



City of Richmond
Advisory Plan Commission
Secondary Plat Application

Case Number:

PC -- _____

Address:

Date Received:

Date of Hearing:

Department of Metropolitan Development
50 North 5th Street
Richmond, IN 47374

For questions, contact:

Sarah Mitchell, City Planner
smitchell@richmondindiana.gov
(765) 983-7217

Secondary Plat Application

Application Requirements

1. *Pre-Application Meeting:* Prior to submitting an Application for Rezoning, the applicant shall meet with the Zoning Administrator to review the zoning classification of the site, review regulatory ordinances and materials, review the procedures, and examine the proposed use and development of the site. The Zoning Administrator shall then decide to:
 - (a) Assign the Primary Plat to the Plat Committee for review; or
 - (b) Assign the Primary Plat to the Plan Commission for review
2. Application must be filed and fees paid a minimum of 28 days prior to the Plat Committee meeting.
3. Submittals require the names and addresses of all known interested parties. Currently interested parties are defined as any adjacent property regardless if a road, river, railroad, or other physical barrier exists. This information may be obtained from the Wayne County Auditor's Office.
4. After the submittal has been deemed complete, the Zoning Administrator shall notify all interested parties of the public hearing by regular US mail a minimum of ten (10) days before the public hearing.
5. The City of Richmond staff shall also place a sign on the subject parcel notifying the public of a scheduled hearing.

Site Plan Requirements

Applicable plans, drawings, and descriptions of the use and proposed site shall accompany the application. The supporting information shall accurately and completely describe the proposed plat amendment, including but not limited to:

1. Proposed name of the subdivision
2. Area map insert showing the general location of the site referenced to major streets.
3. Legal description of the site.
4. Boundary lines of the site including all dimensions of the site.
5. Names, centerlines and right-of-way widths of all streets, alleys and easements.
6. Layout, number, dimension, area and building setback lines on all lots.
7. Location and dimensions of any existing structures.
8. Location of all floodway and wetlands within the boundaries of the site.
9. Areas reserved for park, recreation, conservation, wetland, common area, lake, trails, etc
10. Proposed perimeter landscaping areas, entryway feature signs.
11. Stamp of Registered Professional Engineer or Registered Land Surveyor.
12. Any other information necessary to support a thorough review of the project and as requested in writing by the Plan Commission or the Zoning Administrator.

Secondary Plat Application

Site Information

Site Address: _____

Total Acres: _____ Zoning District: _____

Subdivision Name (*if applicable*): _____

Overlay District (*if applicable*): _____

Zoning of Adjacent Parcels:

North: _____ East: _____

South: _____ West: _____

Property Owner Information

Name: _____

Address: _____

City: _____ Zip: _____

CONTACT INFORMATION

Home: _____ Work: _____ Mobile: _____

Email: _____

Agent Information

Name: _____

Address: _____

City: _____ Zip: _____

CONTACT INFORMATION

Home: _____ Work: _____ Mobile: _____

Email: _____

Secondary Plat Application

Proposed Conditions

TOTAL PARENT PARCEL: _____

SUBDIVISION TYPE: _____

ENTRANCE WIDTH: _____

DISTANCE(S) TO NEAREST STREET INTERSECTION(S) _____

DISTANCE TO ANOTHER DRIVEWAY: _____

UNIQUE ENVIRONMENTAL FEATURES: _____

HEIGHT OF PRIMARY STRUCTURE: _____

MINIMUM LOT AREA: _____

MINIMUM FRONT SETBACK: _____

MINIMUM SIDE SETBACK: _____

MINIMUM REAR SETBACK: _____

STREET WIDTHS: _____

RIGHT-OF-WAY WIDTHS: _____

PARCELS, IF ANY, FOR PLAYGROUNDS OR ANY PUBLIC USE: _____

MAXIMUM IMPERVIOUS SURFACE COVERAGE: _____

OPEN SPACE TOTAL: _____

SEWER PROVIDER: _____

WATER PROVIDER: _____

Secondary Plat Application

Applicant Certification

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge. I understand that any misrepresentation of submitted data may invalidate any approval of this document. I further understand that this completed application must be filed and fees paid at least twenty-eight (28) days prior to the next scheduled Advisory Plat Committee meeting.

APPLICANT SIGNATURE: _____ **DATE:** _____

Owner Certification

This is to certify that the undersigned is/are the owner(s) of the real estate described in said application, and hereby acknowledge(s) and agree(s) _____ is duly authorized to present said application before the City of Richmond, IN Advisory Plan Commission and Richmond Common Council.

I swear or affirm under penalties for perjury that the above representations are true and correct.

Signature

Printed Name

Signature

Printed Name

STATE OF INDIANA, COUNTY OF _____.

Before me the undersigned, a Notary Public in and for _____ County, in the State of Indiana, personally appeared _____ and acknowledged the execution of the foregoing instrument this _____ day of _____, 20_____.

Notary Public

My commission expires _____

Secondary Plat Application

PLAT AND SUPPORTING DOCUMENTS			
Date of submission or latest version	INITIAL	N/A	COMMENTS
Plat Drawn			
Easement Certificate (<i>indicate type[s]</i>)			
Proposed street lighting plan			
Proposed water supply method			
Proposed parking plan			
Proposed method of drainage (<i>including detention/retention on and off site</i>)			
Plans profiles, cross-sections and specifications			
Right-of-way dimensions for layout and width			
Soil borings (<i>minimum three per lot</i>)			
Addresses			
Approved street names			
Legal description			
Covenants or restrictions			
Performance Guarantee Calculations			
Open Space Dedication			
Lot numbers			
Building lines			
Dimensions of lots with areas			
Signage			
Proposed method of waste water disposal			
Have drainage plans been altered since Primary Plat Approval?	Yes	No	

Secondary Plat Application

EASEMENTS			
	INITIAL	N/A	COMMENTS
Utility easements (include dimensions and type of utility)			
Existing and proposed drainage easements			

STORM WATER MANAGEMENT SYSTEMS DESIGN			
	INITIAL	N/A	COMMENTS
Calculation of runoff			
Effective layout			
Inlet capacity spacing			
Pipe material			
Outlet erosion control			
High water level in relation to low to of casting elevation			
Storm water facilities appropriately selected			
Proposed finished grade elevations/ Minimum openings in structures			
Ensure proper siting			
Required volume/release rate			
Pre-treatment			
Overflow spillway			
Hydraulic calculations for transfer or outlet pipe			
Geometry			
Side slopes.			

Secondary Plat Application

Before a subdivision plat can be recorded, the following information must be on the plat:

- All owners of any and all parcels making up the subdivision plat **MUST** sign the plat
- There must be deed of dedication or equivalent statements on plat.
- The deed of dedication must include the following information: the full name of the subdivision, and whether any or all roads on the plat are dedicated to the public, rare to be private roads.
- All signatures on the plat must also be typed or clearly printed beneath the signature.
- The signatures of the owners of the land being subdivided must be notarized and presented exactly as they took title.
- All roads must have relevant information, including chord bearing and distances, the radius of the curve, and the length of all line segments. This information may be provided in a curve and/or line table. The width of all right-of-ways must also be included.
- The dimensions, bearing, and curve data for all line segments must be included on the plat. This information may be provided in a curve or line table.
- Each lot must have a unique number or letter designation on the plat, and acreage amount of each lot must be shown.
- Any private roads will be treated as a taxable parcel and therefore the acreage of those roads must be included on the plat. Roads that are noncontiguous must be treated as separate parcels with their individual names and acreage amounts stated on the plat.
- If a lot has more than one (1) specific description, the memoranda attached to the plat must designate how much of the lot belongs to each of the part owners.