



Floyd County
Department of Building & Development Services
2524 Corydon Pike Suite 203
New Albany, IN 47150
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Building@floydcounty.in.gov

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 _____, 202____.

NOTARY PUBLIC COUNTY OF _____

MY COMMISSION EXPIRES _____



Floyd County Plan Commission
 Floyd County Board of Zoning Appeals

AFFIDAVIT OF OWNERSHIP

If the owner(s) of the subject property are giving authorization for someone else to apply for this request, this attached attachment is to be completed and submitted at the time of the application.

I (We), _____, do hereby certify that I am (we are)
 (Owners of subject property)

the owner(s) of the property legally described as _____,
 (Parcel ID Number)

And hereby certify that I (we) have given authorization to _____,
 (Applicant/Petitioner/Representative)

To apply for the included application on this subject property.

Name of Owner(s):	Parcel I.D. No:	Signature:	Date:

STATE OF _____)
) SS:
 COUNTY OF _____)

Subscribed and sworn to before me, a Notary Public within and for said County and State,

this _____ day of _____, 202__.

MY COMMISSION EXPIRES:

 Notary Public

MY COUNTY OF RESIDENCE:

 Printed Signature