

APPLICATION PROCEDURES FOR A MAJOR SUBDIVISION FINAL PLAT



DEFINITION: The subdivision of a tract of land into at least three (3) residential, commercial, or industrial parcels, including the remainder of the original parcel fronting upon an existing street; and/or any division or portion of land into parcels of less than twenty (20) acres involving new streets or easements of access.

PRELIMINARY APPLICATION MEETING: Prior to submitting an application for a major subdivision (final), the applicant must schedule an appointment with the Plan commission Staff for a preliminary consultation to discuss the proposed project. The applicant should provide a sketch showing the preliminary details of the project. The applicant's engineer is also encouraged to attend this meeting. There is no fee for this meeting. A written summary of this preliminary consultation will be provided upon request.

APPLICATION: The application will not be considered complete until all information is received. All applications and supplemental material must be submitted by close of business on the posted schedule deadline and **must be completed on Original Town Forms.** All applications will be reviewed for completeness and accuracy prior to acceptance. The following information is just a portion of the items that must be submitted with the application. Please refer to the Application Checklist in this packet for a complete list of information that must be submitted:

1. A **notarized application** filed at least forty-five (45) days before the date of the Plan Commission's public hearing;
2. Five (5) copies of the **final plat and construction drawings** including the topographic overlay and area map;
3. A **legal description** of the property; and
4. An **application fee** payable by check to the Town of Avon.

FEES: ***Fees are nonrefundable*** The following fees apply to a major subdivision review (final):

(Please see fee schedule)

1. Application Fee by check made payable to the **Town of Avon**
2. Design Review Fee by check made payable to **EMH & T**

WAIVERS: Where compliance to the Town of Avon Subdivision Control Ordinance Standards cannot be achieved, an application for a waiver from the standards of the Ordinance may be submitted with an application for preliminary plat approval. Such application shall be submitted on the form included in this packet and is subject to an additional fee by check made payable to **EMH & T.**

STAFF REVIEW: The Avon Plan Commission Staff will schedule a technical review meeting, where Town Staff, including the Town's engineering consultant, will provide written comments. The petitioner will be given an opportunity to address these concerns and submit revised plans approximately three (3) weeks before the Plan Commission meeting. In the event these issues are not addressed, staff reserves the right to recommend a continuance for the application to be considered at the next available meeting. Copies of the technical review and Staff comments will be made available to the applicant prior to the meeting.

PLAN COMMISSION MEETING: The Plan Commission meetings are held on the fourth Monday of every month in the Avon Town Hall located at 6570 East U.S. Highway 36, 46123 at 7:00 PM.

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PLAT RECORDING: The applicant is responsible for recording the approved plat. The following procedures apply:

1. The applicant must submit one (1) reproducible Mylar and two (2) Mylar prints to be signed and sealed by the President and Secretary of the Plan Commission. The submittal shall be accompanied by a Final Plat Review Fee submitted by check made payable to **EMH & T.**
2. The applicant is responsible to file the plat with the Hendricks County Recorder within thirty (30) days of the date of signature.
3. The final plat must be recorded prior to receiving a local building permit.
4. The applicant must submit two (2) blue line copies and one (1) Mylar to the Town of Avon after the plat has been recorded. As Built Plans shall be accompanied by a Review Fee submitted by check made payable to **DLZ.**

**REQUIREMENTS FOR FILING
MAJOR SUBDIVISION
FINAL PLAT
CHECKLIST**



An application shall include the following items:

1. _____ One (1) completed checklist, **signed and dated**. (Attach completed copy of this form.) *Mark all items N/A (Not Applicable) which don't apply to your project.*

2. _____ One (1) completed application form: typewritten, signed by the owner or an authorized agent of the subject property, notarized, and filed at least thirty (45) days prior to a scheduled Plan commission meeting. Be sure to include:

_____ Project name	_____ Acres
_____ Project address	_____ Number of lots/parcels
_____ Section, Township, Range	_____ Nearest intersection
_____ Key number(s)	_____ Current zoning classification
_____ Existing land use	_____ Previous planning/zoning approvals

3. _____ If the applicant is not the owner, one (1) signed and notarized copy of the Letter Granting Authority for an Agent (If applicant is not the owner).

4. _____ One (1) copy of the Letter of Intent.

5. _____ A list below of outside federal, state, and local agency approvals (attach letter from agency):

6. _____ Five (5) copies* of the final plat with all certifications with each signature accompanied by the printed name showing the following information:
 - _____ Name of the subdivision and section
 - _____ Location by section, township, and range
 - _____ Legal description
 - _____ Signature, seal, and certification of a land surveyor registered in the State of Indiana
 - _____ Certification and dedication by legal owner with a notarized signature
 - _____ Certification of final approval and signature line for the President and Secretary of the Plan Commission
 - _____ Scale shown graphically, date, and north point
 - _____ Boundary lines of the plat and acreage
 - _____ True course and distance to the nearest established section line and official monument
 - _____ City, town, township, county, or section lines accurately tied to the lines of the subdivision by courses and distances
 - _____ Street designations and labels, name, and lines of all streets within and on the perimeter of the plat
 - _____ Geometrics of all street intersections and a complete street traverse of each street within and on the perimeter of the plat

**REQUIREMENTS FOR FILING
MAJOR SUBDIVISION
FINAL PLAT
CHECKLIST (Cont'd)**



- ___ Line of any existing alleys within and on the perimeter of the plat
- ___ All lot numbers and lines with accurate dimensions in feet and hundredths together with the area of the lot in square feet
- ___ Lines of all easements provided for public services, drainage, and utilities
- ___ Building setback line with dimensions
- ___ Street number for each lot
- ___ The location and description of all subdivision monuments set, or proposed to be set
- ___ Drainage Board approval statement
- ___ Erosion Control Plan

* Copies submitted for staff review and not intended for recording may be submitted as blue or black line prints.

- 7. ___ Detailed construction plans showing the specific location and design of improvements to be installed.
- 8. ___ Separate plan and profile sheets provided for all proposed streets, storm sewers, and sanitary sewers.
- 9. ___ Five (5) copies of the final landscape plan showing all common areas, perimeter landscaping and open space landscaping.
- 10. ___ One (1) completed conflict of Interest form.
- 11. ___ Nonrefundable application fee. (Check must be made payable to the **"Town of Avon"**.)
- 12. ___ Design review fee. (Check must be make payable to **"EMH & T."**)
- 13. ___ Waiver Application & fee (Check must be make payable to **"EMH & T."**)

Signature of Person Completing Application

Date

APPLICATION FOR A MAJOR SUBDIVISION FINAL PLAT (Page 1)



Name of Subdivision: _____ **Section No.** _____

Applicant(s): _____ Telephone: _____
 Address: _____ Fax: _____
 Owner(s): _____ Telephone: _____
 Address: _____

Applicant's Attorney **Applicant's Registered Land Surveyor**
 Name: _____ Name: _____
 Address: _____ Address: _____
 Telephone: _____ Telephone: _____

Property Location:

Street Address: _____
Nearest Street Intersection: _____
Section: _____ **Township:** _____ **Range:** _____
Key/Parcel Number(s): _____
Area: _____ **acres** **Number of Lots:** _____
Miles of New Streets to be dedicated to the Public: _____ **nearest fraction**
 (full width) (half width)

Existing Zoning Classification:

- | | |
|---------------------------------------|---------------------------------------|
| _____ E-1 Single Family Estate | _____ R-1 Single Family Residential |
| _____ R-2 Single Family Residential | _____ R-3 Single Family Residential |
| _____ R-4 Multiple Family Residential | _____ R-5 Multiple Family Residential |
| _____ C-1 Neighborhood Commercial | _____ C-2 General Commercial |
| _____ C-3 Highway Commercial | _____ C-4 Transitional Office |
| _____ I-1 Transitional Industrial | _____ I-2 Light Industrial |
| _____ I-3 Heavy Industrial | _____ I-4 Industrial Park |
| _____ PUD Planned Unit Development | _____ SC Shopping Center |

Existing Land Use: _____

Surrounding Land Use: North _____ South _____ East _____ West _____

Legal Description of the subdivision must be attached to the application.

**APPLICATION FOR A
MAJOR SUBDIVISION
FINAL PLAT**
(Page 2)



I (We) do hereby apply for approval of the plat or re-plat of the proposed subdivision or re-subdivision of land in accordance with the provisions of the Comprehensive Plan and Subdivision Control Ordinance of Avon, Indiana. I (We) am (are) the owner(s) of the real estate included in the proposed subdivision. The undersigned, having been duly sworn on oath states the above information is true and correct as (s) he is informed and believes.

I (We) also understand that the application fee does not include the fees associated with design review and/or construction management review. Fees for design review and/or construction management review are the direct responsibility of the applicant payable directly to the engineering firm(s) specified by the Town at rates set out by various agreements and/or ordinances of the town, for services, inspections, reports, and the like required by the Town.

Date

Signature of Owner(s) or Agent

STATE OF INDIANA }
 } SS:
COUNTY OF HENDRICKS }

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public: Signature

Notary Public: Printed Name

My Commission Expires: _____

Residing in _____ County

FOR OFFICE USE ONLY:	
DATE RECEIVED: _____	FEE PAID: _____
RECEIVED BY: _____	APPLICATION # _____

CONTACT INFORMATION



The person indicated below will receive all correspondence between the Plan Commission Staff and the applicant. It shall be the responsibility of the contact person to provide copies of information to other interested parties.

Indicate the Contact Person to be notified to request additional information, schedule meetings, receive Plan Commission Staff Letters and Recommendations, and to receive the Plan Commissions Findings-of-Fact:

Please type or print legibly.

Business Name: _____

Contact Person: _____

Address: _____

Daytime Phone: _____

Fax Number: _____

E-mail: _____

**LETTER GRANTING AUTHORITY FOR AN AGENT
MAJOR SUBDIVISION - FINAL PLAT
AVON PLAN COMMISSION
TOWN OF AVON, INDIANA**



I (We) do hereby grant authority to _____
(Name of agent)

to seek Final Major Subdivision Plat approval from the Avon Plan Commission for the property located at

[property address and/or parcel ID number(s)]

I (We) am (are) the owner(s) of the real estate included in the proposed Major Subdivision.

Date

Signature of Owner(s) or Agent

STATE OF INDIANA }
 } SS:
COUNTY OF HENDRICKS }

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public: Signature

Notary Public: Printed Name

My Commission Expires: _____

Residing in: _____ County

**DISCLOSURE STATEMENT
MAJOR SUBDIVISION - FINAL PLAT
AVON PLAN COMMISSION
TOWN OF AVON, INDIANA**



In order to avoid any questions about conflicts of interest, all applicants for permits, and petitioners to the Plan Commission and the Board of Zoning Appeals must disclose any and all financial or business relationships between the applicant and any entity associated with the applicant and any person associated with the Town of Avon, the Avon Town council, the Avon Plan Commission, and/or the Avon Board of Zoning Appeals. If you are in doubt as to whether or not to disclose something, you should resolve that doubt by disclosing it.

I, _____, being duly sworn upon my oath state as follows:

(Strike inapplicable provision)

1. A. I am the applicant for a _____.
(Type of Action)
Or
B. I represent the applicant _____ for a
(Name of Applicant)

(Type of Action)

2. To the best of my knowledge, the applicant named above has no financial agreements, or Contracts or other arrangements between the applicant or any other entity associated with the applicant and anyone associated with the Town of Avon, the Avon Town Council, the Avon Board of Zoning Appeals, or the Avon Plan Commission except:

(Strike inapplicable provision)

- A. None
Or
- B. List any and all contracts, arrangements, or financial agreements, and all entities to such contracts arrangements or financial agreements.

I affirm under the penalties of perjury that the foregoing is correct to the best of my knowledge and belief.

Date

Signature



**TOWN OF AVON, INDIANA
APPLICATION FOR A WAIVER
FROM THE STANDARDS OF THE
SUBDIVISION CONTROL ORDINANCE**

For Office Use Only	
Application #:	_____
Fee Paid:	_____
Received By:	_____
Hearing Date:	_____
Action Taken:	_____

Name of Project: _____

Applicant: _____

Waiver Request from Avon Subdivision Control Ordinance Section #: _____

Waiver Request: _____

Applicant must provide findings of the following:

1. An extraordinary hardship or practical difficulty may result from the strict compliance with the Avon Subdivision Control Ordinance or the purpose of the Avon Subdivision Control Ordinance may be served to a greater extent by an alternative proposal because: _____

2. The granting of the waiver will not have the effect of nullifying the intent and purpose of the Avon Subdivision Control Ordinance because: _____

