

**INSTRUCTIONS**  
**for**  
**HAMILTON COUNTY SUBDIVISION REVIEW SHEET**

Subdivision Review Sheets must be submitted to the following offices for review and sign-off before final approval by the Hamilton County Board of Commissioners:

Real Property Tax Department	317-776-9737	Historic Courthouse, First Floor
Surveyor	317-776-8495	Judicial Center, Suite 188
Highway Engineer	317-773-7770	1700 S. 10th Street, Noblesville
Highway Director	317-773-7770	1700 S. 10th Street, Noblesville
Environmental Health Specialist	317-776-8500	18100 Foundation Drive, Suite A, Noblesville
Attorney	317-776-8455	Judicial Center, Suite 306
Assessor	317-776-9617	Historic Courthouse, Second Floor
Public Safety Communications	317-773-1872	18100 Cumberland Road

Requests to place the plat on the meeting agenda are emailed to:

[commissioner.agenda@hamiltoncounty.in.gov](mailto:commissioner.agenda@hamiltoncounty.in.gov) or call the Auditor's office at 317-776-8462. Review sheets do not need to be completed to be placed on the meeting agenda but must be submitted by the agenda deadline or the plat will be removed from the agenda without notice.

Subdivision Review Sheets may be copied and one signature per sheet is acceptable. Plans must be submitted to the approving offices at least ten (10) days prior to the next Commissioner's meeting.

All review sheet signatures, with the exception of the Auditor, must be submitted to the Auditor's office by **noon on the Wednesday prior to the Board of Commissioners meeting** or the plat will be removed from the meeting agenda without notice. **It is the applicant's responsibility to see that all review sheets are delivered to the Auditor's office by the deadline.**

The applicant must deliver the original Mylar to the Hamilton County Highway Department by noon on the Wednesday prior to the Board of Commissioner's meeting. A representative of the highway department will present the Mylar for approval and Commissioner's signature at the meeting. The applicant's attendance at the meeting is optional.

The signed original plat must be picked up in the Hamilton County Auditor's office (Historic Courthouse, Lower Level) within 14 days following the Commissioner's meeting. The plat will not be released until the \$100.00 filing fee is paid.

Please make the check payable to the: **Hamilton County Treasurer.**

# Hamilton County Subdivision Review Sheet

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

The officers listed below must review plans prior to submitting the subdivision plat to the Hamilton County Commissioners for consideration. Plans must be submitted to said officers at least ten (10) days prior to the next Commissioner's meeting. All review sheet signatures, with the exception of the Auditor, must be submitted to the Auditor's Office by Wednesday at noon on the week prior to the Commissioner's meeting or the plat will be removed from the Commissioner's agenda without notice. Submission to the Auditor by fax is acceptable.

The signature of the Plan Director or Plan Commission President must be obtained prior to the Commissioners' approval when the subdivision is within a planning jurisdiction. The subdivider is responsible to insure compliance with all laws, rules and regulations. The review and/or recommendations of Hamilton County officials are not to be considered warranties or guarantees of compliance.

The owner(s) of the real estate sought to be planned is \_\_\_\_\_  
according to my records. I have approved said plat per I.C. Code 36-7-4-700.

Dated: \_\_\_\_\_ **Real Property Tax Department:** \_\_\_\_\_

I have reviewed the subdivision plat and construction documents submitted and recommend **(approval/disapproval)**. The following bonds have been submitted.

_____	\$ _____
_____	\$ _____
_____	\$ _____

Dated: \_\_\_\_\_ **Hamilton County Surveyor:** \_\_\_\_\_

I have reviewed the subdivision plat and construction documents submitted and recommend **(approval/disapproval)**. Subject to posting the following bonds.

_____	\$ _____
_____	\$ _____
_____	\$ _____

Dated: \_\_\_\_\_ **Hamilton County Highway Engineer:** \_\_\_\_\_

I have reviewed the subdivision plat and construction documents submitted and recommend **(approval/disapproval)**.

Dated: \_\_\_\_\_ **Hamilton County Highway Director:** \_\_\_\_\_

I have reviewed the subdivision plat and construction documents submitted and recommend **(approval/disapproval)**. Approval does not waive the permit process as well as the analysis of each lot and any other requirements by the Health Department for on-site sewage disposal systems.

Dated: \_\_\_\_\_ **Hamilton County Environmental Health Specialist:** \_\_\_\_\_

I have reviewed the subdivision plat and construction documents submitted and recommend **(approval/disapproval)**.

Dated: \_\_\_\_\_ **Hamilton County Attorney:** \_\_\_\_\_

I have received a Cost Schedule for each Lot and Common Area.

Dated: \_\_\_\_\_ **Hamilton County Assessor:** \_\_\_\_\_

I have reviewed the subdivision name and street names submitted and recommend **(approval/disapproval)**.

Dated: \_\_\_\_\_ **Hamilton County Public Safety Communications:** \_\_\_\_\_

The application initial filing fee of \$100.00 per plat submission was received on: \_\_\_\_\_

Company Name: \_\_\_\_\_

Check Number: \_\_\_\_\_

Dated: \_\_\_\_\_ **Hamilton County Auditor:** \_\_\_\_\_