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**Department of
Development Services**

SECONDARY PLAT

Advisory Plan Commission
Application Packet

ADVISORY PLAN COMMISSION

SECONDARY PLAT



61 N. Green Street | Brownsburg, IN 46112
Phone 317-852-1128 | Fax 317-852-1134
www.brownsburg.org

TABLE OF CONTENTS

Introduction	3
Application Requirements	4
Secondary Plat Requirements	5-6
Contacts	7
Application	8-11
Application Form	1-2
Affidavit & Consent of Property Owners	3
Subdivision Waiver Request	4

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DEFINITION:

PLAT, SECONDARY. Pursuant to I.C. 36-7-4-700 series, the final plat document in recordable form. A secondary plat shall substantially conform with the preceding primary plat, or section thereof. The secondary plat and plans are not subject to public notices and public hearings. Secondary plat approval is an administrative function to be carried out in the manner prescribed by the written rules of the Plan Commission, either in public meeting or by staff.

PURPOSE (SEC. 154.003):

The purposes of these regulations are as follows:

- (a) To protect and provide for the public health, safety, and general welfare of the Town.
- (b) To guide the future development and renewal in accordance with the Comprehensive Plan and related policies.
- (c) To provide for the safety, comfort, and soundness of the built environment and related open spaces.
- (d) To protect the compatibility, character, economic stability and orderliness of all development through reasonable design standards.
- (e) To guide public and private policies and actions, to provide adequate and efficient public and private facilities, to conserve and/or create the most aesthetically pleasing and beneficial interrelationship between land uses, to conserve natural resources such as natural beauty, woodland, open spaces, and to conserve energy both during and after development.

SCOPE OF REGULATION (SEC. 154.004):

- (a) Any land, vacant or improved, which is divided or proposed to be divided into two (2) or more lots, parcels, sites, units, plots, or interests for the purpose of offer, sale, lease, or development either on the installment plan or upon any and all other plans, terms, and conditions, including re-subdivision, shall be subject to the provisions of this chapter. For the purpose of these regulations, the following are exempt as implying subdivision, and thereby exempted from the platting requirements of this chapter:
 - (1) A division of land into two (2) or more tracts for an agricultural use.
 - (2) The unwilling sale of land as a result of legal condemnations as defined and allowed in State Law.
 - (3) Widening of existing streets to conform to the Comprehensive Plan.
 - (4) The acquisition of street rights-of-way by a public agency in conformance with the Comprehensive Plan.
 - (5) The Exchange of land for the purpose of straightening property boundary lines which does not result in the change of the present land usage.
 - (6) A division of land for the sale or exchange of tracts between adjoining landowners, provided that no additional building sites other than for accessory buildings are created by the division.
- (b) No improvement location permits or certificates of occupancy shall be issued for any parcel or plat of land which was created by subdivision after the effective date of, and not in conformity with, the provisions of these subdivision regulations, and no excavation of land or construction of any public or private improvements shall take place or be commenced except in conformity with the regulations contained herein and in conformity with building code standards adopted by the Town if they have been enacted and are in force.

PREREQUISITES:

Prerequisites for Secondary approval. The following must take place before the Town may grant Secondary approval of a subdivision plat:

- (a) Expiration of the thirty (30) day appeal period provided for in § 154.020(B)(2).
- (b) Obtain final approval from the Hendricks County Drainage Board and any and all other local, state and federal approvals, if applicable.
- (c) Submit proposed Secondary Plat along with final development and construction plans for review and comment by the staff.
- (d) Submit to the Administrator the proposed dollar amounts for the performance bonds for the required public improvements.
- (e) Satisfy any other conditions of primary approval as required by the Plan Commission.

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Application Submittal Requirements:

**The following information, documents and fees are required when filing an application for
SECONDARY PLAT to be heard by the Brownsburg Advisory Plan Commission:**

A. Pre-Filing Meeting

- Applicant is required to attend a Pre-filing meeting with the Department of Development Services (Contact: developmentservices@brownsburg.org)

B. Application and required submittals

- Completed application with notarized signatures
- Application Fee (Non-refundable fee must be paid when application is filed)
 - a. Secondary Plat Fee: \$375 + \$5.00 per lot.
- Affidavit and Consent of property owner
- Area Map and legal description of subject property.
- Submit plans: two (2) sets of Secondary Plat plans in a format required by the Hendricks County Recorder's Office; and one (1) digital copy of all plans and documents supplied in PDF format.

C. Approvals

- Provide utilities letter of Intent to Serve (Gas, Water, Sewer & Power).
- Preliminary approval from the Hendricks County Drainage Board (if project is within a watershed of a legal drain.)
- Preliminary approval from the Indiana Department of Transportation—INDOT (if the project proposes an impact on a thoroughfare under their jurisdiction); final INDOT approval must be filed with the Department of Development Services prior to the release of Development Plan for construction.

Assistance can be sought in preparation of the application from the Department of Development Services; however, the major execution rests with the Applicant. Applicants may choose to have an attorney or their consultant prepare the application and represent them at the hearing, though this is not a requirement.

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Contents of a Secondary Plat:

All Plats shall be prepared by a licensed land surveyor or engineer at a scale no smaller than one (1) inch equals one hundred (100) feet. Very Large tracts of land may be presented in a different scale upon approval of the Administrator. The Petitioner shall submit with the final plat all the necessary plans, profiles, and specifications for the improvements and installations required by § 154.029 through 154.061. the Secondary Plat and plans shall show he following:

1. North Arrow, scale, and graphic scale.
2. The Name by which the subdivision shall be legally and commonly known, shown on the plat in prominent letters at the top of the sheet.
3. The location of the subdivision by section, township and range, municipality, county, state, and a complete metes and bounds legal description.
4. The names of the owner and registered surveyor or engineer preparing the plat.
5. The location and description of all section corners and permanent survey monuments in or near the tract, to at least one (1) of which the subdivision shall be referenced.
6. The length of all required lines dimensioned in feet and decimals thereof and the value of all required true bearings and angles dimensioned in degrees and minutes as hereafter specified.
7. The boundary lines of the land being subdivided fully dimensioned by lengths and bearings and the location of boundary lines of adjoining lands with adjacent subdivisions identified by official names.
8. The lines of all streets fully dimensioned by lengths and bearings or angles.
9. The lines of all alleys. Where the length and/or direction of an alley is not readily discernible from data given from lot and block lines, the length and/or bearing shall be given.
10. The Widths (and names where appropriate) of all streets and alleys and of all adjacent streets, alleys, and easements, which shall be properly located.
11. The lines of all lots fully dimensioned by lengths and bearings or angles.
12. The outline of any property which is offered for dedication to public use fully dimensioned by lengths and bearings with the areas marked Public.
13. A Statement which clearly and precisely states whether the public improvements are to be dedicated to and maintained by the Town (or other proper jurisdiction), or whether the public improvements are to be owned and maintained by a private entity.
14. All lot numbers and lot lines, with accurate dimensions in feet and hundredths of a foot, and with bearings or angles to street or alley or crosswalk lines. The area, in square feet, shall be shown on each lot. Lots shall be numbered consecutively.
15. Accurate location of all monuments erected, corners and other points established on the field in their proper places. The material of which each permanent monument, corner or other point is made shall be noted by legend symbol or otherwise.

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16. Building setback lines, accurately shown with dimensions.
17. When lots are located on a curve or when side lot lines are at angles other than ninety degrees (90 °), the width at the building line shall be shown.
18. All lake or stream shore meander lines established by the surveyor, the distance and bearing thereof, and the distanced between the points of intersection of those meander lines with lot lines and the ordinary high water mark.
19. Abutting state highway lines and streets of adjoining plats shown in their proper location. The width and names of these streets and highways shall also be given.
20. Certification by a registered engineer or land surveyor to the effect that the plat represents a survey made by him, that all monuments shown thereon actually exist and that their locations are correctly shown, and that all dimensional and geodetic details are correct.
21. Form of dedications, stating the name of the plat, the lands embraced therein have been surveyed and platted and the streets, alleys, public areas, sewers, water distribution lines and other improvements shown thereon are dedicated to the use of the public. If there are any streets, parks, or other places which are usually public but are not so dedicated on the plat, the character and extent of the dedication of the street, park or other place shall be plainly set forth in the dedication. The dedication shall be signed by the person holding the title by deed of the lands, by persons holding any other title of record, by the persons holding title as vendees under land contract, and by the spouses of the parties, and if the lands to be dedicated to public use are mortgaged, the mortgagees shall also sign the plat. The signature must be witnessed and the execution of the dedication must be acknowledged as deeds conveying lands are required to be witnessed and acknowledged.
22. Proper form for the approval of the Plan Commission or its designated official.
23. Proper form for acceptance of dedicated improvements and lands and acceptance of the plat by the Plan Commission.
24. Any existing or proposed protective covenants that are to run with the land shall be submitted with the final plat. Theses covenants may be shown upon the final plat, but if they are not shown, they shall be submitted with the final plat in form for recording and shall be recorded at the same time the final plat is recorded.

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CONTACTS

INDIANA DEPARTMENT OF TRANSPORTATION

LETHA COFFING
INDOT, CRAWFORDSVILLE DISTRICT
41 W. 300 N.
P.O. BOX 667
CRAWFORDSVILLE, IN 47933
765.361.5252

HENDRICKS COUNTY DRAINAGE BOARD

HENDRICKS COUNTY SURVEYOR'S OFFICE
355 S. WASHINGTON STREET #214
DANVILLE, IN 46122
317.745.9237

WESSLER ENGINEERING (STORMWATER/EROSION CONTROL AND POST CONSTRUCTION)

6219 SOUTH EAST STREET STE. A
INDIANAPOLIS, IN 46227
317.788.4551

VS ENGINEERING (TRAFFIC IMPACT STUDIES)

4275 NORTH HIGH SCHOOL ROAD
INDIANAPOLIS, IN 46254
317.293.3542

WATER UTILITIES

TOWN OF BROWNSBURG WATER DEPARTMENT
61 NORTH GREEN STREET
BROWNSBURG, IN 46112
317.852.1138

CITIZENS ENERGY GROUP
2020 NORTH MERIDIAN STREET
INDIANAPOLIS, IN 46202
317.924.3311

SEWER UTILITIES

TOWN OF BROWNSBURG WASTEWATER DEPARTMENT
61 NORTH GREEN STREET
BROWNSBURG, IN 46112
317.852.1114

WEST CENTRAL CONSERVANCY DISTRICT
243 SOUTH COUNTY ROAD 625 EAST
AVON, IN 46123
317.272.2980

AQUA INDIANA (HENDRICKS REGIONAL SEWER DISTRICT)
317.745.4928

STORMWATER

TOWN OF BROWNSBURG STORMWATER DEPARTMENT
61 NORTH GREEN STREET
BROWNSBURG, IN 46112
317.852.1128

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PROJECT NAME:		RECEIVED STAMP
ENERGOV #:	APC DOCKET #:	
APPLICATION FEE:	RECEIPT #:	

COMPLETE THE FOLLOWING:

Applicant:	Company:		
	Name:		Email:
	Address:		City, State: Zip code:
	Phone #:	Cell #:	Fax #:
Applicant is (Check one):	<input type="checkbox"/> Sole Owner <input type="checkbox"/> Joint Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Other (Specify): _____		

Owner:	Company:		
	Name:		Email:
	Address:		City, State: Zip code:
	Phone #:	Cell #:	Fax #:

Project Contact:	Company:		
	Name:		Email:
	Address:		City, State: Zip code:
	Phone #:	Cell #:	Fax #:

Project Information:	Property Address/General Location:		
	Subdivision Name:		
	Parcel Numbers:		
	Subdivision Type: <input type="checkbox"/> Simple <input type="checkbox"/> Curvilinear <input type="checkbox"/> Conservation <input type="checkbox"/> Townhouse <input type="checkbox"/> Traditional <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial		
	Open Space %:		Open Space (AC):

