

DEARBORN COUNTY PLAN COMMISSION

County Administration Building, Suite 300, 165 Mary St., Lawrenceburg, IN 47025
Phone (812) 537-8821 Fax (812) 532-2029 Website: www.dearborncounty.org/planning

Secondary Plat Review Instructions

◆ **SECONDARY PLAT APPLICATION**

All individuals requesting a division of land, which does not meet the classification of a Certified Survey, are required to complete the Subdivision Review Process as defined by the Dearborn County Subdivision Control Ordinance.

Individuals requesting Secondary Plat Review must complete an application form, which will be used to determine the location of the request, type of request and person(s) who are making the request. It is important that the application is completed accurately, and in its entirety. The Applicant is responsible for all the information that is given.

◆ **SECONDARY PLAT REVIEW PROCESS**

All Subdivisions must complete Secondary Plat Review as the final step in the Subdivision Review process. Prior to submitting a Subdivision for Secondary Plat Review, it is necessary to obtain Primary Plat Approval and Improvement Plan Approval (*if required*). The Secondary Plat must be consistent with the previous approvals.

Once the application is submitted, Plan Commission Staff will determine if the proposed plat is in agreement with the requirements of the Subdivision Control Ordinance and the Zoning Ordinance. If the plat is in compliance with all requirements, Secondary Plat Approval shall be granted. If the plat is not in compliance with all requirements it cannot be approved until it is made to be compliant. A Subdivision that requires a financial guaranty to ensure the completion of approved public improvements will not receive Secondary Plat Approval until that financial guaranty is accepted by the County. After the Secondary Plat is approved, copies of the plat will be distributed to the appropriate county offices, and the original mylar will be hand carried to the Dearborn County Auditor's Office. The Auditor's Office will duly enter each parcel for taxation, then the Plat will be delivered to the Dearborn County Recorder's Office for recording.

◆ **SECONDARY PLAT REQUIREMENTS**

The Secondary Plat shall conform to the requirements listed below, as well as those set forth in 865 IAC 1-12, commonly known as 'Indiana Rule 12':

1. The proposed name of the Subdivision or development, as established by the Improvement Plan. Also, names of adjacent property owners and recorded Subdivisions with section or phase number. All Secondary Plats shall be drawn on a 24" x 36" inch fixed line mylar. The font size shall be no less than .08 of an inch, for any text on the survey;
2. 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 of the Subdivision to be recorded;
3. Any information required by the Dearborn County Recorder's Office;
4. Name(s) and address(es) of the Owner or developer of the Subdivision and the Indiana Registered Land Surveyor or surveying firm responsible, for survey and lot design of the Subdivision;
5. Date, north arrow, and graphic or written scale. The scale shall not be less than one inch equals fifty feet (1"=50'), except Subdivision or developments with lots having a minimum area of two acres which shall not be less than one inch equals one hundred feet (1"=100');

6. Names of adjacent property owners+, deed record and page number*, and recorded Subdivisions with section or phase number. *Instrument numbers may be supplied for any parcels established after 2000. +For the purposes of this Ordinance, adjacent property owners shall include anyone who owns land that is contiguous to a subject property as well as anyone who owns land that is directly across the road rights-of-way—if property lines are / were projected to the center of the adjacent road rights-of-way;
7. Boundary of the Subdivision or section thereof, with bearings and distances based on the field traverse that has an accuracy of not less than one part in five thousand (1:5000);
8. The Property Parcel Map Numbers (#s) that the new lots are being divided from;
9. Area of the Subdivision or section of the Subdivision and area of each lot in acres;
10. Location and right-of-way width and length of all streets and easements which are to be dedicated or reserved for public or private use;
11. Location, width, and names of public or private road rights-of-way that adjoin the boundary, and whether the road is maintained or abandoned. For situations where the rights-of-way are unknown or cannot be readily sourced through a prior survey or deed, the approximate width of pavement must be provided along the frontage(s) of the affected property;
12. Centerline curve data for the right-of-way of the streets and easements with the data to include: central angle and radius, arc length, long chord and tangent distances;
13. Numbered, lots whose boundaries are described by bearing and distance for each tangent course, and proper curve data (as given above) for curve courses. Side lot lines that are not radial with curved street centerlines shall have a reference tie to the tangent line of that centerline curve. Also, if any lots were subject to a Certified Survey, those lots shall be noted with dashed lines and referenced;
14. Description of all monumentation, including notation as whether were found or set, and the type of monument used;
15. Location of areas to be dedicated for, public use and with the planned use clearly indicated. Areas intended to be reserved for common use but not dedicated to public use shall be identified by a lot number and treated as a private lot. A statement shall appear on the Secondary Plat that clearly describes the ownership and maintenance responsibilities for any public or non-public common areas;
16. The following statement shall appear on the Secondary Plat unless noted in the form of a deed restriction by the developer of a Subdivision;
 - a. Current applicable zoning regulations or districts will determine building setbacks.
17. Certificate and seal of the Indiana Registered Land Surveyor, who is responsible for the survey that the plat represents (Article 7, Certificate A);
18. A signed and notarized certificate of the owner(s) indicating adoption of the plat and dedication of the streets, easements, and any other public areas (Article 7, Certificates B-1 and B-2, where applicable). This certificate shall be signed prior to the plat being signed by the Planning Director or his designee;
19. Reference to the current Deed Book(s) and Page Number(s) as to the transfer to the current owner(s) of all property that is a part of the Subdivision or section thereof. If the reference is of more than one tract, the tract lines shall be shown on the plat;
20. Certificate of approval of the Dearborn County Plan Commission (Article 7, Certificate C);
21. Certificate of approval of the Property Owner (Article 7, Certificate D), for Subdivisions that do not involve public dedications;

22. Certificate of the Dearborn County Recorder and Auditor (Article 7, Certificate E & H);
23. Certificate of Dedication for public streets and storm sewer line(s), if applicable (Article 7, Certificate F);
24. A final copy of any Homeowners 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;
25. For Subdivisions that involve Individual Sewage Disposal Systems, the primary and secondary septic site locations shall be indicated on the Secondary Plat as described in Section 2526 of the Dearborn County Zoning Ordinance. The following statement shall also appear on the plat:
 - a. "The recording of this plat provides no guarantee that the designated septic site locations will receive a permit for an Individual Sewage Disposal System from the Dearborn County Health Department. A permit for an Individual Sewage Disposal System will be required for each lot prior to construction."

If the Subdivision is a Minor Division of Land as defined by Article 2 of this Ordinance, the Individual Sewage Disposal System requirements for Certified Surveys may be used, which are defined in Section 260, #22. All Subdivisions that are considered a Major Division of Land shall contain the Individual Sewage Disposal System information listed above, unless a waiver is granted by the Plan Commission.

26. For Subdivisions, which involve private on-site sanitary sewage treatment plants, the following statement shall be placed on the Secondary Plat.
 - a. The sanitary sewer lines and the sewage treated at the _____ plant will be owned and operated by _____. The sanitary sewer lines will be maintained by _____ and the sewage treatment plant will be maintained by _____. If at any time in the future, a public sewer district is created or extended that can take over ownership and maintenance of the treatment plant, _____ owners of said plant, will relinquish control at the public sewer utility's discretion.
27. Label and show the boundaries of any cemetery if it exists on the site—or is situated within 100 feet of the affected property. The following statement shall also be added where cemeteries are noted: "Cemeteries subject to the requirements set forth in IC 14-21-1 et. seq and Article 25, Section 2570, Dearborn County Zoning Ordinance."
28. Label and show the boundaries of any flood zones on the subject property which have been identified as being within a floodway, 100-year or 500-year floodplain(s), if any exist on the site. The current, applicable flood panel must also be referenced;
29. The following statement shall also appear on the plat:

"This plat shall be void if not recorded within three (3) months of the survey certification date, as stipulated in Indiana Rule 12."

All application requirements must be met before the Secondary Plat will be reviewed, which includes an original mylar of the plat, the specified number of copies, a completed application and the appropriate fee paid in full. Any questions regarding a Secondary Plat should be directed to the Dearborn County Planning & Zoning Office at (812) 537-8821.



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Land Division & Retracement 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:	State: Zip:
Zoning	Sec. Twp (No.)	() Rng. Acreage
Parcel No.(s)	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"/> Retracement <i>(no fee)</i> <input type="checkbox"/> Certified Survey <i>Net of 2 new buildable lots or less. Requires 3 paper copies & a final Mylar.</i> Date Received:	<i>Minor Subdivision: ≤ 7 net building lots / Major Subdivision: > 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:	Fee:	Fee:	Fee:	Fee:
Receipt #	Receipt #	Receipt #	Receipt #	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	
STAFF COMMENTS:		Fire / EMS	
	File Name:	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