



HAMILTON COUNTY PLAN COMMISSION

MINOR 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

**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: _____

Open Space Requirement: _____

Sanitary Sewer Facilities: _____

Any Identified Wetlands: _____

**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 and the one to the North Reporter goes to: 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

* 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

Hamilton County Highway Department - Mr. David Lucas, 1700 South 10th Street, Noblesville, IN 46060. (317) 773-7770. Or email 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

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

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. If requested by the Director, 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 and secondary plats, 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 Unified Development Ordinance, a copy of which may be downloaded at: <https://www.hamiltoncounty.in.gov/818/Plan-Commission>
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 docket 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 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, 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.

After Secondary plat is recorded.

1. The person subdividing the property applies for Improvement Location Permit to start construction. 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. 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. Planning staff and other county departments or their representatives inspect progress of subdivision and installation of all public/private utility facilities per their requirements.
4. 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.
5. Final or conditional Certificate of Completion is issued by the Office of the Hamilton County Plan Commission.
6. Builder may request building permits.
7. Inspections made on individual buildings.
8. Final inspection of building and individual lots.
9. Certificates of occupancy issued for individual homes.
10. Homeowner moves into the home.