



Secondary 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 \$500 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 plat sheet(s) 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 sealed and signed by the professional preparing it and shall be tied to state plane coordinates for horizontal controls. Monuments shall be set on all lot corners in accordance with 865 IAC.
- B) Proposed Development
 - 1) The proposed name of the subdivision, followed by the words "Secondary Plat."
 - 2) All lots or outlots intended for sale or lease shall be designated with boundary lines and numbered or labeled for identification purposes.
 - 3) 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, including pipe sizes, grades, and locations.
 - 4) Private areas, common areas, or other excluded parcels shall be designated as such and clearly labeled on the plat and plans.
 - 5) Building setback lines, showing dimensions.
 - 6) Street sign locations and monument sign location, including dedicated easement or dedicated common area.
 - 7) Easements
- C) Endorsements and Explanations (reference Appendix B in the Unified Development Ordinance for exact languages for the items listed below)
 - 1) Form for endorsements by PC President and PC seal.
 - 2) Form for endorsement by every person having a security interest in the property that they are subordinating their liens to all covenants, servitudes, and easements imposed on the property.
 - 3) Form of endorsement for Pendleton Planning Director.
 - 4) Notation of any self-imposed restrictions.
 - 5) Surveyors Certificate
 - 6) Deed of Dedication
 - 7) By the Subdivider(s)/applicant(s) and/or any other owner(s) of record, a notarized statement that said Subdivider(s) and/or other landowner(s) is/are the owner(s) of the lands and the platting of the subdivision is the Subdivider's and/or other owner's voluntary act and deed. The Subdivider(s) and/or owner(s) shall declare in this certificate by description or reference to the plat the purpose of all rights-of-way, easements, and other reservations shown on the plat.

III) Construction Drawings - The following checklist of items should be provided:

- 1) Project Information - All items required for the Primary Plat in the Unified Development Ordinance (UDO) Chapter 7, Section C(c)(i): Project Information. (also listed on the Primary Plat application provisions section online)
- 2) Site Conditions - All items required for the Primary Plat in the Unified Development Ordinance (UDO) Chapter 7, Section C(c)(ii): Site Conditions. (also listed on the Primary Plat application provisions section online)
- 3) Proposed Development - All items required for the Primary Plat in the Unified Development Ordinance (UDO) Chapter 7, Section C(c)(iii) (also listed on the Primary Plat application provisions section online) as well as plans and profiles showing:
 - (a) Roadways
 - (b) Storm Sewers
 - (c) Water and fire hydrants
 - (d) The locations and typical cross-sections of all street pavements including curbs and gutters; sidewalks; drainage easements; servitudes; rights-of-way; manholes; and catch basins
 - (e) The location, size and invert elevations of existing proposed sanitary sewers, stormwater drains, water mains, and fire hydrants
 - (f) The connection to any existing or proposed utility system
 - (g) The location and size of all water or other underground utilities and structures.
 - (h) Compliance with ADA requirements for sidewalks and crosswalks.
 - (i) Additional info as required by the Administrator and/or Town Engineer.
 - (j) A digital set of as-buils for all public infrastructure that are survey accurate
- 4) Title Block. All items required for the Primary Plat in the Unified Development Ordinance (UDO) Chapter 7, Title Block. (also listed on the Primary Plat application provisions section online)
- 5) If the subdivision disturbs more than one (1) acre, detailed erosion control and sediment control plans, pursuant to 327 IAC 15-5 (Rule 5), as amended, as administered by IDEM shall be submitted to Madison County Soil and Water Conservation District.
- 6) Drainage plans shall be submitted and approved to/by the Drainage Board, as applicable.

IV) Internal Review

- A) The Administrator shall forward the plans to the appropriate Technical Review Committee members for technical review. After comments are received, the Administrator shall compile a written report for the public file with the information from the Technical Review Committee members.

V) Decision by Administrator

- A) The Secondary plat approval may be granted to a plat only after expiration of the thirty (30) day appeal period of the Primary Plat as provided in IC 36-7-4-710.
- B) (1) Approval. If the Administrator determines that the Secondary Plat complies with the standards set forth in this UDO and is in conformance with the primary plat, the Administrator shall grant secondary approval to the plat. The President of the PC and the Administrator shall affix their signatures to the plat and all other relevant documents which may also require such signatures prior to recording. The Administrator shall report all approved secondary plats to the PC for informational purposes.
- C) (2) Disapproval. If the Administrator disapproves the Secondary Plat, it shall make written notice of disapproval and the Administrator shall notify the subdivider in writing or electronic transmission within ten (10) days of the deadline for receiving internal review comments from the Technical Review Committee members, stating the specific reasons for disapproval. The subdivider may then resubmit a revised final plat that addresses the reason for disapproval. The subdivider may then resubmit a revised final plat that addresses the reason for disapproval or appeal the decision to the PC. Public notice is not required for secondary plat appeals.

VI) Recording of Plat

- A) Prior to the approved plat being released for recording, the Town may require the developer to provide financial guarantee for any public facility improvements.
- B) The approved Secondary Plat must be recorded at the Madison County Recorder's Office.
- C) A copy of the recorded Secondary Plat shall be submitted to the Town of Pendleton Planning Department (a digital PDF file is acceptable).
- D) The plat shall be recorded in accordance with the procedures set forth in Chapter 7 of the Unified Development Ordinance, Recording of Secondary Plats.