



## Subdividing

Subdividing property is necessary to ensure :

- That public improvements are available when it is time to build;
- The appropriate sewage and water facilities are being proposed; and
- That new streets, utilities and drainage systems are designed and constructed according to appropriate standards;

The Area Plan Commission administers the subdivision of land within the Commission's jurisdictions. All subdivisions, whether residential, commercial or industrial, are reviewed and approved by the Commission. The Commission has delegated this approval process to a Plat Committee.

The Plat Committee consists of five individuals appointed by the Commission, one of whom must be a member of the Commission. The members of the Plat Committee are appointed because of their knowledge of the development process.

## Procedure—General

A typical subdivision takes about six weeks from the time an application is filed, to a decision by the Plat Committee. Major Subdivisions require more time since there are two submittals required—primary and secondary.

- The filing of a subdivision plat requires the services of a land surveyor who is registered by the State of Indiana as a Professional Land Surveyor.
- It is recommended that either the property owner, the developer or the registered land surveyor contact the Area Plan Commission staff prior to filing a subdivision plat.
- The subdivision plat and application are filed with the Area Plan Commission by the registered land surveyor.
- The Area Plan Commission staff will review the subdivision for conformity with the Subdivision Control Ordinance, and refer the plat to all the pertinent agencies for their review and recommendation.
- During the review period, staff will be in contact with the registered land surveyor for corrections, updates or clarifications to ensure that the subdivision plat meets all requirements.
- Per an established schedule, the staff sets the subdivision plat for Plat Committee consideration.
- Major subdivisions require a public hearing and notification of surrounding property owners.
- Once a subdivision Plat is approved, it is recorded, after which building permits may be obtained from the Building Department.

Plats acted on by the Plat Committee can be appealed to the Area Plan Commission.

## Required items for submittal:

- Application
- Filing Fee
- Subdivision Plat
- Drainage Plan, if applicable
- Health Officers Report, if applicable
- Proof of Ownership
- Any other documentation that may be required by the Commission to make an informed decision.

A Plat Committee schedule can be obtained at the Commission's web site, or in person at the Commission's office on the 11th Floor of the County-City Building.

### Subdivision Types:

**Major Secondary**— A division of land into one (1) or more Lots requiring the extension of either new streets, water lines, sewer lines, storm water facilities, including Retention/Detention Basins, or any other public improvements, or a combination thereof.

**Minor**- A division of land into one (1) or more Lots not requiring the extension of either new streets, water lines, sewer lines, storm water facilities, including Retention/Detention Basins, or any other public improvements, or a combination thereof.

**Replat**—The process of allowing for an adjustment of a lot line or lines, and easements, as shown on a recorded subdivision

