

# Plat Application

Town of Upland, Indiana Advisory Plan Commission

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*This application is for the division of one tract of land into two or more tracts. This application is for Major Primary Plats, Major Secondary Plats, Minor Plats, and Plat Amendments. These application requirements are per the Town of Upland Subdivision Control Ordinance.*

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## **STEP ONE: PRE-APPLICATION**

Before filing an application, it is recommended that the applicant meet with the Planning Staff at least one week prior to the anticipated application submission to discuss the proposed request, and to become more familiar with the applicable requirements. The anticipated agenda date will be used in all public notice requirements. Call (765) 998 - 7439 or email [uplandplanning@uplandindiana.com](mailto:uplandplanning@uplandindiana.com) to schedule a meeting.

The Plat shall be prepared and certified by a land surveyor registered by the State of Indiana.

## **STEP TWO: APPLICATION**

Applications must be received at least 30 days before the desired hearing of the Plan Commission. Staff will notify petitioner when an application is considered complete and is accepted. Any deficiencies will be explained to the applicant. Applications submitted or completed after the posted deadline date will be placed on the next month's application cycle.

Applications, fees, and all required documentation must be submitted by 4:00 pm on the deadline date. These documents are to be submitted to the Upland Town Hall, 175 North Main Street, Upland, Indiana 46989 and electronically to [uplandplanning@uplandindiana.com](mailto:uplandplanning@uplandindiana.com).

The items below are required to complete your application and shall be submitted when your application is filed. Please submit one print copy and electronic files at the time of application.

### **Application Form**

- All items must be completed fully and either typewritten or printed in ink.
- The application must be signed by the applicants and notarized. Electronic signatures and notary are acceptable.

**Application Fee**

- Please refer to the fee schedule.
- Checks are to be made payable to the Town of Upland and submitted to the Clerk-Treasurer.

**Attachment A: Affidavit of Ownership**

**Attachment B: Newspaper Notice**

**Attachment C: Neighbor Notice**

**Attachment D: Use Variance** *(submit only if requesting a Variance to the schedule of the uses of the Zoning Ordinance)*

**Attachment E: Development Standards Variance** *(submit only if requesting a Variance to any development standards of the Zoning Ordinance)*

**Attachment F: Waiver Request** *(submit only if requesting a Waiver to any subdivision design standards of the Subdivision Control Ordinance)*

**Attachment Plan Commission Form** *(all Plan Commission applications)*

**Written Commitments** *(if required by the Town)*

**Memorandum of Understanding** *(if required by the Town)*

**Aerial Location Map**

- Aerial maps can be obtained from the Grant County Surveyor's Office, 401 South Adams Street, Marion, Indiana, 46953, 3rd Floor. (765) 651-2407 or an internet mapping source.
- Draw property lines of the site plan on the map.

**Legal Description**

**Drainage Review**

- All applications will need a determination from the Grant County Surveyor's Office, to whether the existing drainage conditions on the property necessitate a drainage review.

**Final Covenants and Restrictions** *(if any)*

**Electronic Files**

- The above documentation should be submitted in hard copy as well as electronically (as PDF) for the Town's files. If electronic copies are not possible, Town Staff can scan paper copies.

**Plat Plans**

- All plat applications shall meet the submittal requirements of the Town of Upland Subdivision Control Ordinance.

### **Plat Plans Requirements:**

Per the Town of Upland Subdivision Control Ordinance, the following shall be required for a Plat application. For more specific requirements, please refer to Section 152.05 (Minor Subdivision), 152.06 (Major Subdivision), or 152.18 (Non-residential Subdivisions) of the Subdivision Control Ordinance. For Exempt Subdivisions the submission requirements are in Section 152.07 Exemptions.

#### A. Procedures:

1. It is recommended that the subdivider consult early and informally with the Executive Director of the Commission (hereinafter called "Director") for advice and assistance. This will enable the subdivider to become familiar with these and other regulations as they affect the area and will prevent unnecessary and costly revisions. The subdivider should present a sketch in inexpensive and tentative form showing, in a general way, the proposed development, the existing conditions within the area proposed for subdivision and of surrounding lands, but this procedure is not mandatory. This shall not require formal application, fee or filing of a preliminary plat, nor shall it be deemed a preliminary plat.
2. Application for preliminary plat can be made on forms available at the Advisory Plan Commission. The application with all the required information must be submitted to the Advisory Plan Commission by the filing deadline date.
3. Notification to public (per state code).
4. The Advisory Plan Commission will hold a technical review meeting. The petitioner or his or her agent are encouraged to come to the meeting.
5. The petitioner and or his or her agent shall attend the Advisory Plan Commission meeting for which his or her plat is on the docket.
6. After the preliminary plat is approved or conditional approved the petitioner shall file with the Advisory Plan Commission for final plat.
7. The petitioner or his or her representative shall attend the Advisory Plan Commission meeting for which the final plat is on the docket. The Commission shall approve or deny the final plat.
8. It shall be the responsibility of the subdivider to file the plat with the County Recorder's office within 30 days of the date of the signature. If the plat is not recorded in this time frame, then the plat will have to be re-submitted as a preliminary plat and follow the entire subdivision platting process.
9. Within two years of the date of the final approval of the plat, the petitioner or subdivider must present to the Advisory Plan Commission a letter of acceptance for all infrastructure or other improvements from the appropriate jurisdictional agency.

B. Specifications for documents to be submitted on the preliminary plat. The preliminary plat shall be prepared by a licensed land surveyor or professional engineer (PE) at a convenient scale of not more than 100 feet to the inch, the sheets shall be numbered in sequence if more than one sheet is used and shall be of a size as is acceptable for filing in the office of the County Recorder, but shall not be larger than 24 by 36 inches. The following items shall be included on the preliminary plat:

1. Boundaries and lots
2. Easements
3. Natural features
4. Other pertinent features: swamps, floodplains, parks, burial grounds, cemeteries.
5. Technical location and sizes of existing sewers, water mains, culverts, utility poles, fire hydrants, storm water facilities, preliminary proposals for connection with existing water supply and sanitary sewage, topography.
6. systems
7. Drainage
8. Structures
9. Rights-of-way
10. Miscellaneous: vicinity map; name, address, and registration number of surveyor or PE; date of plat; north arrow; graphic scale; subdivision name; name and address of land owner; metes and bounds description; owner endorsement; signature and date.
11. Supporting documentation: The last instrument conveying title to each parcel of property involved in the proposed subdivision with the name of the grantor, grantee, date and any recorded land record reference; a complete copy of any existing covenants on the property; a designation of the purpose and condition of any land within the tract dedicated or reserved.

C. Specifications for items to be submitted with/on the final plat. The final plat shall be prepared by a licensed land surveyor or professional engineer at a convenient scale of not more than 100 feet to the inch, and shall be of a size as is acceptable for filing in the office of the County Recorder, but shall not be larger than 24 by 36 inches. The following items shall be included on the final plat:

1. Boundaries and lots
2. Easements
3. Natural features. Locations of any watercourses or waterbodies.
4. Other pertinent features: floodplains, burial grounds, and cemeteries.
5. Technical location and size of existing fire hydrants.
6. Drainage
7. Structures. Location of any permanent buildings.
8. Rights-of-way
9. Miscellaneous: vicinity map; name, address, and registration number of surveyor or PE; date of plat; north arrow; graphic scale; subdivision name; name and address of land owner; metes and bounds description; owner endorsement; signature and date.

D. Construction plan. General construction plans shall be prepared for all required improvements. Plans shall be drawn at a scale of no more than one inch equals 50 feet and map sheets shall be of the same size as the preliminary plat. The following shall be shown:

1. Profiles showing existing and proposed elevations lines of all streets.
2. The Commission may require, where steep slopes exist, that cross-sections of all proposed streets at 100-foot stations be shown at five points.

3. Plans and profiles showing the locations and typical cross-sections of streets pavements.
4. Location, size, elevation (all elevations shall be referred to the USGS datum plane) and other appropriate description of any existing facilities or utilities
5. Topography at the same scale as the preliminary plat with a contour interval of two feet, referred to the sea-level datum. All data provided shall be the latest applicable US Coast and Geodetic Survey data and should be so noted on the plat.
6. All specifications and references required by the Town of Upland construction standards and specifications, including a site-grading plan for the entire subdivision.
7. Notation of approval as follows: title, name, address, signature, registration number, seal of the professional engineer and/or surveyor, and date, including revision dates.

### **STEP THREE: TECHNICAL REVIEW COMMITTEE**

The Technical Review Committee (TRC) has the review authority; if necessary, for the technical aspects of the application submittal. The TRC or Plan Commission staff will meet to discuss your proposal in the Hall approximately three weeks before the desired hearing date. Plan Commission Staff will contact you with an appointment time. You or a designated representative with technical information regarding your submittal should attend. In some instances, additional information may be required by the TRC in order to complete a technical review of your application. This information must be submitted by the last day to submit information for the Staff Report.

### **STEP FOUR: STAFF REPORT AND AGENDA**

After a thorough examination of information in the public record and findings from additional research, staff shall release the Staff Report and Agenda providing analysis of each agenda item. Such report shall be released along with the agenda a minimum of five days prior to the hearing. All documents, including revisions, to be studied and considered by staff for use in the Staff Report should be submitted no less than ten days prior to the hearing. Any interested party may provide support documentation to be delivered to the Plan Commission members along with the Staff Report.

### **STEP FIVE: PUBLIC NOTICE PROCEDURES**

Notice of public hearing is to be published in the newspaper at least ten days prior to the public hearing and sent to surrounding property owners in accordance with the Plan Commission's Rules of Procedure. This is completed by the Town.

**Attachment B: Newspaper Advertisement**

**Attachment C: Surrounding Property Owner Notification**

## **STEP SIX: PLAN COMMISSION HEARING**

The Plan Commission shall follow their adopted Rules of Procedure for the hearing, a copy of which is available at the Town Hall. Public hearings of the Plan Commission are generally held the third Monday of each month at 6:00 p.m. at the Upland Community Building. Always check with the Town Staff to verify the exact meeting date, place, and time should a conflict occur.

When your request comes up on the agenda, you will be asked to present your request to the Commission. You may employ a representative for this purpose or do it yourself. You may use any maps or graphics that will assist in the presentation. If the Commission members need additional information, they will ask questions regarding your request. Following any questions, the Commission will take action on your application. They may approve, approve with conditions, or deny the application. The Plan Commission must provide a decision on the Plat within 21 days of a public hearing.

*An approved Plat must be recorded by the applicant at the Grant County Recorder's Auditor's, and Surveyor's office at the applicant's expense.*

# PLAT APPLICATION

**Please Select One:**

- Major Primary Plat** - This Plat lays out the overall development in its entirety. *All residential development of four (4) or more lots, commercial, and industrial development requires a Major Primary Plat.*
- Major Secondary Plat** - This follows the Primary Plat and is the actual division of the land for sale and development. *This is for the division of a single tract of land into four (4) or more residential lots, commercial, or industrial development. It follows Major Primary Plat.*
- Minor Plat** - This is for the division of a single tract of land into fewer than four (4) residential tracts.
- Plat Amendment** - This is to modify an existing, recorded plat.

## 1. Applicant(s)

Check One:	<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Lessee <input type="checkbox"/> Contract Purchaser <input type="checkbox"/> Other: _____				
Name:					
Address:					
Phone:		Fax:		Email:	

## 2. Property Owner(s)

If Applicant is not the Owner, attach completed **Attachment A: Affidavit of Ownership**

<input type="checkbox"/> Check if owner and applicant are same party.		
Name:		
Address:		
Phone:	Fax:	Email:

### 3. Applicant's Contact Person, Attorney, and/or Project Engineer/Surveyor (if any)

Any persons identified within this section are authorized to act on behalf of the petitioner.

Check One:	<input type="checkbox"/> Attorney	<input type="checkbox"/> Agent	<input type="checkbox"/> Engineer	<input type="checkbox"/> Surveyor	<input type="checkbox"/> Other: _____
Name:					
Address:					
Phone:		Fax:		Email:	

Check One:	<input type="checkbox"/> Attorney	<input type="checkbox"/> Agent	<input type="checkbox"/> Engineer	<input type="checkbox"/> Surveyor	<input type="checkbox"/> Other: _____
Name:					
Address:					
Phone:		Fax:		Email:	

### 4. Site Information

If only part of a parcel is requested for the Zoning Amendment, then write "PART" after the Tax Parcel Identification Number(s).

Tax Parcel Identification Number(s):
Address: (Number and Street):
Address: (City, Zip Code, State):
If no address, please provide a general street location from the closest street intersection:

### 5. Plat Information

Current Use of Property:	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Other: _____
Zoning District:			Comprehensive Plan Designation:		
Name of Subdivision (major plat only):					

Annexation Proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Project Area (acres):
Proposed Number of Lots:	Proposed Number of Entrances/Exists:
Public <u>Utility Upgrades</u> Proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Overlay District (if applicable):

**The undersigned states the above information is true and correct as (s)he is informed and believes.**

Signature(s) of Applicant(s):

Date:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Notary Statement

Sworn to and subscribed before me the

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Notary Public in and for the State of Indiana.

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

Seal

My Commission expires: \_\_\_\_\_

For Office Use Only					
Date Filed:		Date TAC Review:		Date of PC Hearing:	
Decision of PC <input type="checkbox"/> Unfavorable <input type="checkbox"/> Favorable <input type="checkbox"/> Favorable with Conditions					
Conditions (if any):					