



BROWN COUNTY GOVERNMENT Plan Commission

201 Locust Lane
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Nashville, Indiana 47448

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MAJOR SUBDIVISION - PRIMARY PLAT APPLICATION 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.

SUBDIVISION NAME: _____

_____ Completed application form – signed by all property owners (Provided by Plan Commission)

_____ Filing fee (\$250 + \$25 per lot) – due on docket date

_____ Copy of the recorded deed, and legal description of proposed subdivision (if different than deed description)

_____ Approval of any county access road by the Board of County Commissioners

_____ Information concerning the impact of the subdivision on existing access roads, water utilities, school districts, public services including emergency services, law enforcement, fire departments, and any others as required by the Commission

_____ Documentation that adequate water service is readily available to the lots

_____ Documentation from the utility that electric service is readily available to the lots

_____ Location map which includes the following: (this may be on the plat or a separate item)

_____ Location of the subdivision and general vicinity

_____ Existing streets and roads serving the area (note if paved or gravel)

_____ Existing shopping facilities, schools, subdivisions, or other large developments in the general vicinity

_____ Zoning of proposed site and adjacent properties

_____ *Provided by Plan Commission **ON DOCKET DATE.*** List of the names and addresses of all property owners within 600 feet of the proposed site (250 feet in the Cordry Sweetwater Conservancy District and Nashville). It is highly recommended the applicant review the **public terminal** (located in the Recorder or Treasure's Office) to confirm current owner information. The Plan Commission office is not responsible for incorrect addresses or property owners. Please see Procedure to file for Hearing handout for information about mailing certified letters.

_____ A copy of the **plat prepared by the surveyor**.

After it has been approved by staff, please submit the original plat and 10 copies. The plat must be drawn to a scale of 50 feet to one inch and contain the following:

_____ Name of subdivision

_____ Township in which the subdivision is located

_____ Date

_____ Bar scale and north arrow

_____ Names and addresses of owners, subdividers, engineer, and land surveyor who prepared the plat

_____ Streets and right-of-ways on and adjoining the site. (Show surfaced widths of roads, and approximate gradients and curves)

_____ Adjacent property owners to the proposed lots

_____ Location and width of utility and any other easements

_____ Layout of lots, showing dimensions, net area and lot numbers.

_____ Areas to be reserved for common use or public use

_____ Building setback line

_____ Contour at vertical intervals of ten feet if the general slope of the site is ten percent or less and at vertical intervals of five feet if the general slope is greater than ten percent

_____ Trace boundary line showing dimensions (scale to the nearest half foot), bearings or interior angles or deflection angles, and references to section, township, range lines and corners. The subdivision shall be tied to the nearest quarter or quarter quarter section

_____ Flood plain designation, clearly showing the portions in floodway areas and flood fringe areas, and the regulatory flood elevations

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