

SUBDIVISION APPLICATION INFORMATION

PROCEDURE

A. Pre-Filing

Prior to applying, the petitioner shall meet with the Planning Administrator to review information about the site, the regulatory Ordinances and materials, and the procedures for the correct type of subdivision application. The Planning Administrator will assist and advise the petitioner in preparing the application and supportive documents as necessary.

B. Filing

Submit a filled out application, application packet and payment to the Clerk of Town of Thorntown. Also, email the application packet to planning@thorntown.in.gov. When emailing the packet, please send scanned files of the documents that are signed and notarized. A list of required documents can be found in this document under the "Required Documents at Filing" section.

C. Review

The Planning Administrator will review the application and communicate with the applicant regarding the completeness of the application, revisions, the date of the public hearing (if applicable) and any other matters related to the submittal.

TAC Review. If the Planning Administrator or Plan Commission finds a need for a TAC review, the Planning Administrator will notify the applicant about it. TAC review would need to happen before the public hearing to allow sufficient time for the applicant to revise the submittal per TAC comments before the public hearing.

D. Public Hearing Notice (for Primary Plat and some Plat Amendment applications)

Newspaper Notice

Once the Planning Administrator sets a public hearing date, (s)he will create and send a notice for publishing in the Lebanon Reporter. Applicant's contact information will be provided to the newspaper, so that the latter can contact the applicant regarding the payment. The applicant is responsible for the payment of the published notice.

Mailed Notice

Once the Planning Administrator sets a public hearing date, (s)he will provide a notice template for the applicant to fill out and mail to the adjoining property owners. The applicant is responsible for mailing the notice at least 15 days prior to the public hearing date via Certificate of Mailing. The applicant shall obtain a list of names and last known addresses of the property owners of property adjacent to the subject property to a depth of two properties or 660 feet, whichever is less, of the subject tract(s). This list shall be obtained from the Boone County Auditor's Office.

E. Public Hearing (for Primary Plat and some Plat Amendment applications)

Plan Commission shall review the submittal at a public hearing meeting and make a decision whether to approve/approve with conditions/deny the application.

F. Post-Approval Notice (for Minor Subdivisions)

Upon Plan Commission's approval of a Minor Subdivision Plat, the Planning Administrator shall send a notice to the interested parties about their decision within 10 days of making such decision. The applicant shall bare the cost of the published notice in the newspaper and the mailed notice. The Plan Administrator shall wait for a period of appeal window time prescribed in IC 36-7-4-708 before releasing the plat to the applicant for recording purposes.

G. Recording

Once the plat is approved, signed, and certified by the Plan Commission, the applicant shall record the plat at Boone County's Recorder's Office. The applicant is responsible for the cost of recording the plat. A copy of the recorded plat shall be provided to the Plan Administrator as a proof of recording to allow all further permitting steps.

REQUIRED DOCUMENTS AT FILING

Submit a complete application packet that includes the following:

- Application.** Completely filled out application including the pages with notarized signatures of the applicant.
- Property Owner Consent.** If the applicant is different than the owner of the property, then a property owner's consent is required found on page 4 of the application form. If there is a different legal instrument that shows property owners' consent for the applicant to act on behalf of every property owner at various application stages of the project, it may serve in lieu of the "Owner Affidavit" page.
- Legal description of the property.** If the project site includes several parcels, the legal description of every parcel shall be included.
- Copy of the Deed.** A copy of the latest recorded deed for every parcel within the project shall be provided.
- Filing fee payment.** The payment can be provided in cash or by check payable to "Town of Thorntown". The fees are the following:
 - Primary plat: \$800 +\$25/lot
 - Secondary Plat: \$500 +\$25/lot
 - Minor Subdivision Plat: \$500 +\$25/lot
 - Plat Vacation: \$400
 - Plat Amendment: \$400 + \$25/lot
 - Subdivision standard waiver: \$50 / waiver
- Plat.** The primary plat shall include the following information:
 - a. The proposed name of the subdivision;
 - b. Names and addresses of the owner, subdivider, and consulting engineer, land surveyor, or planning firm who prepared the plan;
 - c. Legend and notes including the scale, north point, and date;
 - d. Tract boundary lines showing dimensions, bearings, angles, and references to section, township, and range lines or corners;
 - e. Existing zoning of the tract and all contiguous tracts surrounding the proposed subdivision;
 - f. All section and municipal corporate boundaries lying within or contiguous to the tract;
 - g. Topographic contours at vertical intervals of one foot if the general slope of the tract is less than 5%, or intervals of two feet if the slope is in excess of 5%. Such contours shall be references to mean sea level elevations;
 - h. Layout of lots, showing dimensions and numbers;
 - i. Building setback lines showing dimensions throughout the subdivision;
 - j. Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds, or other public, semi-public or community purposes;

- k. Streets and rights-of-way on and adjoining the site of the proposed subdivision, showing the names, roadway widths, approximate gradients, types and widths of pavements, curbs, and sidewalks;
- l. Existing and proposed easements including the location, width, and purpose of such easements;
- m. Location, size, and capacity of any public sewer and/or water facilities, if such facilities are available;
- n. Ground water levels stated in inches below ground surface and given at points of lowest ground elevation on the tract;
- o. A description of the surface drainage system to an approved outlet, including data showing that such outlet is adequate to accommodate the drainage requirements of the finished subdivision. Arrows designating the general drainage of all streets and lots shall be included; and
- p. If the preliminary plat is to be divided into sections or phases of development, the boundaries and numbers of such sections shall be shown.
- q. The plat shall include a *location map* showing the following:
 - Location of proposed subdivision;
 - Existing subdivisions and parcels of land adjacent to the proposed subdivision;
 - Existing schools, parks, playgrounds, or other similar facilities that will serve the proposed subdivision;
 - All public thoroughfares up to and including primary thoroughfares established by this chapter, that will serve the proposed subdivision; and
 - The location of any streets and alleys in the proposed subdivision showing the relationship of the streets to any existing or proposed streets in contiguous subdivisions or undeveloped property to produce the most advantageous development of the entire neighborhood.

The secondary plat, drawn on a sheet 18 inches by 24 inches in size, shall include the following information:

- a. Accurate boundary lines, with dimensions and angles, which provide a survey of the tract, closing with an error of not more than one foot in 5,000 feet;
- b. Accurate distances and directions to the nearest official monument. Reference corners shall be accurately described on the plan;
- c. Accurate locations of all existing and recorded streets intersecting the boundaries of the tract;
- d. Accurate metes and bounds description of the tract boundary;
- e. Source of title of the applicant to the land as shown by the last entry in the books of the County Recorder;
- f. Street names;
- g. Complete curve notes for all curves included in the plat;

- h. Street lines with accurate dimensions in feet and hundredths of feet with angles to street, alley, and lot lines;
- i. Lot numbers and dimensions;
- j. Accurate locations of easements for utilities and notations of the purpose of easements;
- k. Accurate dimensions for any property to be dedicated or reserved for public, semi-public, or community use;
- l. Building lines and dimensions throughout the subdivision;
- m. Location, type, material, and size of all monuments;
- n. Plans and specifications for the improvements required in this section;
- o. Restrictions of all types which will run with the land and become covenants in the deeds for lots;
- p. Name of subdivision;
- q. Name and address of the owner and subdivider;
- r. North point, scale, and date;
- s. Certification of dedication of streets and other public property;
- t. Certification by a registered land surveyor; and
- u. Certificate of approval by the Plan Commission.

REQUIRED DOCUMENTS DURING REVIEW PROCESS

- Revisions.** Any documents revised during the review process shall be submitted electronically at least two (2) weeks before the public hearing date.
- A list of surrounding property owners.** After the application is filed, the applicant shall obtain a list of names and last known addresses of the property owners of property adjacent to the subject property to a depth of two properties or 660 feet, whichever is less, of the subject tract(s). This list shall be obtained from the Boone County Auditor's Office. Then, the applicant shall submit this list to the Planning Administrator or his/her designee at least one (1) week before the public hearing.
- Affidavit of mailing notices.** The applicant shall submit a notarized affidavit of mailing the notices to the surrounding property owners.
- Certificates of mailing.** The applicant shall provide copies of the certificates of mailing together with the affidavit mentioned above.
- Proof of newspaper publication.** The applicant shall provide a copy of the proof of publication from Lebanon Reporter.

TOWN OF THORNTOWN
101 W. Main St., Thorntown, IN 46071
Planning@thorntown.in.gov

FILING DEADLINE

The application packet for a Primary Plat and a Plat Amendment shall be submitted at least 50 days before the Plan Commission public hearing date.

CALENDAR OF PUBLIC HEARINGS (Plan Commission)

Visit <https://townofthorntown.com/applications-information> for an up-to-date Filing Calendar or contact the Planning Administrator to obtain the calendar at planning@thorntown.in.gov.