



**DEARBORN COUNTY PLAN COMMISSION**  
 County Government Center,  
 165 Mary St.,  
 Lawrenceburg, IN 47025  
 Phone: (812) 537-8821 Fax: (812) 532-2029  
 Website: [www.dearborncounty.org/planning](http://www.dearborncounty.org/planning)

# Land Divisions Application

**APPLICANT / SURVEYOR INFORMATION** *\*\*Provide preferred method of contact*

Name:	Phone No.	Email:
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**SITE INFORMATION** *\*\*Provide preferred method of contact*

Property Owner:	Phone No.	Email:
Mailing Address:	City:	State: Zip:
Site Address:	City:	Zip: Sec, Twp (#) ( ) Rng: Acreage:
Parcel No.	Zoning	Subdivision Lot:

**DIVISION PROPOSAL** *Note net lots for each section / political township if division crosses such line (e.g. Sec. 3 – 2 lots / Sec. 4 – 1 lot).*

Net New Building Lots:	Net New Non-Building Lots:
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**DIVISION TYPE**

Administrative Division <input type="checkbox"/> Certified Survey <i>Net of 2 new buildable lots or less. Requires 3 paper copies &amp; a final Mylar.</i> Date Received:	<i>Minor Subdivision: ≤ 7 net building lots / Major Subdivision: &gt; 7 net building lots and/or public improvement</i>			
	<input type="checkbox"/> Technical Review <i>Requires 5 paper copies</i> Date Received:	<input type="checkbox"/> Primary Plat <i>Minor requires 5 paper copies, Major requires 12 paper copies.</i> Date Received:	<input type="checkbox"/> Improvement Plan <i>Requires 5 paper copies.</i> Date Received:	<input type="checkbox"/> Secondary Plat <i>Require 3 paper copies and a final mylar.</i> Date Received:
Fee: Receipt #	Fee: Receipt #	Fee: Receipt #	Fee: Receipt #	Fee: Receipt #

List all requested / required Waiver(s) and/or Variance(s):	Req.	Letters	Rec'd
		Sewer	
		Water	
List incorporated areas within 2 miles of the proposed subdivision:		Electric	
		Gas	
<b>STAFF COMMENTS:</b>		Fire / EMS	
	<b>File Name:</b>	Schools	

As applicant, I understand that this application is being submitted in accordance with the Dearborn County Zoning & Subdivision Control Ordinances, and that I am responsible for the accuracy and completeness of this application. Further, I have read and understood the instructions associated with this application and understand that incomplete or inaccurate information may result in the delay or denial of this request.

**X**  
 \_\_\_\_\_  
*Applicant's Signature* Date

**X**  
 \_\_\_\_\_  
*Planning Official's Signature* Date



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### *Improvement Plan Review Instructions*

#### ◆ IMPROVEMENT PLAN REVIEW PROCEDURE

After the approval of the Primary Plat and after meeting informally with the Staff, the Subdivider or Applicant shall, prior to the construction and installation of any utilities, roads or grading of any parcel, prepare and submit an Improvement Plan for review and action by a Technical Review Committee and Staff. The Improvement Plan shall be consistent with the approved Primary Plat. Any changes to the approved Primary Plat shall be reviewed by the Planning Director or his designee to determine if the changes are major or minor in scope. Minor changes shall include slight movement of streets, reconfiguration of lots, renumbering of lots, increasing or reducing lot sizes or similar changes. Major changes can include increases in the number of lots or removal of street connections. Any changes considered to be major in scope shall require a new Public Hearing by the Applicant as described in Section 215 of this Ordinance.

The Applicant may file an application and submit an Improvement Plan application to the Planning Department after Primary Plat approval has been received. Upon receipt of a complete application, the Planning Department shall distribute the required copies of the Improvement Plan to the members of the Technical Review Committee for review. The Technical Review Committee and staff will meet informally on a scheduled, or as needed basis, to review each Improvement Plan for its compliance with the Subdivision Ordinance. The Planning Director or designee shall then forward a list of deficiencies, if any, to the applicant. If the Applicant corrects the deficiencies, and the Improvement Plan is in compliance with the Subdivision Control Ordinance and the Dearborn County Zoning Ordinance, the Plan must be approved.

#### ◆ IMPROVEMENT PLAN REQUIREMENTS

The Improvement Plan shall provide the minimum acceptable design and improvement standards which will be required by the Commission as a precondition to development or in conjunction with development for lots, streets, utilities, and other physical elements in the Subdivision. Based upon the information and design plans of the Subdivision, the Planning Director or his designee may request additional information on any of the following requirements in order to clarify design issues. The Improvement Plan shall be designed by an Indiana Registered Professional Engineer or Surveyor and installed in accord with these and other applicable regulations, and shall contain the following information:

1. The proposed name of the Subdivision or development as approved in the Primary Plat. In no case shall the name of a proposed Subdivision duplicate or be similar to an existing Subdivision in Dearborn County unless it is an extension or expansion of an existing Subdivision;
2. Names and addresses of owner or developer of the Subdivision and the Indiana Registered Professional Engineer or Surveyor responsible for the design of all improvements. The Improvement Plan shall be certified with the seal of the engineer or surveyor;
3. The plan shall be to a scale of one inch equals fifty feet (1"= 50') unless Staff approves another scale and the submitted drawing shall be on a 24" x 36" paper size. On large lots, this scale may be used to show just the graded portion of the lots, and improvements. A graphic or a written scale shall be on each sheet of the plan. *All multiple sheet plans shall be stapled together and numbered to form plan sets;*

4. A vicinity map showing the proposed location of the Subdivision by township and section and in relation to major or minor roads in the area. The vicinity map shall have an approximate scale. In addition, if the Subdivision is done in sections, a reduction of the overall subdivision plan shall be provided on the cover sheet that graphically indicates the area under review;
5. The date shall be on the cover or first sheet of the Improvement Plan, and a north arrow shall be on all sheets of the Improvement Plan;
6. The boundary of the Subdivision or section of Subdivision under review shall be indicated by a heavy, solid line on one sheet of the Improvement Plan at a standard scale to show the location of the section under review with other sections of the Subdivision. All Subdivision boundary lines shall be labeled with the bearing and distance;
7. The location and name of all existing and recorded streets, right-of-way and roadway widths, railroads, public and private utility right-of-ways or easements (including drainage easements); public parks and open spaces; buildings (labeled as "to remain" or "to be removed"); township, city, town, county and state boundary lines; cemeteries and other historical landmarks or features. Drainage easements not planned to be piped shall be labeled "surface drainage easement";
8. Sight distances in both directions for any proposed road that intersects with an existing street shall meet the minimum sight distance requirements found in Section 2410 of the Dearborn County Zoning Ordinance. The sight distances shall also be denoted on the plat along with the speed limits of the roads to be intersected.
9. Location and sizes of all existing utility facilities (public and private) within or adjacent to the Subdivision or development area. Location and width of all public or private sidewalks, including ownership and maintenance of private sidewalks and pathway systems;
10. Location and identification of all existing zoning districts within, or adjoining, the Subdivision or project area. If used for residential purposes, the type of housing shall be stated on the Improvement Plan;
11. Existing contours with intervals of not more than ten (10) feet shall be clearly marked with elevations based on mean sea level (U.S.G.S. Datum) and the location and description of the benchmark used. All subdivisions larger than 50 total lots will be required to tie into the State Plane Coordinate System;
12. Proposed finished contours with intervals of not more than five (5) feet, shall be clearly labeled and be related to the existing contours. Maximum grade for any excavated (cut or fill) slopes shall be 2.5:1 (2.5 feet horizontal for each 1 foot vertical), and the design slope shall be labeled on the plan. Excavated slopes may be steeper upon report by a geotechnical engineer approved by the Planning Department. Disturbed limits shall be clearly identified on the submitted plan and in the field;
13. Location, right-of-way and pavement width, name of all proposed streets and other public utility right-of-ways or easements. Show striping of street lanes on roads with more than two lanes. Also, show location of streetlights and submit detail of a typical light fixture. A typical detail drawing that depicts the classification of the proposed street shall be shown on the Improvement Plan. Where divided entrances are proposed, detail plans may be required when appropriate. Proposed street names shall not duplicate or too closely approximate phonetically, the name of any other street in Dearborn County. Street stations and PVI's shall be labeled on the centerline of proposed streets and correspond to profiles of said street;
14. The location and lot number of all lots with the distances shown on each lot line. Arrows showing the water flow off the lot will indicate the proposed drainage of individual lots;

15. Profile of each proposed street with finish grades (including adequate extensions, where necessary, beyond the proposed Subdivision, development or section) including all existing and proposed underground public utility crossings with catch basins, junction boxes, manholes and existing private utility crossings including gas, electricity, and telephone. Horizontal scale shall be the same as the plan scale and vertical scale not less than one inch equals ten feet (1"=10') unless approved by the Staff. Stationing shall be labeled and correspond to the plan view;
16. Location of proposed sanitary, storm water, and water resource systems, including all facilities relating thereto such as manholes, pump stations, sewerage plants, catch basins, junction boxes, headwalls, water valves and fire hydrants. Detention/retention areas or ponds shall be clearly identified with the maximum volume capacities labeled. Detailed drawings of all overflow facilities shall be shown. All stormwater and sanitary sewer facilities (catch basins, junction boxes, headwalls and manholes) shall be numbered and correspond to those facilities on profiles as described in paragraph "18" of this section. Connection to existing facilities shall be shown and labeled. Responsibility of maintenance of any detention/retention areas shall be noted on the Improvement Plan;
17. Location and identification of any drainage facility (i.e. man made dams) or natural feature (i.e. lake or pond) on the site or within one hundred (100) feet of the Subdivision or development boundary which has, or could have, a significant impact on drainage or siltation control;
18. Profiles of all proposed stormwater and sanitary sewer pipelines and facilities including percent grade, pipe diameters, pipe lengths, and invert elevations. Profiles shall also show all existing and proposed public utility (water, storm and sanitary sewer) crossings, and all existing private utility (gas, electric, and telephone) crossings. The facilities (catch basins, junction boxes, headwalls and manholes) shall be numbered and correspond to those facilities as described in paragraph "16" of this section. The design velocity of stormwater flow shall be shown at the headwall and the re-entrance into the natural stream. Detail drawings of all detention/retention overflow and controlling facilities including valves shall be shown. Connections to existing pipelines or facilities shall be shown and labeled;
19. Design calculations for all drainage facilities including detention/retention basins, sediment basins, stormwater pipelines and drainage channels. All calculations must be approved by an Indiana Register Professional Engineer or Surveyor. (See Article 3 Section 325 thru 325.6);
20. If a grading plan of the proposed Subdivision or section thereof was approved under Section 272 of this Article, then a copy of that approved plan shall be submitted with the proposed Improvement Plan;
21. Names of adjacent property owners and recorded Subdivisions with section or phase number within one hundred (100) feet of the site under review;
22. Reference to the type of street and a typical cross-section detail as noted in the current County Street Specifications;
23. The minimum building setback lines as stated in the current Dearborn County Zoning Ordinance shall be noted either graphically and in written form;
24. Indicate lots in the proposed Subdivision or development that are intended to be dedicated or temporarily reserved for public use, or to be reserved by deed covenant for use of all property owners in the Subdivision, and the conditions, if any, of such dedication or reservation. The applicant shall provide information regarding any dedication of public lands, restrictive covenants on non-development areas, or conservation easements;

25. The location of all erosion and sediment control facilities shall be shown on the plan, with detail drawings of each type of facility being used. The detailed soil erosion techniques or features may be referenced on the plan in accordance with the Indiana Department of Natural Resources Rule 5 Permit for Erosion Control. All excavated slopes (4:1 or steeper) shall be seeded and mulched immediately upon completion of grading of that particular slope, and right-of-ways shall be seeded and mulched within 120 days of the Planning Department's Secondary Plat approval of that section;
26. A draft copy of any Homeowners Association Agreement document which deals with the future maintenance of sidewalks, streets, open areas, recreational lands, street lighting, private utilities, and other items. At a minimum, the Homeowners Agreement document should include membership names, fee or dues structure, estimated cost for future maintenance items, a detailed list of maintenance items, a budget description and a description of ownership boundaries;
27. Additional documentation or information such as geotechnical studies may be required by the Planning Department if an applicant is proposing to make improvements on property located on steep slopes of 25 percent or greater or that have types of soils and geologic formations, which severely limit development;
28. For Subdivisions planned with Individual Sewage Disposal Systems it will be required to provide a plot plan for the entire subdivision locating the primary and secondary site locations on each lot for a septic system (See Section 2526 of Dearborn County Zoning Ordinance and Section 216 Item 11 of this Ordinance);
29. A copy of written approval shall be provided for all public utility improvements to be provided. The letter should not only indicate that the service is available but that the applicant has permission to extend or tap into the service. A copy of any required IDEM approval for any sanitary sewer service shall also be provided. Developments requiring access onto a state highway shall be required to provide a copy of any required INDOT permit; and
30. Any applicable Floodway or Flood Plain information as determined in Section 216, Item 13;
31. A Phase I Environmental Site Assessment prepared by a certified environmental consultant licensed in the State of Indiana, in accordance with ASTM E 1527-00 for any subdivision proposed for a commercial use. Any Subdivision may be subject to this requirement, at the request of the Technical Review Committee, if the site contains a potential environmental risk.