.
- f. List of proposed lot values, lot numbers and lot acreage as requested by the County Assessor.
- g. Additional rights-of-way or easements, if any, to be recorded for the project.
- h. If required, revised or updated development plans. (County Plats Only)
- i. Any additional item or documentation required as a condition of Plan Commission or Drainage Board approval.
- j. Copy of Receipt(s) showing current Real Estate Taxes on all parcels of land has been paid.
- k. The acreage of each lot, the lot number, and the address (where applicable) shall be shown on the plat.

C. Notes::

1. All plats shall contain the following statements:

“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). These drainage easements are established under authority of the Indiana Drainage Coed and the said Board may exercise powers and duties as provided in said code (e.g. annual drainage assessment per lot). All other storm drainage easements have not been accepted into the County’s System. 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. This subdivision contains _____ lineal feet of open ditches and _____ lineal feet of subsurface drains that will be included in the County’s Regulated Drainage System. “

The noted Regulated Drain lengths, broken down by the length of open and size & length of tile drains, shall also be shown in tabular form in a prominent position on the plat.

The Recorder’s office must have on plat the following statement: 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)

The County Engineer will process the package through the Planning and Building’s, Surveyor’s, Environmental Health’s (only plats with Septic Systems), Auditor’s and Recorder’s Offices, and the original should be recorded and ready to be picked up *approximately* 7 to 10 working days after submission barring any unforeseen problems.