



DOCKET ID ASSIGNED:

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

Request for Subdivision or PUD
Final Plat

Application Fee	\$ 100.00
Ad Fee (for Legal Notice)	\$ 15.00
Final Plat Engineering Cost	\$ 75.00 per hour
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, final plat shall conform substantially to the preliminary plat and construction plans as approved, and may constitute only a portion of the preliminary plat which the subdivider proposed to record and develop.

Following approval or conditional approval of the preliminary plat and construction plans, the applicant, if he wishes to proceed with the subdivision shall file with the Commission a request for final plat approval. The application shall be filed at least ten (10) days prior to the meeting of the Plan Commission at which it is to be considered.

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 FINAL 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 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.
- Purpose for which sites other than residential lots are dedicated or reserved.
- Minimum building setback lines.
- Location and description of monuments.
- Location and description of utility and drainage easements.
- Location of the "ten year" and "one hundred year" flood elevations along any streams or drainage ways.
- 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 of title showing that the applicant is the owner, that the making of the plat receives his consent and is in accordance with his desires, and a statement by such owner dedicating streets, rights-of-way, and any other sites for public use. This certification should be on the final plat and signed by the owner prior to submission.
- Certification on plat by registered engineer or land surveyor as to the accuracy of survey and plat. This certification should be on the final plat and signed by the owner prior to submission.
- Certification by the Jefferson County Board of Health when individual sewerage disposal or water systems are to be installed. This certification should be on the final plat and signed by the owner prior to submission.
- Protective covenants and deed restrictions shall either be placed directly on the final plat or attached thereto in form for recording. Deviations to the plat plan shall be submitted to Plan Commission - developer shall get approval for any plat changes - developer shall submit "as built" drawings upon completion.

CERTIFICATE OF OWNERSHIP, CONSENT, AND DEDICATION	
<i>I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent, and in accordance with my (our) desire, dedicate all streets, alleys, walks, parks, and other open spaces to public or private use as noted.</i>	
___ day of _____, 20___	
_____	_____
Owner	Owner

CERTIFICATE OF ACCURACY	
<i>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.</i>	
___ day of _____, 20___	
_____	_____
Engineer/Surveyor	Registration Number

CERTIFICATE OF THE APPROVAL OF WATER AND SEWERAGE SYSTEMS

I hereby certify that the water supply and sewage disposal utility systems installed, or proposed for installation, in the subdivision plat entitled: _____ fully meet the requirements of the Jefferson County Board of Health and are hereby approved as shown.

___ day of _____, 20__

_____ Sanitarian, Jefferson
County Board of Health

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

Documentation Review (Completed by Planning Office)

- ___ Owner Authorization provided (if req'd)
- ___ Three (3) black or blue line copies of the final plat
- ___ One (1) reproducible print of the final plat
- ___ Required information on plat
- ___ security (performance) bond or certified check
- ___ Application is complete
- ___ GIS Information to applicant and attached
- ___ Certified Mail Receipts received (attach)
- ___ Certified Mail Green Cards received (attach)

Staff Notes
