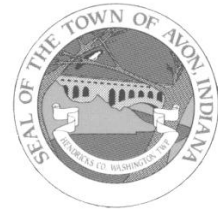


# APPLICATION PROCEDURES FOR A MAJOR SUBDIVISION FINAL PLAT



**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. **If the application fails to meet all requirements of a complete submittal, staff reserves the right to deny the request to be placed on the agenda and the case may be continued to the next scheduled meeting.** 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 fifty (50) 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):

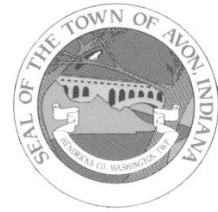
**(Please see fee schedule online at [avongov.org](http://avongov.org))**

1. Application Fee by check made payable to the **Town of Avon**
2. Design Review Fee by check made payable to **Crossroads Engineering**

**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 **Crossroads Engineering.**

**TAC SUBMITTAL AND REVIEW:** *The applicant shall be responsible for the submittal of any proposed project within the Town of Avon to members of the Technical Advisory Committee (TAC).* A Copy of TAC members and contact information can be found online at [avongov.org](http://avongov.org) or provided at Avon Town Hall. 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.

# APPLICATION PROCEDURES FOR A MAJOR SUBDIVISION FINAL PLAT

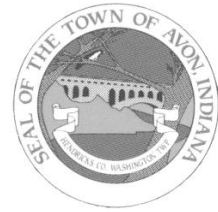


**PLAN COMMISSION MEETING:** The Plan Commission meetings are held on the fourth Monday of every month in the Avon Town Hall located at 6570 East U.S. Highway 36, 46123 at 7:00 PM.

**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 **Crossroads Engineering.**
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 fifty (50) days prior to a scheduled Plan commission meeting. **If application is not complete, staff reserves the right to deny the request to be placed on the agenda.** 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):

---

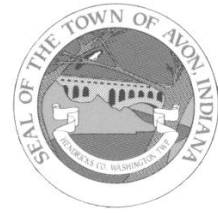


---

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

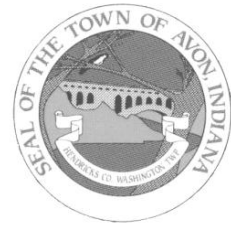
\* Copies submitted for staff review and not intended for recording may be submitted as blue or black line prints.

- 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 made payable to **“Crossroads Engineering.”**)
- 13. \_\_\_\_ Waiver Application & fee (Check must be made payable to **“Crossroads Engineering.”**)

\_\_\_\_\_  
**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:**

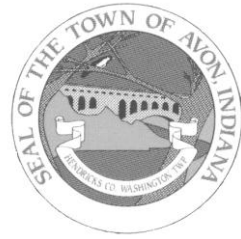
- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| _____ E-1 Single Family Estate        | _____ R-1 Single Family Residential   |
| _____ R-2 Single Family Residential   | _____ R-3 Single 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

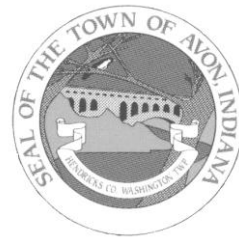
\_\_\_\_\_  
Notary Public: Printed Name

My Commission Expires: \_\_\_\_\_

Residing in \_\_\_\_\_ County

<b>FOR OFFICE USE ONLY:</b>	
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

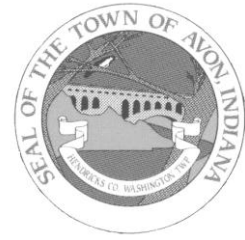
\_\_\_\_\_  
Notary Public: Printed Name

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_