

## Application Information for a Minor or Major Subdivision

### What you need to apply

If primary,

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

If secondary,

- Application fee.
- 2 copies of the attached application.
- 3 copies, 18" × 24", of the secondary plat (see attached Minor or Major Subdivision Secondary Plat Checklist).
- If minor, 7 copies, 11" × 17", of the secondary plat.
- If major, 14 copies, 11" × 17", of the secondary plat.
- 1 Mylar (**after** Planning & Development, Auditor, Health Department, and Highway Department have given approval).
- Electronic version of all documents to [DPS@ElkhartCounty.com](mailto: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.
  
- 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 area.
- Onsite municipal water and sewer (if any) with manholes and pipe sizes.

**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.

**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).