

Application Information for a Minor or Major Subdivision

What you need to apply

If primary,

- Application fee.
- 1 copy of the attached application.
- 1 copy of the Health Department packet (see Subdivision Control Ordinance 3.4.3).
- 1 copy of the Highway Department packet (see Subdivision Control Ordinance 3.4.4).
- 1 small copy (11" × 17") of the Surveyor map (see Subdivision Control Ordinance 3.4.5).
- 1 copy of the Soil & Water Conservation District and MS4 requirements (see Subdivision Control Ordinance 3.4.6 and 3.4.7).
- 2 large copies (18" × 24") and 2 small copies (11" × 17") of the primary plat (see attached Minor or Major Subdivision Primary Plat Checklist).
- Rule 5 and SWPPP if the project will disturb 1 acre or more.
- Electronic version of all documents to DPS@ElkhartCounty.com.

If secondary,

- Application fee.
- 1 copy of the attached application.
- 2 large copies (18" × 24") and 2 small copies (11" × 17") of the secondary plat (see attached Minor or Major Subdivision Secondary Plat Checklist).
- All outstanding documents required by the Health Department (send to BHartsuff@ElkhartCounty.com).
- All outstanding documents required by the Highway Department (send to KNiblock@ElkCoHwy.org).
- 1 mylar (**after** Planning & Development, Auditor, Health Department, and Highway Department have given approval).
- Electronic version of all documents to DPS@ElkhartCounty.com.
- CAD file(s) to DPS@ElkhartCounty.com.

When you have to apply by

- Monday, _____, by **3:00 p.m.**

Meetings you have to attend

If primary,

- Technical Review Committee on Friday, _____ .
- Plat Committee (minor) or Plan Commission (major) on Thursday, _____ .

If major secondary,

- Technical Review Committee on Friday, _____ .
- Plat Committee on Thursday, _____ .
- Board of County Commissioners on Monday, _____ ,
or (if town) Town Board or Council on _____ .

Application for a Minor or Major Subdivision

Subdivision name: _____

Approval: Primary Secondary **Lots:** _____ **Type:** Minor Major

Jurisdiction: Unincorporated Bristol Middlebury Millersburg Wakarusa

Location: N S E W corner side end of _____ ,
_____ ft. N S E W of _____

Site address: _____

Parcel numbers: _____ Part of
_____ Part of
_____ Part of
_____ Part of

Proposed land use: Agricultural Residential Commercial Manufacturing
 Mixed use: _____
 Other: _____

Current landowner

Name: _____

Address: _____

Phone: _____ Email: _____

Other party 1 Other current landowner Surveyor, engineer, or agent Developer

Name: _____ State license no.: _____

Address: _____

Phone: _____ Email: _____

Other party 2 Other current landowner Surveyor, engineer, or agent Developer

Name: _____ State license no.: _____

Address: _____

Phone: _____ Email: _____

Other party 3 Other current landowner Surveyor, engineer, or agent Developer

Name: _____ State license no.: _____

Address: _____

Phone: _____ Email: _____

Signature of current landowner or agent: _____

Notes: _____

Minor or Major Subdivision Primary Plat Checklist

Minimum Requirements

Title block

- Subdivision name.
- PLSS section, township, and range.
- Township name.

General

- Scale (1 in. no more than 100 ft.).
- North arrow.
- Surveyor or engineer's seal.
- Drawing date.
- Legal description for the subdivision area.
- Land use.
- Restrictions on uses and improvements.
- Current zoning (onsite and adjacent).

Surveyor, engineer, or agent's address, phone, and email

General location map

- Subdivision area.
- Public right-of-way with names (include nearest major intersection).
- Natural bodies of water and regulated drains.

Boundaries

- Subdivision boundary with total acreage, dimensions, and bearings.
- Lot numbers, lot acreage or square footage, and lot lines with dimensions and bearings.
- Existing monuments with distance to point of beginning, existing markers, and set markers.
- Adjacent section and quarter section lines.
- Adjacent property lines and owners of adjacent property.
- Incorporated areas.
- Public right-of-way (existing, to be dedicated, and to be vacated) with dimensions and names.
- Building setbacks with outlines.
- Parking setbacks with outlines (if applicable).
- Common areas (if any).

Easements with dimensions

- Access.
- Nonaccess.
- Utility.
- Drainage.
- Septic.
- Structure.

Improvements (use labels: existing, proposed, future, and to be removed)

- Structures with dimensions and total area, uses, setbacks to property lines, and distances between structures if less than 10 ft.
- Signage with type, dimensions, and setbacks to property lines.
- Nonbuilding structures (e.g., swimming pools, dumpsters, and fuel tanks).
- Interior drives and traffic patterns (if applicable).
- Fencing with type and dimensions.
- Utilities (proposed and future private utilities must be outside the right-of-way).
- Additional improvements if lots are for commercial or industrial uses
 - Parking with number of spaces and setbacks.
 - Surface types.
 - Buffers and landscaping with type and size.
 - Outside storage and display.
 - Outside lighting with type.
 - Project phasing.

Topography

- Site benchmark.
- 2 ft. contours for the subdivision area with elevations.
- Site grading (if any).
- Vertical datum used.
- Lowest-floor elevation of proposed structures.

Floodplain and wetland

- Natural bodies of water with names (if any).
- 100-year floodplain (if any), floodplain note, and source used for floodplain data.
- Wetland (if any), wetland note, and source used for wetland data.

Soils

- Soil types and data source.
- Boring locations (if any).
- Ponding soils (if any).
- Seasonal high water table level.

Water and sanitary systems (use labels: existing, proposed, and to be abandoned)

- Onsite well, septic, and reserve/repair contingency plan.
- Onsite municipal water and sewer (if any) with manholes and pipe sizes.
- Proposed private systems must be outside the right-of-way.

Traffic

- Onsite driveway(s) (site access).
- Sight distances.
- Street improvements (if any).

Stormwater

- Retention and detention areas and other stormwater improvements (or note that none are needed).

Regulated drains

- Regulated drain names and centerlines.
- Public and private tile with sizes and notes on protection, relocation, or removal.

Minor or Major Subdivision Secondary Plat Checklist

Minimum Requirements

Title block

- Subdivision name.
- PLSS section, township, and range.
- Township name.

General

- Scale (1 in. no more than 100 ft.).
- North arrow.
- Drawing date.
- Legal description for the subdivision area.
- Septic reserve/repair contingency plan.

Surveyor, engineer, or agent's address, phone, and email

General location map with subdivision area

Boundaries

- Subdivision boundary with total acreage, dimensions, and bearings.
- Lot numbers, lot acreage or square footage, and lot lines with dimensions and bearings.
- Existing monuments with distance to point of beginning, existing markers, and set markers.
- Adjacent section and quarter section lines.
- Public right-of-way (existing, to be dedicated, and to be vacated) with dimensions and names.
- Building setbacks with outlines.
- Common areas (if any).

Easements with dimensions

- Access.
- Nonaccess.
- Utility.
- Drainage.
- Septic.
- Structure.

100-year floodplain (if any), floodplain note, and source used for floodplain data

Certifications and appurtenances

- Signature blocks if minor
 - Owner — causation of subdivision and dedication of public facilities.
 - Notary, with seal — witness to owner's action.
 - Plan director — finding of compliance and acceptance of dedication.
 - Auditor.
 - Recorder.
 - Surveyor or engineer, with seal.
- Signature blocks if major
 - Owner — causation of subdivision and dedication of public facilities.
 - Notary, with seal — witness to owner's action.
 - Plat Committee chair — finding of compliance.
 - Board of County Commissioners — acceptance of dedication if unincorporated.
 - Town Board or Council — town acceptance of dedication if incorporated.
 - Auditor.
 - Recorder.
 - Surveyor or engineer, with seal.
- Drainage maintenance statement (see Plan Commission Rules of Procedure exhibit O).
- Conflict-in-zoning statement (if applicable) (see Subdivision Control Ordinance 1.15).
- Restrictive covenants (if applicable).
- Planned unit development note with ordinance number (if applicable).
- Surveyor's report (if applicable).
- Recorded survey note with instrument number (if applicable).