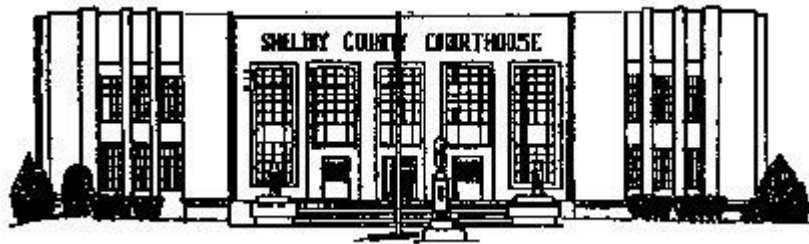


# SIMPLE SUBDIVISION APPLICATION PACKAGE



Shelby County Plan Commission  
25 West Polk Street, Room 201  
Shelbyville, IN 46176  
Phone: 317.392.6338  
Fax: 317.421.8365  
[dcalderella@co.shelby.in.us](mailto:dcalderella@co.shelby.in.us)

Desiree Calderella, AICP  
Planning Director

# SIMPLE SUBDIVISION APPLICATION PACKAGE

## GENERAL PROCEDURE

The procedures related to public hearings contained in this Petition Packet are provided for convenience purposes only. Adopted procedures can be found in the most recent Shelby County Plan Commission Bylaws and Rules of Procedure.

### 1. SUBMITTAL OF REQUIRED MATERIALS

1. Application
2. Filing Fee
3. Affidavit and consent of property owner (if the property owner is someone other than the applicant)
4. A copy of the deed for the property involved
5. Sketch Plan including dimension and area of each lot included in the subdivision.
6. Preliminary Plat (the Preliminary Plat may be submitted after application, however, must be submitted at least ten (10) days prior to the public hearing).

### 2. SITE VISIT

The Planning Director will conduct a property inspection at least one week prior to the hearing. The applicant does not have to be present for the inspection unless requested by the Planning Director.

### 3. PUBLIC HEARING NOTIFICATION PROCEDURE

- a. Notice: The Planning 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.
- b. Legal Notice: The Planning Director will post the legal advertisement in the newspaper.
- c. Notice to Interested Parties: The applicant is responsible for distributing written notice of the petition to all owners of property within 660 feet of the boundaries of the subject property. The Plan Planning 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.
- d. Notification Certification: The addressed and stamped envelopes to be provided to each property owner and the signed and notarized Affidavit of Notice list (the Plan Commission office can act as a notary) shall be provided to the Planning Director at least 10 days prior to the hearing (not including the date of the hearing).
- e. On-Site Public Notice Sign: The applicant is responsible for posting a public notice sign(s) on the subject property at least ten (10) days prior to the public hearing (not including the date of the hearing). The Planning Director will provide the applicant with a public notice sign for each street frontage along the subject property. The sign(s) shall be visible from the public roadway and shall remain posted until resolution of the petition. The applicant must return the sign(s) to the Planning Director upon resolution of the petition.

### 4. PRELIMINARY PLAT REVIEW

The Planning Director will review the preliminary plat for compliance with the provisions of the Unified Development Ordinance (see Simple Subdivision Plat Requirements on page 4) and provide a list of any required plat revisions to the applicant. If the proposed subdivision does not comply with one or more provisions of the Unified Development Ordinance, then the applicant must request a waiver of the requirement(s) from the Plan Commission. The applicant must submit a completed revised plat at least seven (7) days prior to the public hearing.

5. **PUBLIC HEARING BEFORE THE PLAN COMMISSION**

The applicant must be present at the public hearing to present the request to the Plan Commission and to address any questions. The Board will review the request and generally issue a final decision at the public hearing.

6. **FINAL PLAT**

- a. Mylar: The applicant is responsible for providing a mylar copy of the approved preliminary plat to the Planning Director that is certified by a registered surveyor, signed by the property owner(s), and incorporates any remaining revisions requested by the Planning Director and/or Plan Commission
- b. Signatures: The Planning Director will obtain plat signatures from the President and Secretary of the Plan Commission.
- c. Recording: It is the responsibility of the applicant to file the approved and signed mylar final plat with the Shelby County Recorder within 30 days of the date of signature by the Plan Commission President and Secretary.
- d. Recorded Copy: The applicant is required to submit a copy of the recorded Final Plat to the Planning Director.

# **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) – 25-foot half ROW
- Local Subdivision Rd – 30-foot half ROW
- Collector/Arterial – 50-foot half ROW
- Other Principal Arterial – 65-foot half ROW
- State Roads – as determined by INDOT
  - \*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

<i>For Office Use Only</i>	
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

<i>For Office Use Only</i>	
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.

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

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 \_\_\_\_\_





**AFFIDAVIT OF NOTICE TO INTERESTED PARTIES  
PUBLIC HEARING OF THE SHELBY COUNTY PLAN COMMISSION**

STATE OF INDIANA )  
COUNTY OF SHELBY ) SS:

I, \_\_\_\_\_, DO HEREBY CERTIFY THAT NOTICE TO INTERESTED  
(Name of person mailing letters)  
PARTIES OF THE PUBLIC HEARING BY THE SHELBY COUNTY PLAN COMMISSION, to consider the application  
of: \_\_\_\_\_.  
(Name of person on application)

Requesting: \_\_\_\_\_  
\_\_\_\_\_

For Property Located at: \_\_\_\_\_

Was sent to the following owners and addresses as listed in the Plat Books of the Shelby County Auditor's Office (attach additional sheets if necessary):

<u>OWNERS</u>	<u>ADDRESS</u>
_____	_____, _____
_____	_____, _____
_____	_____, _____
_____	_____, _____
_____	_____, _____
_____	_____, _____
_____	_____, _____
_____	_____, _____

And that said notices were sent on or before the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, being at least ten (10) days prior to the date of the Public Hearing.

I further certify that the required public notice sign(s) was posted in a place visible from the public roadway on the subject property on or before the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, being at least ten (10) days prior to the date of the Public Hearing and will remain on the property until resolution of the petition.

\_\_\_\_\_  
(Name of person mailing the letters and placing sign)

State of Indiana )  
County of Shelby ) SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_/\_\_\_\_\_  
Notary Public Printed

Residing in \_\_\_\_\_ County My Commission expires \_\_\_\_\_