



DOCKET ID ASSIGNED:

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

Request for Subdivision or PUD Construction Plan Review

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, subdivision construction plans shall be developed and submitted to the Plan Commission in accordance with the "City of Madison Construction Standards".

Following the approval of the Preliminary Plat and prior to submission of the Final Plat, the applicant, if he wishes to proceed with the subdivision, shall file with the Plan Commission before starting any work or improvements four (4) sets of the detailed plans and specifications thereof for approval.

The Commission shall have these plans reviewed by an engineer who is licensed in the State of Indiana and refer these plans to the appropriate local agencies for review and comment. Once these agencies indicate their approval of the construction plans or fourteen (14) working days have elapsed without a written response, the commission shall stamp the plans approved and return one (1) set to the applicant. Revisions and resubmittals of the construction plans as required by review comments shall be at the expense of the applicant.

It shall be the responsibility of the subdivider to submit all necessary documents, plans and specifications and filing fees to State and County regulatory agencies for consideration of approval as prescribed by their laws and regulations.

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 PLAN 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 construction plans and specifications shall consist of all cross sections, profiles, details, material specifications, installation requirements and other engineering data necessary for the proper design and construction of the proposed improvements. The plans shall include, as a minimum, the following information.

- Streets
 - Geometrics including curve data, road widths, existing and proposed contours, etc; profiles including all utility crossings and elevations; and typical cross sections of roadbeds and curbs including materials and dimensions.
- Sanitary Sewers
 - Sewer plan and profiles with contours including pipe sizes and lateral locations, manhole details, lift stations (where applicable), pipe bedding details, connections to existing utilities, and material specifications.
- Storm Sewers
 - Sewer plan and profiles with contours, drainage ditch cross sections, drainage structure details and material specifications.
- Water Mains
 - Plan layouts of all water lines including meter, valve and hydrant locations, connections to existing utilities, typical details and material specifications.
- Site Grading
 - Topographic contour mapping showing both existing and proposed grade, minimum building pad elevations and all necessary spot elevations such as ditch grades, break points, elevations between building pads, etc. Site grading plan to be at a scale of 1"=50' or larger with 2' maximum contour intervals.
- Design Summary
 - A summary for basis of design in selection of water and sewer mains; storm sewer and culvert sizing including drainage area runoff calculations for the watershed area, and other pertinent design information.

Construction plans and specifications shall be certified and stamped by a professional engineer and/or land surveyor holding current registration in the State of Indiana.

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.

_____ Date

_____ Signature of Applicant

COMPLETED BY PLANNING OFFICE	
Application Accepted on: _____	Application Accepted by: _____
Submitted to Engineering Firm on: _____	City Received Review on: _____
Submitted to Utility Department on: _____	Utility Review Received on: _____
Submitted to Street Department on: _____	Street Review Received on: _____

Documentation Review (Completed by Planning Office)

- ___ Owner Authorization provided (if req'd)
- ___ Four (4) copies of the construction plans
- ___ Required information on plans
- ___ Application is complete

Staff Notes