



Floyd County
Department of Building & Development Services
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New Albany, IN 47150
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Application for Primary Approval of a Subdivision

Please Note:

This Application is a document of public record. Any information disclosed on this Application is available for review by the public. Incomplete Applications will not be accepted. Pre-submission meeting with Building and Development Staff are strongly encouraged. Please contact the office at 812-981-7611 to schedule a meeting.

1. General Information:

Subdivision Name:	
Applicant Address:	
Applicant Phone:	
Applicant Email:	
Applicant Address:	

Applicant's Interest in Property:

Owner Option Holder Purchase Agreement Legal Representative Other

Owner(s) of Property: (complete this section if *owner* is different than applicant)

Owner Name:	
Owner Address:	
Owner Phone:	
Owner Email:	

Consultant Contact Information:

Consultant Name:	
Consultant Address:	
Consultant Phone Number:	
Consultant Email:	

Applicant's Representative:

Representative Name:	
Representative Address:	
Representative Phone:	
Representative Email:	

2. Site Information:

Parcel ID Number:	
Address of Property/Location:	
Current Use of Property:	
Current Zoning District:	

Subdivision Type:

Administrative Major Conservation

Total Acreage of Subdivision:	
Number of Lots:	
Sanitary Sewer or Septic:	

3. Required Documents:

Required Documents for an **Administrative Subdivision:**

- Plat detailing proposed lot, street, and easement layout meeting all requirements of the Subdivision Control Ordinance
- Deed
- Affidavit of Ownership (if applicable)
- Approval letter from each utility/public service provider (fire, water, electric, sewer, etc.) If on septic, include Health Department Approvals for each lot.
- **\$350.00 Filing fee**

Required Documents for a **Major Subdivision:**

- Plat detailing proposed lot. Street, and easement layout meeting all requirements of the Subdivision Control Ordinance
- Deed
- Affidavit of Ownership (if applicable)
- Approval letter from each utility/public service provider (fire, water, electric, sewer, etc.) If on septic, include Health Department Approvals for each lot.
- Proof of permit obtainment or permit application from INDOT, IDNR, ACOE, IDEM, or any other responsible permitting body (if applicable)
- Site plan detailing topography, wetlands, flood hazard areas, steep slopes (those exceeding 16%), and soils
- Preliminary drainage plan detailing proposed storm water infrastructure
- Traffic study (if applicable)
- Geotechnical Report (if applicable)
- **Filing fee (\$350.00 plus \$12 per lot)**

Required Documents for a **Conservation Subdivision**:

Please note: the below are required in addition to the above major subdivision requirements

Pre-Application:

- Application (Including Conservation Worksheet)
- Conceptual Site Plan on most current aerial map and a topographic map scaled 1"=100'. Each map shall illustrate the following:
 - Conceptual Open Space areas (Hatched areas)
 - Conceptual roadways
 - Conceptual lot layout
 - Conceptual drainage facilities
 - Conceptual public recreational space
- Utility and Service Providers listed
- Adjoining Property Owner list (one (1) property deep)
- Vesting Deed or Affidavit from Owner
- Driving Directions to Site

Final-Application:

- Application (Including Conservation Worksheet)
- Proposed Plat on most current aerial map scaled 1"=100'. Plat shall illustrate the following:
 - Conceptual Open Space areas (Hatched areas)
 - Conceptual roadways
 - Conceptual lot layout
 - Conceptual drainage facilities
 - Conceptual recreational facilities
- Technical Review Committee Report
- Plat Review Committee Report
- Traffic Study
- Drainage Report
- Utility and Service Providers letters (including additional sanitary sewer documentation)
- Adjoining Property Owners list (Two (2) property deep)
- Draft Restrictions and Covenants
- Vesting Deed or Affidavit from Owner
- Driving Directions to Site
- Any Supporting Documentation
- Any Proposed Written Commitments
- Open Space Acceptance Documentation

4. Signature:

The undersigned states that the above information is true and correct.

Name: _____

Signature: _____

Date: _____

SUBSCRIBED AND SWORN BEFORE ME

THIS ___ DAY OF _____, 20__.

NOTARY PUBLIC COUNTY OF _____

MY COMMISSION EXPIRES _____

