



# HAMILTON COUNTY PLAN COMMISSION

## MAJOR SUBDIVISION APPLICATION

- \_\_\_\_\_ Sketch Plan
- \_\_\_\_\_ Primary Plat
- \_\_\_\_\_ Construction Plan
- \_\_\_\_\_ Final Plat

**TOWNSHIP**

Parcel No. \_\_\_\_\_

\_\_\_\_\_ Adams Acres \_\_\_\_\_ Docket No. \_\_\_\_\_

\_\_\_\_\_ Noblesville Lots \_\_\_\_\_ Reviewed By \_\_\_\_\_

\_\_\_\_\_ Wayne Density \_\_\_\_\_ Hearing Date \_\_\_\_\_

\_\_\_\_\_ White River Zoning \_\_\_\_\_ Decision Date \_\_\_\_\_

Name of Proposed Subdivision: \_\_\_\_\_

Address/Location of Subdivision: \_\_\_\_\_

Developer: \_\_\_\_\_ Email: \_\_\_\_\_

Phone/cell: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone/cell: \_\_\_\_\_

Applicant/Property Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Phone/cell: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone/cell: \_\_\_\_\_

Attorney: \_\_\_\_\_ Phone/cell: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor/Engineer: \_\_\_\_\_ Email: \_\_\_\_\_

Phone/cell: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone/cell: \_\_\_\_\_

(See Attached)

\_\_\_\_\_  
Property owners' Signature

\_\_\_\_\_  
Date

**HAMILTON COUNTY PLAN COMMISSION  
PETITIONER REQUIREMENTS**

**SUBDIVISION REVIEW INFORMATION**

- Discuss procedure and Sketch Plan of proposed Subdivision with Plan Commission staff. (Technical Advisory Committee requirements)
  - **Complete and submit application.**
  - Submit 1 pdf & 12 copies of the proposed subdivision showing change to property requiring Plan Commission approval. **Submit to Plan Commission Office.**
  - Submit 1 pdf & 12 copies of drawings, sketches, photos, and elevations that will help explain the proposed project. **Submit to Plan Commission Office.**
  - Submit 1 pdf & 12 copies of the Petitioner's Findings. This is a list of reasons why the Plan Commission should approve this petition. **Submit to Plan Commission Office.**
  - Submit one (1) **CERTIFIED** list of adjacent and abutting property owners, two properties deep or 600 feet whichever is less. Certified list is to be obtained from the Hamilton County Auditor Tax Map Office. List must be no more than 30 days old. Subject property shall include **ALL** contiguous and bi-contiguous property (including across the road, easements, bodies of water, etc.) owned by the current property owner.
  - In addition, if your property abuts another County, you will need to obtain a **CERTIFIED** list of the adjacent and abutting property owners, two properties deep or 660 feet whichever is less from that County's Auditors office. List must be no more than 30 days old. Subject property shall include **ALL** contiguous and bi-contiguous property (including across the road, easements, bodies of water, etc.) owned by the current property owner.
- \*\* It may take five to seven days to obtain these lists. Please plan accordingly.**
- Sign and date the legal notice form. Our office will provide the verbiage.

BZA and Plan Commission projects will be processed in the date stamped order they are received. You will be contacted either by phone or email when it is time to come in and pick up and pay for your Subdivision application or to notify you that additional information is required.

- You will be given a copy of the Legal Notice to be published in The Times Newspaper and in the Hamilton North Reporter. When your paperwork has been picked up staff will email the legal notice to the newspaper and the reporter. You will be billed by them. *The Times goes to: [legals@thetimes24-7.com](mailto:legals@thetimes24-7.com) and the Reporter goes to: [stu.clampitt@gmail.com](mailto:stu.clampitt@gmail.com)*
- You are required to mail **by certified/return receipt mail** a copy of the Legal Notice to each person identified on the property adjoiner list no less than 10 days prior to the date of the hearing but not including the day of the hearing. Please be sure to address the certified receipt and the return receipt card exactly as addressed on the property adjoiner list. ((( Incorrectly addressing these items will cause a month's delay while you re-notice those the attorney deems were not properly notified.)))

- Staff will post a Notice of Public Hearing sign on the property seeking the Subdivision. This sign will be posted no less than 10 days prior to the date of the hearing but not including the day of the hearing. The day of the plan commission hearing you may remove the sign and bring it with you to the meeting, or staff may return to pick it up at a later date.
- **The Friday before the board meeting** (*If you're not available then or the building is closed because of a holiday then you can bring them back sooner if you want to.*) you are required to submit to the plan commission office the green and white certified receipts and the green return receipt cards from the adjacent property owners. The proof-of-publication is normally provided directly to the office by the papers themselves.
- Owners of the property, their attorney, or a representative with written power of attorney SHALL be present at the board meeting public hearing concerning the Subdivision petition. Please call the board office should an emergency arise.

If you have any questions, contact the Hamilton County Plan Commission Office to speak to C.J. Taylor, Director, at One Hamilton County Square, Suite 306, Noblesville, IN. Phone number (317) 776-8490. Fax number (317) 774-2559. Or email at [cj.taylor@hamiltoncounty.in.gov](mailto:cj.taylor@hamiltoncounty.in.gov)

\* Primary Plat, Amendments to existing Plats, Sketch Plans, construction Plans, Final Plans, etc.

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The petitioner SHALL submit information concerning the Subdivision request and discuss the request with the following agencies ***prior*** to submitting the application to the Plan Commission Office:

Hamilton County Surveyor's Office at the Hamilton County Governmental & Judicial Center, One Hamilton County Square, Suite 188, Noblesville, IN 46060. (317) 776-8495. Or email [Surveyor@hamiltoncounty.in.gov](mailto:Surveyor@hamiltoncounty.in.gov)

Hamilton County Highway Department - Mr. David Lucas, 1700 South 10<sup>th</sup> Street, Noblesville, IN 46060. (317) 773-7770. Or email [david.lucas@hamiltoncounty.in.gov](mailto:david.lucas@hamiltoncounty.in.gov)

Hamilton County Health Department - Mr. Jason LeMaster, 18030 Foundation Drive, Suite A, Noblesville, IN 46060. (317) 776-8500. Or email [jason.lemaster@hamiltoncounty.in.gov](mailto:jason.lemaster@hamiltoncounty.in.gov)

Hamilton County Soil & Water Conservation Office – Mr. Mark McCauley, at the Soil & Water Conservation, 1717 Pleasant Street, Noblesville, IN 46060. (317) 773-2181. Or email [mark.mccauley@hamiltoncounty.in.gov](mailto:mark.mccauley@hamiltoncounty.in.gov)

***These agencies are to submit a letter to the Plan Commission Office indicating that they are aware of the project, have discussed it with the petitioner, and identify any concerns the department has regarding the project.***

## **PETITIONER'S FINDINGS**

State the reasons why you feel your request should be approved by the Plan Commission.

(Provide 12 copies with the completed application.)

**LEGAL NOTICE**

HAMILTON COUNTY PLAN COMMISSION

The **Hamilton County Plan Commission** will meet on \_\_\_\_\_  
at 7:00 p.m. in the *Government and Judicial Building at One Hamilton County Square, Noblesville, IN in the Hamilton County Council / Commissioners' Courtroom* in order to hear the following petition:

**Docket No.** \_\_\_\_\_

A \_\_\_\_\_ concerning  
Article(s) \_\_\_\_\_ of the Hamilton County Subdivision Regulations  
in order to: \_\_\_\_\_

Project Address: \_\_\_\_\_

Legal description Attached? (Yes)

Parcel no.: \_\_\_\_\_

Zone District: \_\_\_\_\_ Number of acres: \_\_\_\_\_

The petition may be examined at the office of the Hamilton County Plan Commission, One Hamilton County Square, Suite 306, Noblesville, Indiana. Phone number (317) 776-8490.  
Fax number (317) 774-2559.

Interested parties may offer an oral opinion at the Hearing or may file written comments concerning the matter to be heard prior to or at the Hearing.

The Hearing may be continued from time to time as may be found necessary.

**Petitioner's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **SUBDIVISION REVIEW / APPROVAL PROCESS**

### Hamilton County Plan Commission

1. Discussion between Plan Commission staff, developer and his engineer concerning proposed subdivision. (Sketch Plan of proposed subdivision required.)
2. Developer or engineer sends copies of proposed subdivision to Technical Advisory Committee Members three (3) weeks prior to a Technical Advisory Committee meeting.
3. Developer and engineer meet with members of the Plan Commission Technical Advisory Committee to discuss proposed subdivision.
4. Comments from the Technical Advisory Committee members are incorporated into the subdivision plans and supporting information.
5. The engineer or developer submits the subdivision application with 1 pdf & 12 copies of the primary plat and all required supporting information for planning staff review and one (1) revised copy of the plat and supporting information to each Technical Advisory Committee member. (Specific requirements are listed in the Subdivision Regulations, a copy of which may be purchased from the Plan Commission office.)
6. Once the planning staff has been assured that all Technical Advisory Committee members have received the revised plans, reviewed the plans, and have made a written report stating that all requirements of the Subdivision Regulations have been met, the staff shall assign a document number to the plat and set a public hearing date with the Plan Commission. All staff reports shall be made available to the petitioner and the Plan commission prior to the public meeting.
7. The Plan Commission reviews the proposed plat and supporting information, staff reports, Technical Advisory Committee reports, and makes any necessary comments.
8. At the Plan Commission meeting, the Plan Commission may approve the plat and supporting information as presented, or approve with certain conditions, or send the plat to the Technical Advisory Committee for another review or disapprove the plat for stated reasons.
9. If plat is approved with conditions, said conditions must be put in writing and signed by the petitioner and Plan Commission President after review by the Director and Plan Commission's legal counsel within 30 days of primary approval or the Commission's primary approval shall be considered null and void.
10. Petitioner prepares construction plans and the Secondary Plat and all required supporting information including covenants and Plan Commission approved conditions for planning staff review and submits copies to all Technical Advisory Committee members for their review and approval.
11. Within 30 days of receipt of the final plat, final construction plans approved from appropriate TAC Committee members, all performance bonds and required inspection agreement forms and all other construction plan information required, the Director shall

review and sign the secondary plat for recording.

**Specific Forms and Instructions for Plat Submission to the Real Property Department for transfer may be found at <https://www.hamiltoncounty.in.gov/366/Plats-Subdivisions>**

12. Once the plat is signed by the County Commissioners, it may then be recorded. Then the petitioner shall submit two (2) copies (one reproducible) of the recorded plat, covenants, and information to the Plan Commission staff for filing.

The secondary or final plat shall be approved within one year of primary approval of the plat by the Plan Commission or the primary plat is considered null and void and must be re-considered by the Plan Commission at a public hearing based on the most up-to-date requirements of all Hamilton County Ordinances, Resolutions and Codes.

**After Secondary plat is recorded.**

1. The person subdividing the property applies for Improvement Location Permit to start construction of subdivision. All required bonds and driveway permits must be approved by the appropriate authority and signed and dated copies submitted with the application for an Improvement Location Permit; an inspection agreement including fees for County road work shall also have been prepared, approved and signed by the County Commissioners. **No work** on the site shall be started until an Improvement Location Permit is approved by the office of the Hamilton County Plan Commission. Subdivision road inspection fees must be deposited with the Hamilton County Highway Department prior to final approval and issuance of an Improvement Location Permit by the office of the Hamilton County Plan Commission. The Improvement Location permit must be posted on the location site in a conspicuous site which can be seen from a public road right-of-way. No work within County Road right-of-way shall be started until a road cut permit is approved and the 72-hour pre-notice has been given to the Hamilton County Highway Department.
2. Planning staff approves the Improvement Location Permit.
3. Developer starts construction of subdivision after 72-hour notification to the office of the Hamilton County Plan Commission, the Hamilton County Highway Engineer and Surveyor.
4. Planning staff and other county departments or their representatives inspect progress of subdivision and installation of all public/private utility facilities per their requirements.

Builders may apply for up to three model homes per subdivision; no final inspection or certificate of occupancy will be issued until all public/private utility facilities are inspected and approved in writing by all appropriate agencies.

5. The person subdividing the property requests inspection of subdivision facilities by all appropriate agencies. All facilities must be in place, inspected, and approved. Bonds changed from construction to maintenance prior to final acceptance of all facilities.
6. Final or conditional Certificate of Completion is issued by the Office of the Hamilton County Plan Commission.

7. Builder may request additional building permits.
8. Inspections made on individual buildings.
9. Final inspection of building and individual lots.
10. Certificates of occupancy issued for individual homes.
11. Homeowner moves into the home.
12. Final inspection 60 - 90 days before expiration of maintenance bonds per requirements of appropriate agencies.



## **PROPOSED SUBDIVISION INFORMATION SHEET**

DESCRIBE BRIEFLY TYPE OF PROPOSED:

Internal Roads: \_\_\_\_\_

Drainage System: \_\_\_\_\_

Legal Drain Affected: \_\_\_\_\_

Water Supply: \_\_\_\_\_

Adjacent County Roads: \_\_\_\_\_ Condition: \_\_\_\_\_

Nearest Road Intersection: \_\_\_\_\_

Public Road (s) Access Point: \_\_\_\_\_

Miles of Roads in Subdivision: \_\_\_\_\_

Open Space Requirement: \_\_\_\_\_

Sanitary Sewer Facilities: \_\_\_\_\_

Any Identified Wetlands: \_\_\_\_\_

Must be Attached:

\_\_\_\_\_ Site Location Map

\_\_\_\_\_ Survey / Legal Description

\_\_\_\_\_ Subdivision lay-out / which meets all requirements of the  
Subdivision regulations and Zoning Ordinances.

\_\_\_\_\_ Sign off Review Sheet

\_\_\_\_\_ List of Adjacent Property owners two properties deep approved by title  
company.

# SIGN-OFF SHEET

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Preliminary Approval                      \_\_\_\_\_ Final Approval

## **APPROVALS NEEDED:**

\_\_\_\_\_ Auditor's Tax Map Office \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Hamilton County Engineer \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Hamilton County Surveyor \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Hamilton County Health Department \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Hamilton County Sheriff \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Hamilton County Soil and Water Conservation District \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Responsible Fire Service Agency \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Indiana Department of Natural Resources \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Indiana Board of Health \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Indiana Department of Environmental Management \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Hamilton County Plan Commission \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL FORM FOR STREET NAMES AND SUBDIVISION NAMES  
WITHIN HAMILTON COUNTY**

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

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

Street Names:

Approved / Disapproved

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Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Transfer and Mapping Department  
Hamilton County Auditor's Office  
First floor SW corner of  
Historic Courthouse  
Noblesville, IN 46060  
Fax No. (317) 776-9682

By: \_\_\_\_\_

E-911 Director  
18100 Cumberland Road  
Noblesville, Indiana 46060  
Fax No. (317) 770-3384