



DOCKET ID ASSIGNED:

101 W Main St
Madison, IN 47250
(812) 265-8324

Application to Amend Final Plat

Ad Fee (for Legal Notice)

\$ 15.00

Paper applications will be accepted by the Office of Planning, Preservation, and Design; however, electronic submissions through our Permit Portal are preferred. This application can be submitted electronically at www.madison-in.gov/reporting.

Purpose: Per the City of Madison Subdivision Regulations, the Plan Commission may from time to time amend the provisions imposed by these regulations. Public hearing on an-proposed amendments shall be held by the Plan Commission in the "manner prescribed by law.

This application must be filed at least 15 days prior to scheduled meeting to be eligible for consideration at that meeting. Actual deadlines vary due to holidays, office business hours and operating schedule, media publishing deadlines, etc. Deadlines are published publicly and can also be provided by contacting the Planning Office.

APPLICANT INFORMATION

Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone (Preferred): _____
Phone (Alternate): _____
Email: _____

OWNER INFORMATION (IF DIFFERENT*)

Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone (Preferred): _____
Phone (Alternate): _____
Email: _____

** If Applicant is not Owner, MUST submit documentation from owner authorizing applicant on their behalf.*

PROPERTY FOR WHICH THE AMENDMENT IS REQUESTED

Address and/or Legal Description of Property: _____

Parcel I.D. (can be obtained from the office): _____
Subdivision Name: _____ Zoning Classification: _____

SURVEYOR OR ENGINEER INFORMATION

Name: _____
Mailing Street Address: _____
City: _____ State: _____ Zip: _____
Phone (Preferred): _____ Email: _____

The final plat shall meet the standards of design as set forth in Article IV of the Subdivision Regulations and shall show the following information:

- The plat shall be at a scale of fifty (50) feet to one (1) inch or larger.
- Date, title, name, and location of subdivision, graphic scale, and north arrow.
- All dimensions, angles, bearings, and similar data on the plat shall be tied to primary control points. Locations and descriptions of said control points shall be given, except where deemed clearly unreasonable or infeasible by the Plan Commission.
- Tract boundary lines, right-of-way lines of streets, easements, and other right-of-way, and property lines of residential lots with accurate dimensions to the nearest one hundredth of a foot; bearings of deflection angles, radii, arcs, and central angles of all curves with dimensions to the nearest 30".
- Name and right-of-way width of each street, easement, or other right-of-way.
- Lot numbers, lot lines, and frontage dimensions.
- Names and locations of adjoining subdivisions and streets, the location of adjoining unplatted properties, and the names and addresses of the owners of adjoining unplatted properties.
- Certification on plat by registered engineer or land surveyor as to the accuracy of survey and plat. This should be located on the plat *in the format below*:

CERTIFICATE OF ACCURACY
I hereby certify that the plan shown and described hereon is true and correct survey to the accuracy required by the Madison, Indiana, Plan Commission, and that the monuments have been placed as shown hereon, to the specifications of the Building Inspector.
 ___ day of _____, 20___

 Engineer/Surveyor _____
Registration Number

Certified letters MUST be mailed to adjoining property owners (includes owners of real estate at corners, across streets, alleys or easements as well as others who may share a common boundary) at least ten (10) days prior to the meeting. The Planning Office can assist you in obtaining this information. Proof of the Certified Mail receipts and the corresponding returned green cards shall be given to the Planning Office at least one (1) working day prior to the scheduled meeting. The Board will not review the application unless these are received.

I certify that the information provided in this application is true and accurate to the best of my ability and I understand and agree to the Certified mail stipulations. I understand that upon approval of the final plat, the President and Secretary of the Commission will sign the certificate which shall be part of the reproducible mylar of the subdivision, plus two prints of same. I will receive two signed prints upon approval. I understand that it is the responsibility as the Subdivider to file with the County Recorder one copy of the approved final plat within thirty (30) days of the final plat signature date. Failure to file within this time shall constitute a violation of this ordinance.

 Date _____
Signature of Applicant

COMPLETED BY PLANNING OFFICE Application Accepted on: _____ Application Accepted by: _____	Meeting Information: Plan Commission 101 W Main St, Madison, IN 47250 – Council Chambers Meeting Date: _____ Time: 5:30PM
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- Documentation Review** (Completed by Planning Office)
- ___ Owner Authorization provided (if req'd)
 - ___ Application is complete
 - ___ Three (3) black or blue line copies of the final plat
 - ___ One (1) reproducible print of the final plat
 - ___ GIS Information to applicant and attached
 - ___ Certified Mail Receipts received (attach)
 - ___ Certified Mail Green Cards received (attach)

Staff Notes