



DOCKET ID ASSIGNED:

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

Application for Subdivision or PUD
Preliminary Plat

Ad Fee (for Legal Notice)	\$ 15.00
Application Fee	\$ 100.00
Preliminary Plat Lot Fee	\$ 25.00 per lot
Number of Lots	_____
Total	_____

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, after meeting informally with the Plan Commission, the subdivider shall cause to be prepared a preliminary plat as required.

Three (3) copies of the preliminary plat and required supplemental material shall be filed with the Executive Secretary of the Plan Commission, unless otherwise provided for by ordinance. Such filing shall take place at least thirty (30) days prior to a regularly scheduled meeting of the Plan Commission at which time the preliminary plat is to be considered. Preliminary plats shall generally comply with the reviewed sketch plan and specifically include any terms and conditions established at the advisory meeting.

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 PLAT REVIEW IS REQUESTED

Address and/or Legal Description of Property: _____

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

SURVEYOR OR ENGINEER INFORMATION

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

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

- Scale of fifty (50) feet to one (1) inch or larger.
- Name of subdivision, names and addresses of the owners, the engineer or surveyor, and the owners of adjacent property:
- A vicinity sketch at a scale of two hundred (200) feet to one (1) inch or less.
- Date, approximate north point, and graphic scale.
- Acreage of land to be subdivided.
- Existing contours at an interval of not greater than two (2) feet or at a lesser interval if deemed necessary by the Plan Commission.
- Existing streams, gullies, wooded areas, buildings, and other natural or man-made features.
- Boundary lines of area to be subdivided and their bearings and distances.
- Existing and proposed easements and their locations, widths, and distances.
- Existing and proposed zoning on and adjacent to the tract. Existing and proposed platting of adjacent property.
- Existing or proposed streets on and adjacent to the tract and their names, right-of-way widths, approximate grades, and other dimensions as may be required.
- Lot lines with dimensions and lot numbers.
- Sites and their acreages, if any, to be reserved or dedicated for parks, playgrounds, schools, or other public uses.
- Sites, if any, for semi-public, commercial, industrial, or multi-family use. Proposed building location and internal circulation should be shown, especially the location and number of entrances onto public streets.
- Minimum building setback lines.
- Approximate locations of "ten year" and "one hundred year" flood elevations along all streams or drainage ways.

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 approval of the preliminary plat by the Plan Commission does not constitute approval to begin improvements. I understand that the approval of a preliminary plat shall lapse unless a final plat based thereon is submitted within two (2) years from the date of such approval.

Date

Signature of Applicant

COMPLETED BY PLANNING OFFICE	Meeting Information: Plan Commission
Application Accepted on: _____	101 W Main St, Madison, IN 47250 – Council Chambers
Application Accepted by: _____	Meeting Date: _____ Time: 5:30PM

- Documentation Review** (Completed by Planning Office)
- ___ Owner Authorization provided (if req'd)
 - ___ Three (3) black or blue line copies of the final plat
 - ___ Required information on plat
 - ___ Application is complete
 - ___ GIS Information to applicant and attached
 - ___ Certified Mail Receipts received (attach)
 - ___ Certified Mail Green Cards received (attach)

Staff Notes