

SIMPLE SUBDIVISION APPLICATION PACKAGE



Shelby County Plan Commission
25 West Polk Street, Room 201
Shelbyville, IN 46176
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Planning Director

SIMPLE SUBDIVISION APPLICATION PACKAGE

GENERAL PROCEDURE

The following is a brief overview of the Simple Subdivision platting process. The complete details of the process are provided in the Shelby County Unified Development Ordinance. The general procedures for Simple Subdivisions are as follows:

SKETCH PLAN REVIEW

(Sketch Plan Review is recommended but not required for Simple Subdivisions.)

1. Application: A complete Simple Subdivision Sketch Plan application and required documents are to be submitted to the Plan Commission Director.
2. Review & Comments: The Plan Commission Director will provide comments on the proposed subdivision and will advise the applicant (1) what subdivision to file under in the Unified Development Ordinances, (2) to contact any other officials or agencies that must approve certain aspects of the subdivision, and (3) of the procedure, schedule, and standards that will apply to the subdivision.

PRIMARY PLAT REVIEW

1. Application: A complete Simple Subdivision Primary Plat application, including required documents and fees, is to be submitted to the Plan Commission Director.
2. Docketing: The Plan Commission Director will place the application on the Plan Commission docket for a hearing after the receipt of the application.
3. Plat Review: The Site Plan Committee will review applications placed on its agenda and either forward them to the Plan Commission or recommend changes and re-submittal. If re-submittal is required, no additional filing fees will be charged, and the Plan Commission Director may assign a new Plan Commission hearing date.
4. Public Notice: Notice of Public Hearing must be given in accordance with the Unified Development Ordinance (see procedure below)
5. Plan Commission Hearing: The Plan Commission will hold a public hearing on the application, in which they shall consider the application materials, a report from the Plan Commission Director, and testimony from the applicant and any interested parties. The Plan Commission will then make a determination on the Primary Plat. The Plan Commission may approve the plat, approved the plat with stipulations, or deny the plat. The applicant should be present at the meeting to present the project and to answer any questions.
6. Determination: If the Primary Plat is approved, the petitioner may proceed with the Final Plat Review process. The Primary Plat approval will expire 2 years from the date of approval if no application has been made for Final Plat approval. At the discretion of the Planning Director, minor amendments to the plat after the determination can be administratively approved.

REQUEST FOR WAIVER PROCEDURE

If the Primary Plat does not comply with one or more of the subdivision regulations identified in the Unified Development Ordinance, then the applicant must request a waiver of the requirement(s) from the Plan Commission. The applicant may decide if they would like the Plan Commission to hear the waiver request at the same time as the Primary Plat, or at a meeting prior to the Primary Plat. If heard at a meeting prior to the primary plat, the applicant does not have to submit a plat drawn by a professional surveyor until after approval of the waiver, therefore saving surveyor fees if the Plan Commission chooses to deny the waiver. Applicants who choose for the Plan Commission to hear the waiver prior to the Primary Plat should refer to the Waiver Application Packet. Applicants who choose for the Plan Commission to hear the waiver at the same time as the Primary Plat should complete the Waiver Findings of Fact included in this application packet. There are no additional fees for waivers heard at the same time as the Primary Plat.

FINAL PLAT REVIEW

1. Application: A complete Simple Subdivision Construction Plan/Final Plat application, including required documents and fees, is to be submitted to the Plan Commission Director.
2. Director Review: The Plan Commission Director will review the Final Plat application materials for consistency with the Primary Plat and to verify that any modifications required by the Plan Commission have been made.
3. Plan Commission Signing: After verification by the Plan Commission Director, the Plan Commission Director will have the Plan Commission President and Secretary sign the final plat.
4. Recording: It is the responsibility of the applicant to file the approved and signed Final Plat with the Shelby County Recorder within 30 days of the date of signature by the Plan Commission President and Secretary.
5. Recorded Copy: The applicant is required to submit a copy of the recorded Final Plat to the Plan Commission Director for the records of the Plan Commission.

PUBLIC HEARING NOTIFICATION PROCEDURE

Notice of Public Hearing for the Board of Zoning Appeals is to be completed as set forth in Shelby County Zoning Ordinance. The procedures related to public hearings notification contained in this Petition Packet are provided for convenience purposes only.

1. Notice: The Plan Commission Director will prepare legal notice and notice to interested parties of the petition within three business days of submittal of the application. The applicant may request to receive the notice by email or may obtain the notice at the plan commission office during regular business hours.
2. Notice to Interested Parties: The applicant is responsible for distributing written notice of the petition to all owners of property within 600 feet of the boundaries of the subject property. The Plan Commission Director will provide the applicant with the mailing addresses of all property owners required to receive notice. The applicant is responsible for providing the notice mailed to each property owner, envelopes, and postage.
3. Notification Certification: The addressed and stamped envelopes to be provided to each property owner and the signed and notarized Affidavit of Notice (the Plan Commission office can act as a notary) shall be provided to the Plan Commission Director at least 10 days prior to the hearing (not including the date of the hearing).

Simple Subdivision – Plat Requirements

At a minimum, the plat must include the following items:

- ☐ North arrow. 9.14(D)(2)(b)(i)
- ☐ Graphic scale. 9.14(D)(2)(b)(ii)
- ☐ Address of overall property as assigned by the 911 coordinator or approximate address if an address has not been assigned. 9.14(D)(2)(b)(iii)
- ☐ Proposed name of the subdivision (shall not duplicate or closely resemble the name of any other subdivision in the city or county). 9.14(D)(2)(b)(iv) & 7.10(D)
- ☐ Area map insert showing the general location of the site referenced to major streets. 9.14(D)(2)(b)(v)
- ☐ Legal description of the site. 9.14(D)(2)(b)(vi)
- ☐ Boundary lines of the site including all dimensions of the site. 9.14(D)(2)(b)(vii)
- ☐ Names, centerlines, and proposed right-of-way widths of all adjoining streets. 9.14(D)(2)(b)(vii) & 7.25(A)
 - ☐ Local Roads (most common) – 35-foot half ROW
 - ☐ Collector – 45-foot half ROW
 - ☐ Secondary/Rural Arterial – 50-foot half ROW
 - ☐ Primary/Urban Arterial – 65-foot half ROW
 - *contact the Planning Director if road classification unknown
- ☐ Identification and width of all existing and proposed utility easements, including, but not limited to sanitary sewer components, water components, storm water components, electric, gas, telephone, and cable. 9.14(D)(2)(b)(vii) & 9.14(D)(2)(e)(ii)
- ☐ Identification and width of any drainage easements.
 - Drainage facilities shared by more than one lot or that outlet shall have a minimum easement width of twenty (20) feet (ten (10) feet per side from the centerline) or minimum of two (2) feet beyond the top of bank, whichever results in a larger easement.
 - The easement shall allow access by the lot owners, County Surveyor, and County Drainage Board for the purpose of widening, deepening, sloping,

improving, maintaining, replacing tile, or protecting said drainage swale or subsurface tile. 9.14(D)(2)(b)(vii) & 7.11(A)(2)

- ☐ Layout, number, dimension, area, building setback lines on all lots. 9.14(D)(2)(b)(ix), 2.12, & 11.02(setback)
 - Minimum lot area – 2 acres
 - Minimum road frontage – 160 feet (lot must be at least 160 feet wide between the ROW and front setback line)
 - Front yard setback – 50 feet (measured from the proposed ROW line)
 - Side yard setback – 30 feet primary structure; 10 feet accessory structures
 - Rear yard setback – 30 feet primary structure; 10 feet accessory structures
- ☐ Location and dimensions of any existing structures. 9.14(D)(2)(b)(x)
- ☐ Location of all floodway, floodway fringe areas, and wetlands within the boundaries of the site. Any plat containing lands identified to be within a Special Flood Hazard Area (SFHA) shall delineate the 100-year elevation. 9.14(D)(2)(b)(xi) & 7.14(B)
- ☐ Stamp of a registered professional engineer or licensed surveyor. 9.14(D)(2)(b)(xv)
- ☐ Verification of Water Utility Approval if located partially or fully within a Wellhead Protection District.
- ☐ Names of legal ditches and streams in or adjacent to the site. 9.14(D)(2)(e)(iii)
- ☐ Contours sufficient to illustrate storm water runoff. 9.14(D)(2)(e)(v)
- ☐ Notes on Required Landscaping. 9.14(D)(2)(h)
 - If no trees currently on lot: Five deciduous trees with at least 1 ¾ - inch DBH at the time of planting shall be planted on the property prior to occupation of the residence. 5.45
 - If trees exist on lot: At least three deciduous trees with a caliper measurement of over 4-in shall be preserved on the lot. 5.43(E)(2)
- ☐ Restrictive Covenants if applicable. 9.14(D)(2)(i)
- ☐ Precise location of all installed monumentation (may be completed after Plan Commission Primary Plat approval). 9.15(D)(2)(a)

Additional Items Required

Per Section 9.14(D)(2)(b)(xvi) of the Shelby County Unified Development Ordinance the Plan Commission or Planning Director may request in writing any other information necessary to support a thorough review of the project. At a minimum the Planning Director will require that all plats include the following items:

- ☐ Citation of any variance, rezoning, waiver, or any other land use approval applicable to the property.
- ☐ FIRM number.
- ☐ All required items should be included on the plat, however in circumstances where inclusion of these items may affect the readability/clarity of the plat the Planning Director may approve inclusion of these items on a separate site/utility plan.

General Lot Standards - Every lot shall meet the minimum following standards.

1. Parent tract must not be part of a previous subdivision within five years prior to the date of recoding of a previous plat, survey, or deed splitting the property. 9.14(B)(2)
2. Parent tract must be at least 6-acres. 6.01
3. Parent tract must be zoned or proposed to be zoned RE. 6.01
4. Maximum of three (3) lots, including the remainder tract. 6.01
5. The subdivision cannot include any internal public streets, public improvements, or common area. 6.01
6. Residential lots shall have side lot lines that are within fifteen degrees (15°) of a right angle to the street and right-of-way. 7.15
7. Residential lots abutting a watercourse, drainage way, channel, or stream shall be twenty five percent (25%) larger than the minimum lot area indicated for the zoning district. This space shall be allocated on the side of the property that abuts the water feature as a “no-disturb” zone. 7.15
8. At intersections of streets the property line corners shall be rounded by arcs of at least twenty-five (25) feet in radius or by chords of such arcs. 7.15

SIMPLE SUBDIVISION FINAL PLAT & CONSTRUCTION PLAN APPLICATION

Shelby County Plan Commission
25 West Polk Street, Room 201
Shelbyville, IN 46176
P: 317.392.6338 F: 317.421.8365

For Office Use Only

Case #: _____
Hearing Date: _____
Fees: _____

Approved _____ Denied _____

1. Applicant/Property Owner

Applicant:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
E-mail Address: _____

*please indicate preferred method of contact

Owner:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

2. Applicant's Attorney/Contact Person and Project Designer (if any):

Attorney/Contact Person:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

*please indicate preferred method of contact

Project Designer:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

3. Project Information:

Address/Location of Property: _____

Proposed Name of Subdivision: _____
Area in Acres: _____

Current Zoning: _____

Proposed Use: _____

Proposed Number of Lots: _____

4. Attachments:

Please see checklist for detailed information about the required attachments.

- | | |
|---|--|
| <input type="checkbox"/> Application | <input type="checkbox"/> Supporting Information per the Shelby County UDO section 9.15 (D) (2) |
| <input type="checkbox"/> Filing Fee | <input type="checkbox"/> Affidavit and consent of property owner (in the property owner is someone other than the applicant) |
| <input type="checkbox"/> Deed | |
| <input type="checkbox"/> Final Plat (2 paper copies & 1 digital copy) | |
| <input type="checkbox"/> Recorded Plat (to be submitted after approval of the Final Plat) | |

The undersigned states the above information is true and correct as (s)he is informed and believes.

Signature of Applicant: _____ Date: _____

State of Indiana)
County of Shelby) SS:

Subscribed and sworn to before me this _____ day of _____, _____.

_____/_____
Notary Public - Signed Printed

Residing in _____ County My Commission expires _____

SIMPLE SUBDIVISION PRIMARY PLAT APPLICATION

Shelby County Plan Commission
25 West Polk Street, Room 201
Shelbyville, IN 46176
P: 317.392.6338 F: 317.421.8365

For Office Use Only

Case #: _____
Hearing Date: _____
Fees: _____

Approved _____ Denied _____

1. Applicant/Property Owner

Applicant:

Name: _____
Address: _____
Phone Number: _____
Fax Number: _____
E-mail Address: _____

*please indicate preferred method of contact

Owner:

Name: _____
Address: _____
Phone Number: _____
Fax Number: _____

2. Applicant's Attorney/Contact Person and Project Designer (if any):

Attorney/Contact Person:

Name: _____
Address: _____
Phone Number: _____
Fax Number: _____

*please indicate preferred method of contact

Project Designer:

Name: _____
Address: _____
Phone Number: _____
Fax Number: _____

3. Project Information:

Address/Location of Property: _____
Proposed Name of Subdivision: _____
Area in Acres: _____

Current Zoning: _____
Proposed Use: _____
Proposed Number of Lots: _____

4. Waivers:

Are any waivers to the requirements, standards or specifications of the Unified Development Ordinance being requested?

___ No ___ Yes (specify request and Section Number): _____

5. Attachments:

Please see checklist for detailed information about the required attachments.

- | | |
|---|--|
| <input type="checkbox"/> Application | <input type="checkbox"/> Supporting Information per the Shelby County UDO section 9.14 (D) (2) (when applicable) |
| <input type="checkbox"/> Filing Fee | <input type="checkbox"/> Affidavit and consent of property owner (in the property owner is someone other than the applicant) |
| <input type="checkbox"/> Deed | |
| <input type="checkbox"/> Preliminary Plat (2 paper copies & 1 digital copy) | |

The undersigned states the above information is true and correct as (s)he is informed and believes.

Signature of Applicant: _____ Date: _____

State of Indiana)
County of Shelby) SS:

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public - Signed / Printed

Residing in _____ County My Commission expires _____

Residing in _____ County My Commission expires _____

My Commission expires _____