

MORGAN COUNTY PLAN COMMISSION (PC) APPLICATION PACKET

Contact: Laura Parker at (765) 342-1060 or lparker@morgancounty.in.gov

Website: <https://morgancounty.in.gov/department/index.php?structureid=12>

Office: 180 S Main Street, Suite 204, Martinsville, IN 46151

USE THIS PACKET FOR THE FOLLOWING APPLICATIONS:

1. MINOR RESIDENTIAL SUBDIVISION

A residential subdivision of six (6) or less lots that does not include the opening or creation of a new public right-of-way.

2. SKETCH PLAN

Preliminary approval of a sketch concept or plan for a residential, commercial, and/or industrial subdivision.

3. PRIMARY PLAT

Preliminary approval of a residential, commercial, and/or industrial subdivision.

4. SECONDARY PLAT

Final approval of a residential, commercial, and/or industrial subdivision layout required to be recorded.

5. DEVELOPMENT PLAN

A site plan for new commercial, industrial, and multi-family development that demonstrates compliance with the UDO.

6. ZONE MAP CHANGE (REZONING)

A change from one zoning district to another.

7. PLANNED UNIT DEVELOPMENT (PUD) DISTRICT

A zone change (rezoning) to PUD that includes a map and PUD District Ordinance.

8. PLAT VACATION

Vacation of a plat or a portion of a plat under IC 36-7-4-711 or IC 36-7-3-10.

2024 APPLICATION SCHEDULE

The following table includes the deadlines for petitions before the Morgan County Plan Commission (PC). Deviations from the submittal deadline are not permitted without approval from the Administrator.

Application Submittal Deadline	PC Hearing Date ¹
Friday, December 8, 2023	Monday, January 8, 2024
Friday, January 12, 2024	Monday, February 12, 2024
Friday, February 9, 2024	Monday, March 11, 2024
Friday, March 8, 2024	Monday, April 8, 2024
Friday, April 12, 2024	Monday, May 13, 2024
Friday, May 10, 2024	Monday, June 10, 2024
Friday, June 7, 2024	Monday, July 8, 2024
Friday, July 12, 2024	Monday, August 12, 2024
Friday, August 9, 2024	Monday, September 9, 2024
Friday, September 13, 2024	Wednesday, October 16, 2024
Friday, October 11, 2024	Wednesday, November 13, 2024
Friday, November 8, 2024	Monday, December 9, 2024
Friday, December 13, 2024	Monday, January 13, 2025

¹ – Unless otherwise noticed, PC meetings are held at 6:30 pm in the Lucille Sadler Room, in the Morgan County Administration Building, 180 S Main Street, Martinsville, IN 46151.

PC APPLICATION INSTRUCTIONS:

STEP 1 ATTEND REQUIRED PRE-PLAT/PRE-APPLICATION CONFERENCE.

The pre-plat/pre-application conference is required for all Plan Commission (PC) applications and are usually held in-person, but may be on the phone at the Administrator's discretion. This meeting gives the applicant the opportunity to discuss the procedures for approval with the Administrator as well as requirements, submittals, deadlines, and hearings. Contact the Administrator at lparker@morgancounty.in.gov to schedule this meeting.

STEP 2 PROVIDE THE REQUIRED ITEMS IN PC CHECKLIST 1 & PC CHECKLIST 2.

SEE PAGE 4 (PC CHECKLIST 1: GENERAL ITEMS) & PAGE 5 (PC CHECKLIST 2: FORMS & DRAWINGS) FOR THE REQUIRED ITEMS FOR EACH TYPE OF APPLICATION.

A complete application and all required attachments must be submitted by the date shown on the Application Schedule (Page 2 of this packet) to be considered at a specific hearing date. An original application must be submitted on the required application form(s) and also emailed to lparker@morgancounty.in.gov as a PDF.

When an application is submitted, the Administrator will review the materials to determine if the application is complete. If the application is not complete, the applicant will be emailed with a list of deficiencies and may resubmit the missing items. *A hearing date and petition number will not be assigned until the Administrator determines that the application is complete.*

PC CHECKLIST 1: GENERAL ITEMS

	Minor Subdivision	Sketch Plan	Primary Plat	Secondary Plat	Development Plan	Zone Map Change	PUD District	Vacation
1.1 Application Fee Make checks payable to “MCPC” or “Morgan County Plan Commission”.	X	X	X	X	X	X	X	X
1.2 Electronic Copy All Checklist Items Submit all documents as a PDF (lparker@morgancounty.in.gov); The PDF MUST include ALL of the items in PC Checklist 1 & 2 on Pages 4-5.	X	X	X	X	X	X	X	X
1.3 Description of Request A few sentences describing the application, land use, reason for request, and/or proposed development. Include as many details as possible, such as the number of lots, hours of operation, number of employees, previous construction/permits/approvals, and any additional evidence or information that would be considered necessary to support the application.	X	X	X	X	X	X	X	X
1.4 Applicable Agency Submittals (if applicable) Submit copy(s) of any approval(s) from Morgan County Drainage Board, Morgan County Health Department, Indiana State Department of Health, Indiana Department of Natural Resources, Indiana Department of Environmental Management, Indiana Department of Transportation, and/or other agencies.	X		X	X	X			
1.5 Deed & Legal Description Copy of the deed can be obtained in the Recorder’s Office and often contains the legal description. The legal description is the written words delineating the property and a corresponding drawing with dimensions and bearings.	X	X	X	X	X	X	X	X
1.6 Recorded Restrictions or Covenants (if applicable) Submit any recorded restrictions or covenants that are relevant to this petition.	X	X	X	X	X	X	X	X
1.7 Proof of Sewage Disposal/Water Service (Willingness to Serve) Provide written verification that sewer and water services are available for the site and that the utility is willing to serve the site. If the development is not served by a public utility for sewer and water, include septic approval from the Morgan County Health Department and/or Indiana State Department of Health.	X	X	X	X	X	X	X	
1.8 Documentation of Public Notice Two forms of public notice are completed by the applicant and documentation of each must be provided. This includes proof of publication from the newspaper and stamped Certificate of Mailing from the post office. See Step 3 (Page 6) of this application packet for more details. <i>(Completed AFTER petition has been filed.)</i>	X		X			X	X	X

PC CHECKLIST 2: FORMS & DRAWINGS

	Minor Subdivision	Sketch Plan	Primary Plat	Secondary Plat	Development Plan	Zone Map Change	PUD District	Vacation
2.1 PC Form 1: PC Application Form This form is required for all PC applications. All items must be fully and legibility completed. The application must be signed by the applicant(s) and all property owners (if different) and notarized.	X	X	X	X	X	X	X	X
2.2 PC Form 2: Waiver Request (if applicable) This form should be used if requesting a waiver for a Primary Plat or Minor Residential Subdivision as outlined in <i>Chapter 7: Administration and Procedures</i> .	X		X					
2.3 PC Form 3: PUD Ordinance Outline This form should only be completed for a PUD proposal and provides an outline for the ordinance that is required for all PUDs. It will be used to govern the development of a PUD in accordance with <i>Chapter 7: Administration and Procedures</i> .							X	
2.4 PC Form 4: Development Plan Drawings & Checklist Submit drawings with the required information on Form 4. This checklist outlines the information required to show compliance with the regulations of the Morgan County UDO for Development Plans.					X			
2.5 PC Form 5: Plat Drawings & Checklist Submit the required plat drawings as outlined in Form 5. The checklist outlines the information required for Sketch Plans, Primary Plats, and Secondary Plats in accordance with <i>Chapter 7: Administration and Procedures</i> .	X*	X	X	X				
2.6 Traffic Impact Study This is only required for a Primary Plat. Based on the size of the proposed development, submit the traffic impact analysis identified in <i>Chapter 7.D.1: Traffic Impact Study Requirements</i> .			X					
2.7 Construction Plans This is only required for Secondary Plats. Plans MUST be prepared in accordance with <i>Chapter 7: Document and Drawing Specifications</i> .				X				

*For Minor Subdivisions only, submit page 14 with application.

STEP 3 NOTIFY THE PUBLIC.

Public notice is only required for a **MINOR RESIDENTIAL SUBDIVISION, PRIMARY PLAT, ZONING MAP CHANGE (i.e. REZONING), PUD DISTRICT, and VACATIONS**. Sketch Plans, Secondary Plats, and Development Plans do **NOT** need to provide public notice.

State law and the Morgan County PC Rules of Procedure require the applicant to complete two (2) different forms of public notice at least fifteen (15) days before the PC hearing date. Additionally, the PC staff will place a sign(s) on the subject property and this must remain in place through the date of the public hearing.

The following public notices **MUST** be completed by the APPLICANT:

1. NOTIFICATION FOR NEWSPAPER

The applicant **MUST**:

1. Publish the legal notice one time in the newspaper(s) listed below at least fifteen (15) days prior to the hearing (see Application Schedule on page 2). Public Notice language will be provided by the Administrator and should not be altered. The applicant should be aware that the newspaper has deadlines for submittal of public notices multiple days ahead of publication, and it is the sole responsibility of the applicant to meet these deadlines. Failure to meet the publishing deadlines will delay the hearing of your petition.
 - **The Reporter-Times:** 78 N Main Street, Martinsville, IN 46151, (765) 342-3311; MartinsvilleRTlegals@gannett.com
2. Request a "Proof-of-Publication" affidavit from the newspaper for your legal notice and submit this documentation to the Administrator at least one (1) week prior to the hearing.

2. NOTIFICATION TO SURROUNDING PROPERTY OWNERS

The applicant **MUST**:

1. Send a public notice letter via Certificate of Mailing to every property owner within a radius of 2 properties deep or 660 feet (whichever is less). The list of owner names and addresses is determined by the property owner's last known address as listed in county tax records. This list and the form letter will be provided to the applicant by the Plan Director. All letters must be postmarked at least fifteen (15) days prior to the hearing. Failure to mail the required public notice letter will delay the hearing of your petition.
 - All owners within a radius of two (2) properties deep or 660 feet (whichever is less) must be notified. This includes properties that are across a street.
 - Note that if the application is for a plat vacation, notice must **ALSO** be sent to all parcels within the same section of the plat, regardless of distance from the property being vacated. This only applies to plat vacations.
 - Notification must be sent via Certificate of Mailing through the US Postal Service (USPS).
 - i. Certificate of Mailing provides evidence that mail has been presented to the post office for mailing. The post office affixes a stamp with the postmarked date of receipt indicating that the letters were mailed on a specified date.
2. Submit proof of mailing (stamped Certificate of Mailing) to the Administrator at least one week prior to the hearing.

PC Form 1: Application Form

This application is being submitted for (check all that apply):

- Minor Residential Subdivision
- Sketch Plan
- Primary Plat
- Secondary Plat
- Development Plan
- Zone Map Change
- PUD District
- Vacation/Replat

For Office Use Only	
Petition # _____	Fee _____
Filing Date _____	Hearing Date _____
<input type="checkbox"/> Staff Review	<input type="checkbox"/> TRC Review <input type="checkbox"/> DRB Review
<input type="checkbox"/> Favorable	<input type="checkbox"/> Unfavorable <input type="checkbox"/> No Rec.
<input type="checkbox"/> Approved	<input type="checkbox"/> Commitments/Conditions <input type="checkbox"/> Denied

APPLICANT & PROPERTY OWNER INFORMATION

Applicant Full Legal Name:			
Applicant Street Address:			
Applicant City, State, Zip:			
Applicant is (circle one): Corporation LLC Partnership Individual(s) Other (specify)			
Property Owner Full Legal Name:			
Property Owner Street Address:			
Property Owner City, State, Zip:			
Property Owner is (circle one): Corporation LLC Partnership Individual(s) Other (specify)			
Primary Contact Person	Name:	Phone:	Email:
Surveyor/Engineer	Name:	Phone:	Email:

PROPERTY INFORMATION

18-digit Parcel Number:	
Property Address (if addressed):	
County Road Serving Property:	Township:
Subdivision Name (if applicable):	Lot Number(s) (if applicable):
Total Acreage:	Property Located in Floodway or Floodplain: Yes No
Development will be served by: Septic Sewer (specify provider: _____) Other _____ N/A	
Current Zoning of Subject Property:	Current Use of Subject Property:
Proposed Zoning (only if requesting rezoning):	Proposed Land Use:

APPLICANT SIGNATURE:

I (we), _____, attest that the above information and attached exhibits/forms, to my knowledge and belief, are true and correct.	
Signature of Applicant:	Date:
Notary Public's Name (printed) & Signature:	State/County of Residence:
My Commission Expires:	Subscribed and sworn to before me this ____ day of _____, 20____.

SIGNATURE / CONSENT OF PROPERTY OWNER(S): *Complete if the applicant is not the property owner*

I (we), _____, after being first duly sworn, depose and say that I/we are the owner(s) of the real estate located the above address; that I/we have read and examined the application and are familiar with its contents; that I/we have no objection to and consent to such request as set forth in the application; and that such request being made by the applicant (____ is) (____ is not) a condition to the sale or lease of the above referenced property.	
Signature of Property Owner(s):	Date:
Notary Public's Name (printed) & Signature:	State/County of Residence:
My Commission Expires:	Subscribed and sworn to before me this ____ day of _____, 20____.

PC Form 2: Waiver Request

Instructions: Only complete this form for a **PRIMARY PLAT** application when requesting a **WAIVER** from the regulations in Chapter 5: Subdivision Types and/or Chapter 6: Subdivision Design Standards.

- *Where the PC finds that extraordinary hardships or practical difficulties may result from strict compliance with the regulations contained in Chapter 5: Subdivision Types and/or Chapter 6: Subdivision Design Standards of the UDO and/or the purpose and intent of these regulations may be served to a greater extent by an alternative proposal, the PC may approve waivers so that substantial justice may be done and the public interest secured. Waivers shall not have the effect of nullifying the intent and purpose of the UDO regulations.*

WAIVER REQUEST INFORMATION:

Provide the following information for each waiver requested. Attach additional pages if necessary.

1. UDO Standard: (For example, Chapter 6.C.4: Sidewalks and Trails)

2. Requirement to be Waived: (For example, "All residential subdivisions shall provide sidewalks along internal and perimeter roads.")

3. Alternative/Substitute to be offered: (For example, "Sidewalks shall only be provided along internal roads.")

4. Findings of Fact:

4.1. The approval of the waiver request will not be detrimental to the public safety/health/welfare or injurious to property within a reasonable proximity to the subject property involved in the waiver request.

True False Explanation/Justification:

4.2. The strict application of the applicable ordinance standard will result in practical difficulties in the development due to the particular physical surroundings, unique constraints, or topographical conditions of the subject property. These conditions will not substantially alter the character of the subject district or neighborhood.

True False Explanation/Justification:

4.3. The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives (Note: financial hardship does not constitute grounds for a waiver).

True False Explanation/Justification:

4.4. The waiver request is necessary and represents a minimal deviation from explicit ordinance standards.

True False Explanation/Justification:

PC Form 3: PUD District Ordinance Outline

Instructions: Only complete this form for a **PLANNED UNIT DEVELOPMENT (PUD)** application.

- A PUD District Ordinance must be submitted with the “detailed terms” for development in accordance with IC 36-7-4-1509(a)(2). The PUD District Ordinance must use the outline and format below so that it parallels the Morgan County UDO.

PUD DISTRICT ORDINANCE OUTLINE:

Include the following information for a PUD Ordinance. If any regulations, standards, or information below is NOT included or left blank, it shall default to the Morgan County UDO as best interpreted by the Administrator. A Word Document of the following template may be provided by the Administrator, if requested.

PUD NAME:

PUD SECTION 1. Introductory Provisions.

1. PUD Purpose:
2. PUD Intent:
3. PUD Jurisdiction:
4. PUD Administration:
5. PUD Effective Date:

PUD SECTION 2. Districts and Use Development Standards.

Permitted Uses (Identify for Each PUD District if Multiple Uses Proposed)	
Primary Uses	Accessory Uses
Special Exception Uses (Identify for Each PUD District if Multiple Uses Proposed)	
Primary Uses	Accessory Uses

PC Form 3: PUD District Ordinance Guide (Continued)

Development Standards – Structure Standards		
Maximum Height of Structure	Primary Structure	
	Accessory Structure	
Minimum Living Area		
Minimum Width of Primary Structure		

Development Standards – Lot Standards		
Minimum Lot Width		
Minimum Street Frontage		
Minimum Lot Area		
Minimum Front Yard Setback		
Minimum Side Yard Setback	Primary Structure	
	Accessory Structure	
Minimum Rear Yard Setback	Primary Structure	
	Accessory Structure	
Maximum Impervious Surface Coverage		

Use Development Standards (if applicable)
Land Use (<i>Insert land use(s) with additional standards here</i>)
Purpose:
Use and Operational Standards:
Development Standards:
Utility Standards:
Site Standards:
Other Standards:

PUD SECTION 3. Site Development Standards.

1. Accessory Structure Standards:
2. Architectural Standards:
3. Driveway & Access Management Standards:
4. Landscaping Standards:
5. Lighting Standards:
6. Parking & Loading Standards:
7. Sign Standards:
8. Storage Standards:
9. Structure Standards:
10. Trash & Receptacle Standards:

PUD SECTION 4. Definitions. Include any terms that are specific to the PUD that will aid in the interpretation of the ordinance.

PC Form 4: Development Plan Checklist

Instructions: Only complete this form for a DEVELOPMENT PLAN application.

- A Development Plan must be submitted that demonstrates the proposed development is in compliance with the regulations and satisfies the development requirements of the Morgan County UDO.
- The following checklist provides a guide for applicants in identifying the specific information required for a Development Plan by the UDO (in addition to the PC Submittal Checklist).

NOTE: Improvement Location Permits (ILPs), which are commonly referred to as building permits, are required prior to beginning any construction activities. Following the approval of a Development Plan, the applicant must complete an ILP application for all construction, including sign permits.

DEVELOPMENT PLAN CHECKLIST:

Development plan must include, but is not limited to, the following information on one or more sheets:

Multi-Family, Commercial, and Industrial Development Plan Checklist

- Site Plan, including, but not limited to, all use and dimensional standards (Chapter 3), use development standards (Chapter 3), and site development standards (Chapter 4) that are not included below.
- Landscape Plan, including but not limited to, all planting and bufferyard standards.
- Lighting Plan, including but not limited to, all lighting standards (if applicable).
- Parking & Loading Plan, including but not limited to, all parking and loading standards.
- Sign Plan, including but not limited to, all sign locations (if applicable).
- Drainage Plan and Erosion Control Plan, including but not limited to, all drainage and stormwater standards.
- Secondary Plat (only for commercial and industrial subdivisions that were completed as an Individual Lot with Development Plan as outlined in *Chapter 7.C.1.e.i.(2): Individual Lot with Development Plan*).
- Additional Information required to demonstrate compliance with the UDO per the Administrator.

I-69 Overlay Additional Standards Checklist

In addition to the above checklist, use this checklist for all additional standards that specifically apply to development within the I-69 Corridor Overlay.

- Chapter 3.B.13.d: I69-O Permitted, Special Exception, and Prohibited Uses.
- Chapter 3.B.13.e: I69-O Development Standards (Billboards Prohibited & Setbacks Abutting I-69)
- Chapter 3.B.13.g.ii.(1): I69-O Outside Sales Display
- Chapter 4.C.1.g.ii: I-69 Overlay District Fence and Wall Materials.
- Chapter 4.C.2: I-69 Overlay District Architectural Design Standards
- Chapter 4.C.3.i.v: I-69 Overlay District Access Standards
- Chapter 4.C.3.j: Easement Standards (Cross-Access Easements & Private Street Easements)
- Chapter 4.C.4.f: I-69 Overlay District Additional Plantings Requirements
- Chapter 4.C.4.j.iv: I-69 Overlay District (Installation Requirements)
- Chapter 4.C.5.f: I-69 Overlay District Additional Lighting Standards
- Chapter 4.C.6.h.ii: I-69 Overlay (Parking Lot Islands and Landscaping)
- Chapter 4.C.8.c.i: I-69 Overlay District (Prohibited Storage)
- Chapter 4.C.8.f: I-69 Overlay District Storage

PC Form 5: Plat Application Checklist

Instructions: Only complete this form if submitting a SKETCH PLAN, PRIMARY PLAT or SECONDARY PLAT application.

- A Sketch Plan, Primary Plat, and/or Secondary Plat shall be submitted in compliance with the regulations and requirements of Chapter 7.D: Document and Drawing Specifications of the Morgan County UDO.
- The following checklist provides a guide for applicants in identifying this information required by the UDO.

SKETCH PLAN APPLICATION CHECKLIST:

All sheets shall be formatted as **18"x24"** and drawn to an accurate and convenient scale. The following checklist of items should be provided for a Sketch Plan (provided on one sheet if possible):

Project Information

- Name of the project/subdivision.
- Location of the property by street, block, and adjacent subdivisions (with block and lot numbers) or section, township, range, and county (if adjacent property if not subdivided).
- Total acreage within the project and the number of proposed lots.
- Existing zoning of the subject property and all adjacent properties.
- Name and address of the owner, developer, and land surveyor/engineer.
- Notation of any covenants on the parcel(s).

Existing Site Conditions

(From Applicable Mapping Data/Readily Available Sources)

- General location of property boundaries and adjacent tracts of land with owners of record and name of adjoining developments.
- General site topography.
- General location of existing buildings/structures (shown with aerial photo).
- General location of existing utilities.
- General locations of floodplains and water bodies.
- Other general site conditions that may need to be considered.

Proposed Development Information

- General layout of streets, blocks, and lots for the subdivision.
- Identification of general area(s) to be set aside for public facilities or common area.
- Identification of sites and proposed uses.
- General concept for water service, sanitary service, and stormwater drainage.

Title Block

- The proposed legal and common name of the project.
- Date of survey, scale, north point, and revision date(s), if applicable.

PC Form 5: Plat Application Checklist (Continued)

PRIMARY PLAT APPLICATION CHECKLIST:

All sheets shall be formatted as **18" x 24,"** tied to state plane for horizontal controls, drawn to an accurate and convenient scale, and be prepared and signed by a Registered Land Surveyor. The following checklist of items should be provided for a primary plat (provided on one sheet if possible):

Project Information

- A location map with north arrow at a scale of one-inch equals four hundred feet (1"= 400') or less showing the boundaries of the proposed project and covering the general area within which it is to be located.
- Boundaries of the tract with accurate dimensions and bearings, as determined by an accurate survey conforming with 865 IAC 1-12, in the field which has been balanced and closed, as well as physically located by monumentation.
- Location and description of all monuments with references by distance to bearings to both ¼ section corners, section corners, grant corners, or recorded subdivisions.
- Boundary lines of adjacent tracts of land, showing owners of record and names of adjoining developments.
- Existing zoning of the subject property and all adjacent properties.
- Name of the project/subdivision.
- Name and address of the owner, developer, and land surveyor and/or engineer.
- If non-residential, a statement of the proposed uses, stating the type of buildings, and the type of business, commercial, or industrial uses so as to reveal the effect of the project on traffic, fire, and population.
- Total acreage within the project and the number of lots.

Existing Site Conditions

- Existing contours based in NAVD 1988 datum with vertical intervals of two (2) feet if the general slope of the site is less than two percent (2%) and vertical intervals of five (5) feet if the general slope is greater than two percent (2%). A benchmark, which is easily accessible and re-locatable, shall be shown. The benchmark shall be determined by use of NAVD 88 datum (vertical), which are based on sea level datum.
- Existing buildings/structures and their placement on the lots.
- Existing water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained.
- Location, widths, and type of construction of all existing streets, street names, alleys, or other public ways and easements, street classifications as per the *Morgan County Comprehensive Plan*, *Morgan County Thoroughfare Plan*, railroad and utility rights-of-way or easements, parks, wooded areas, trails, cemeteries, watercourses, drainage ditches, designated wetlands, floodplain per FEMA/DNR maps, and bridges. Other structures shall be located by dimensions on the plans, in relation to surrounding physical features. Other data may be added which is considered pertinent by the PC or the Administrator for the subject land. Existing site conditions shall include all land within one hundred (100) feet of the proposed project.
- The water elevation at the date of the survey of lakes, stream flow, or designated wetlands within or affecting the project.
- The regulatory flood (100-year flood) elevation based on NAVD 1988.

Proposed Development Information

- Basic layout of the proposed project/subdivision showing lot/block lines, lot/block numbers, and streets that show length, width, depth, and area of all lots.
- Building and thoroughfare (if applicable) setback lines, showing dimensions.
- Utility easements and/or proposed locations for all utilities.
- All lots or blocks/outlots intended for sale or lease shall be designated with boundary lines and identified with letters and be in alphabetical order. Lots shall be numbered consecutively within each block.
- Private areas, common areas, or other excluded parcels shall be designated as such and clearly labeled on the plans.
- Note stating: No buildings, structures, fences, shrubs, or trees shall be placed in the public right-of-way without prior written review and approval by the appropriate agency.
- Internal and perimeter sidewalk system/pedestrian circulation plan, if any.
- Such other information as may be deemed necessary for proper review by the Administrator, Engineer, Surveyor, or PC.

Title Block

- The proposed legal and common name of the project; and
- Date of survey, scale, north point, and revision date(s), if applicable.

PC Form 5: Plat Application Checklist (Continued)

SECONDARY PLAT APPLICATION CHECKLIST:

All sheets shall be formatted as **18”x 24,”** tied to state plane for horizontal controls, drawn to an accurate and convenient scale, and be prepared and signed by a Registered Land Surveyor. The following checklist of items should be provided for a secondary plat (provided on one sheet if possible):

NOTE: Approval of construction drawings is required *before* the construction and development process may begin and *before* approval of the Secondary Plat as outlined in *Chapter 7.D: Document and Drawings Specifications*.

Proposed Development Information

- Name of the project.
- All lots or outlots intended for sale or lease shall be designated with boundary lines and numbered or labeled for identification purposes.
- Private areas, common areas, or other excluded parcels shall be designated as such and clearly labeled on the plat and plans.
- Building setback lines, showing dimensions.
- Monument sign location, including dedicated easement or dedicated common area.
- Easements.

Notes and Endorsements

The following shall be included verbatim:

Surveyor’s Subdivision Certification. I, _____, an Indiana Registered Land Surveyor, hereby certify that, to the best of my information, knowledge and belief, this plat represents a subdivision of land in accordance with the County of Morgan Plan Commission. The perimeter of said subdivision was surveyed in accordance with Indiana Administrative Code 865-1-12 and that all information required by said rule, including surveyor’s report, is shown hereon, or is given in a separate boundary survey that has been recorded in the Office of the Recorder of Morgan County as Instrument Number _____. Further that all monuments required by 865 IAC 1-12 and this ordinance have been set or will be set prior to the transfer of any lot in this subdivision.
 Certified this _____ day of _____, 20____.
 Seal and Signature of Land Surveyor: _____

The intent of the dedication language below shall be included (but may be changed as necessary):

Dedication Certification. By the Subdivider(s)/applicant(s) and/or any other owner(s) of record, a notarized statement that said Subdivider(s) and/or other landowner(s) is/are the owner(s) of the lands and the platting of the subdivision is the Subdivider’s and/or other owner’s voluntary act and deed. The Subdivider(s) and/or owner(s) shall declare in this certification, by description or reference to the plat, the purpose of all rights-of-way, easements, and other reservations shown on the plat.

The following shall be included verbatim:

Plan Commission Certification. Under authority provided by IC-36-7-4 enacted by the General Assembly of the State of Indiana, and all acts amendatory thereto, and by an ordinance adopted by the Morgan County, Indiana, Board of County Commissioners, this plat is hereby approved by the Morgan County Plan Commission at a meeting held this _____ day of _____, 20____. (Include signature lines for Plan Commission President and Secretary.)

- Notation of any self-imposed restrictions or requirements such as a shared driveway maintenance agreement.
- Endorsement by every person having a security interest in the property that they are subordinating their liens to all covenants, servitudes, and easements imposed on the property.
- For any plats with private roads or shared driveways, a note stating that roads not built to county standards cannot be dedicated to the county for maintenance or improvement.
- A note stating that an individual Erosion Control Plan is required from the County Surveyor’s Office for each lot in this subdivision prior to the issuance of any building permit.