

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	776-9737	Historic Courthouse, First Floor
Surveyor	776-8495	Judicial Center, Suite 188
Highway Engineer	773-7770	1700 S. 10th Street, Noblesville
Highway Director	773-7770	1700 S. 10th Street, Noblesville
Environmental Health Specialist	776-8500	18100 Foundation Drive, Suite A, Noblesville
Attorney	773-4212	694 Logan Street, Noblesville
Assessor	776-9617	Historic Courthouse, Second Floor
Public Safety Communications	776-4401	gis911@hamiltoncounty.in.gov

Contact the Auditor's office, 776-8462, to have the plat approval placed on the Board of Commissioner's meeting agenda. 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. Submission to the Auditor by fax (776-8454) is acceptable. **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:** _____