



BROWN COUNTY GOVERNMENT Plan Commission

201 Locust Lane
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Planned Unit Development (PUD) - DEVELOPMENT PLAN CHECKLIST

Applications for primary plat approval for a major subdivision must include all the required items listed below.

Applications that do not include all the required items are incomplete and will *NOT* be docketed. Complete applications must be submitted by 2:30 p.m. of the submission deadline day. Complete applications and all checklist items must be delivered in person.

PUD NAME: _____

_____ **APPLICATION** must be signed by property owner(s) (Provided by Plan Commission in person only)

_____ **FILING FEE (\$250)** - payment due on docket date

_____ **COPY OF RECORDED DEED** (Provided by the Plan Commission)

_____ **PLAT MAP** of the proposed site (Provided by the Plan Commission or Surveyor's Office)

_____ **ENVIRONMENTAL IMPACT STATEMENT:**

1. Environmental impact of the development
2. Any adverse environmental effects which cannot be avoided if the development is constructed
3. Measures proposed by the developer to minimize the impact of the development
4. Alternatives to the proposed action
5. The relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity
6. Any irreversible environmental changes which would be involved in the proposed action should it be implemented

_____ **CERTIFICATE OF COMPLETION**

A certificate that all public improvements and their installations have been completed according to specifications as described in the applicable county ordinances

OR

_____ **ESTIMATE OF COST OF PUBLIC IMPROVEMENTS**

The estimate shall first be approved by the County Highway Engineer.

and

_____ **PERFORMANCE BOND OR LETTER OF CREDIT**

A bond or letter of credit that runs to Brown County, is in the amount of 125% of the cost of the improvements and specifies a completion date for the improvements

_____ **DEVELOPMENT PLAN**, three copies, containing:

_____ The date of the plan, notes, legend, north point, and graphic scale

_____ Names, addresses, telephone numbers, seal and registration numbers of the professionals who designed and prepared the plan and supporting materials

_____ Written legal description, civil township, section, parent tract plat number, address (if any) and parcel boundary lines (with dimensions, bearing, curve data and references to section, township and range lines or corners) of the property to be developed

_____ The name of the PUD followed by the term "Development Plan"

_____ The locations, approximate dimensions to the nearest one-tenth of a foot, lot numbers if any; curve data, and approximate acreage to the nearest one-hundredth of an acre, for all of the proposed/existing subdivided lots

_____ A table showing the proposed front, side and rear yard setback Requirements

_____ Location of all existing and platted streets intersecting or abutting the boundaries of the proposed development

_____ Locations and dimensions of easements and any property to be dedicated to the public or reserved for public, semipublic or community use

_____ Data on the existing and proposed streets including:

1. Street rights-of-way as established by the Thoroughfare Plan approved by the Board of Commissioners
2. Street names and classification (local, collector, arterial)
3. Width
4. Gradient
5. Type and width of pavement, including curbs, sidewalks, crosswalks
6. and other relevant information shown in a cross-section, scaled drawing
7. Curve notes for all curves along all property and right-of-way lines and right-of-way center lines

_____ Existing and proposed topographic contours of the property to be subdivided shown at intervals of no greater than five feet for areas containing land with twelve percent slope or greater, and at intervals of two feet for areas containing land with less than twelve percent slope

_____ Floodplain statement, showing clearly the boundaries of any areas in a flood plain

_____ Location, size, elevation, capacity and other appropriate descriptions of all existing or proposed permanent and significant features, either natural or manmade, including trees, watercourses, falls, beaches, historic places, rock formations, streets, sewers, drains, lakes, ponds, or other wetlands, railroad, transmission towers, existing structures, county ditches, legal drains, water mains, culverts, utility lines, fire hydrants, drainage structures, water elevations including high-water and low-water elevations of adjoining lakes, rivers and streams at the date of the survey (by reference to the USGS datum plane). The approximate size and capacity of utilities may be presented in a note on the plat.

_____ Delineation of the phases, if any, of the development, indicating the lots and improvements to be included in each phase

_____ Use of each of the lots (e.g., single-family, multi-family, etc.)

_____ All applicable certificates and notations

_____ Any other factors significantly affecting any property to be subdivided

_____ Names, addresses, and telephone numbers of owners, applicants and subdividers

_____ **SUPPORTING MATERIAL**

_____ Erosion control and grading plan in accordance with Rule 5 (DNR)

_____ Landscape plan showing buffers between residential and any commercial, industrial or higher-density residential uses within or adjacent to the development site

_____ Drainage plan

_____ Specifications for any required improvements to existing county or state Roads

_____ Plan establishing ownership and maintenance for any improvements Owned and/or maintained by property owners within the development; plan shall absolve the county of all maintenance responsibility

_____ Letter of approval and acceptance from any public or community body that accepts dedication of property

_____ INDOT approval letter for any cuts into state highways

_____ County driveway permit or approval letter for any PUD lot or road that will access or intersect with a county road

_____ Design standards shall conform to natural landscape with minimum disturbance of natural contours, drainage, tree cover, and ground vegetation

_____ Satisfactory sewage disposal plan including:

1. Septic worksheets or letters of approval from the County Health Department for each lot in the development to be served by a private subsurface sewage disposal system or mound system
2. Letters of approval from the Indiana Department of Health for any experimental septic system or other waste disposal system
3. For lots served by sewers, a letter from the president and secretary of the utility affirming that it has both actual and legal capacity and capability to serve the specified number of lots

____ Satisfactory water source:

1. Documentation that any private water systems can be safely installed, maintained and specified number of lots will provide sufficient capacity
2. For lots served by a water utility, a letter from the president and secretary of the utility affirming that it has both the actual and legal capacity and capability to serve the project

____ Base flood elevation data for developments of fifty or more lots or five acres, whichever is less

____ Names and addresses of all persons to receive legal notification

____ A copy of the development plan reduced to 8 1/2 x 11 inches