



PLAN COMMISSION

Primary Plat Application

PROVISIONS FOR FILING

I) Applicant Submittal Requirements:

- A) A completed application form, including signatures of owner(s) and applicants(s).
- B) A non-refundable filing fee of \$800 plus \$30 per lot. The Planning Department accepts cash, credit cards, or check. Checks can be made payable to the "Town of Pendleton".
 - 1) The filing fee cannot be paid until all materials required for review are received by the Planning Department. The Planning Department may waive certain materials if not relevant to the project. This will be communicated in written form from the Planning Department.
 - 2) Additionally, pursuant of Ord. 20-24, any developers engaging in construction in the Town of Pendleton municipal limits, which necessitate the Town retaining engineering or other professional services to review plans, observe or assist in the installation of infrastructure which is intended to be dedicated to the Town, must reimburse the Town for its cost incurred as a result of these professional services.

II) Document Requirements:

- A) One (1) complete set of the proposed scaled drawings. The Primary Plat shall be prepared by a Professional Land Surveyor licensed to practice in the State of Indiana. All sheets shall be formatted as 24"x36" and drawn to a convenient scale. The sheet shall be signed by the professional preparing it and shall be tied to state plane coordinates for horizontal controls. The applicant is responsible for all title searches, recorded easements, mail delivery provisions, and any other items that may affect development. The applicant shall include a copy of such documents to the PC and also disclose to all buyers.
- B) Project Information
 - 1) The proposed name of the project/subdivision, followed by the words "Primary Plat".
 - 2) Location of the property by street, block, and adjacent subdivisions (with block and lot numbers) or section, township, range, and county if adjacent property if not subdivided.
 - 3) Total acreage within the project and the number of lots.
 - 4) Boundary lines of adjacent tracts of land, showing owners of record and names of adjoining developments.
 - 5) Existing zoning of the subject property and all adjacent properties.
 - 6) Name and address of the owner, developer, and land surveyor and/or engineer.
 - 7) Listing of any covenants on the parcel(s).
 - 8) A location map with north arrow at a scale of one inch equals four hundred feet (1":400') or less showing the boundaries of the proposed project and covering the general area within which it is to be located.
 - 9) Boundaries of the tract with accurate dimensions and bearings, as determined by an accurate survey conforming with 865 IAC 1-12, in the field which has been balanced and closed, as well as physically located by monumentation.
 - 10) Location and description of all monuments with references by distance to bearings to both 1/4 section corners, section corners, grant corners, or recorded subdivisions.
 - 11) A traffic impact analysis or study, if required.
- C) Site Conditions
 - 1) Existing buildings/structures and their placement on the lots.
 - 2) Existing water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records.
 - 3) The water elevation at the date of the survey of lakes, stream flow, or designated wetlands within the project or affecting it.
 - 4) The regulatory flood (100-year flood and 500-year flood) elevation based on NAVD 1988. Also include all FMA floodplain designations in addition to notes about the site's location.

- 5) General site conditions, including aerial map, topography, utilities, flood elevations, available mapping, parcel data, etc.
- 6) General proposed street layout, general lot layout, and drawn to a scale. Note if driveway closures or additional access points are expected.
- 7) Existing contours based in NAVD 1988 datum with vertical intervals of two (2) feet if the general slope of the site is less than two percent (2%) and vertical intervals of five (5) feet if the general slope is greater than two percent (2%). A benchmark, which is easily accessible and re-locatable, shall be shown. The benchmark shall be determined by use of NAVD 88 datum (vertical), which are based on sea level datum.
- 8) Location, widths, and type of construction of all existing private streets and rights-of-way, alleys, or other public ways and easements, street classifications as per the Comprehensive Plan, street names, railroad and utility rights-of-way or easements, parks, trees (four (4) inches in diameter or greater shall be located and identified), trails, cemeteries, watercourses, drainage ditches, designated wetlands, floodplain per FEMA/DNR maps, and bridges. Other structures shall be located by dimensions on the plans, in relation to surrounding physical features. Other data may be added which is considered pertinent by the PC or the Administrator for the subject land. Existing site conditions shall include all land within one hundred (100) feet of the proposed project.

E) Proposed Development

- 1) Layout of the proposed project/subdivision showing lot/block lines, lot/block numbers, and streets that show length, width, depth, and area of all lots.
- 2) Building and thoroughfare (if applicable) setback lines, showing dimensions.
- 3) All lots or blocks/outlots intended for sale or lease shall be designated with boundary lines shall be identified with letters and be in alphabetical order. Lots shall be numbered consecutively within each block.
- 4) General location of proposed water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land.
- 5) Private areas, common areas, or other excluded parcels shall be designated as such and clearly labeled on the plans.
- 6) Note stating: No buildings, structures, fences, shrubs, or trees shall be placed in the public right-of-way without prior written review and approval by the appropriate agency.
- 7) Internal and perimeter sidewalk system/pedestrian circulation plan, if required.
- 8) External access and circulation plan, identifying existing roadways and any future collector or other connecting roadways, in accordance with the Thoroughfare Plan and/or the Access Management and Control Ordinance.
- 9) Such other information as may be deemed necessary for proper review of the Primary Plat by the Administrator, the Engineer/Surveyor, or PC.
- 10) Perimeter buffer landscape plan only (entire landscape plan due in Secondary Plat phase)

F) Title Block

- 1) The proposed name by which the project shall be legally and commonly known
- 2) Date of survey, scale and north point
- 3) Revision dates

G) Endorsements and Explanations (reference Appendix B in the Unified Development Ordinance for exact languages for the items listed below)

- 1) Form for endorsement by Owner
- 2) Description of drainage easements, site easements, reservations, etc.
- 3) Surveyors Certificate
- 4) Deed of Dedication
- 5) Description of real estate/property
- 6) Stormwater Narrative

III) Notice Requirements (required 10-30 days before public hearing):

A) *Newspaper Publication*

- 1) A legal notice of the scheduled public hearing will be prepared and submitted by the Planning and Zoning Administrator to the local newspaper in sufficient time to meet the notice deadlines. A portion of your filing fee will be used to pay for this publication.

A) *Certificate of Mailing or Certified Mail Notification*

- 1) Written notice shall be prepared by the Planning and Zoning Administrator.
- 2) The applicant is responsible for the following tasks prior to the public hearing:

- (a) Identifying Affected Property Owners: The Planning Department will provide the applicant a list of the names and mailing addresses of all property owners within 300 feet of the subject property
- (b) Mailing Legal Notices
 - (i) The applicant shall mail the prepared notification letter, via certificate of mailing OR certified mail with return receipt, to all affected property owners at least 10 days before the public hearing.
 - (ii) The applicant is responsible for payment of certificate of mailing or certified mail fees.
- (c) Completion of Petitioner’s Affidavit: An affidavit entitled “Petitioner’s Affidavit of Notice of Public Hearing” is attached to this application. The affidavit shall be completed by the applicant and submitted to the Planning and Zoning Administrator prior to the scheduled public hearing, along with receipts/proof of mailing and any undeliverable letters (such letters should remain unopened). This document **MUST** be notarized.

IV) Public Hearing

- A) Meetings start promptly at 7 pm at the Pendleton Town Hall, located at 100 West State Street.
- B) Applicant may appear on their own behalf or be represented by counsel or an agent.
- C) The public hearing procedure is as follows:
 - 1) The President gives a restatement of the case as an introduction to the item.
 - 2) The Staff presents evidence and offers a recommendation.
 - 3) The Commission members examine the Staff.
 - 4) The Applicant presents evidence and any necessary witnesses.
 - 5) The Commission members examine the Applicant and any witnesses.
 - 6) The President asks for any Objectors to present evidence.
 - 7) The Commission members examine the Objectors.
 - 8) The Applicant is given a rebuttal period.
 - 9) The Commission discusses information that has been presented and asks any additional questions.
 - 10) Commission votes on the agenda item.

V) After the Public Hearing

- A) The approval of a Primary Plat shall be effective for a period of four (4) years, unless upon request of the applicant, the Commission grants an extension of time.
- B) Following Primary Plat approval, one or more Secondary Plats shall be prepared and submitted to the Planning Department for approval. (See Secondary Plat application.)

Plan Commission - 2023 Meeting Schedule
7 p.m. at Town Hall

PLAN COMMISSION	
1st Wednesday @ 7:00 p.m.	
<u>MEETING DATES</u>	<u>FILING DEADLINES</u>
January 4, 2023	December 5, 2022
February 1, 2023	January 3, 2023
March 1, 2023	January 30, 2023
April 5, 2023	March 6, 2023
May 3, 2023	April 3, 2023
June 7, 2023	May 8, 2023
July 5, 2023	June 5, 2023
August 2, 2023	July 3, 2023
September 6, 2023	August 7, 2023
October 4, 2023	September 5, 2023
November 1, 2023	October 2, 2023
December 6, 2023	November 6, 2023

