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CH15 15 .14 - Plat and Supporting Documents Presentation

- A. The Concept Plan may be presented in the form of one or more documents, consisting of plans, drawings, slides, reports, letters and/or other supporting information. Four copies of all items shall be submitted.
- B. The proposed plat and all on-site development amenities shall be presented on a plan with a minimum scale of not less than 1 inch - 100 feet. The on-site plan shall include the existing ground contours at not more than a five-foot interval. This plan shall be entitled "Proposed Development Plan".
- C. All off-site considerations may be presented on a plan map of not less than a 1 inch - 1,000 feet scale. This plan shall be entitled "Area Map" and it shall show all off-site considerations and amenities as hereinafter described.
- D. The proposed improvements may be presented in any form as best suits the developer's presentation. The developer should note that the final project shall clearly reflect the proposed structures, plans, uses, and purposes as represented by the Concept Plan.
- E. For this submittal the owner or developer shall present a Concept Plan which shall:
 - 1. Represent the proposed plat with the legal description showing the layout of streets, lots, and other elements basic to the proposed use in relationship to the site conditions (Proposed Development Plan);
 - 2. Define the proposed traffic flow, method of handling the sanitary sewage, storm water run-off, water supply, utility services, legal drains, subsurface water problems and also all off-site considerations which may affect the proposed site as well as any downstream areas (Proposed Utility Plan);
 - 3. Show locations of all existing or proposed parks, schools, recreational and other public and semi-public sites and facilities which are proposed to be within the development, or which may be affected by the development due to location or proximity, as well as all land use and zoning classifications adjacent to the proposed subdivision (Area Map);
 - 4. Illustrate by plans, drawings, renderings, models, pictures, and specifications, the proposed improvements, structures, buildings, and all other pertinent amenities which are proposed to be constructed or otherwise installed within the developed project;

5. Include a copy of the proposed covenants; and
 6. Include a soils report from the Madison County Soil Conservation Service, U.S. Department of Agriculture.
- F. The owner or developer shall also be prepared to demonstrate that the proposed development will meet the requirements of, and be in harmony with, the recommendations of the Madison County Surveyor, Madison County Highway Department, Indiana Department of Natural Resources, and the Soil Conservation Service, Madison County Conservation District.
- G. The plans presented shall have been prepared by an architect, engineer or surveyor registered in this state. The plans shall have been prepared in a professional manner, and shall depict the present situation as it truly exists. All streets, roads, creeks, and places shall be named. All land areas shall be identified as to ownership and Zoning Classification and present use. All existing utilities, drainage ways, storm and sanitary sewers, streets and roads, shall be located and shown to the extent that they may affect the proposed development.
- H. The Concept Plan shall be submitted to the Secretary of the Advisory Plan Commission at least 31 working days prior to the Commission meeting at which it is to be presented.
- I. The owner or developer shall at this time also deposit with the Clerk Treasurer his check for the cost of concept plan review. These costs are set forth in the Town of Lapel, Indiana, Code of Ordinances.
- J. The owner or developer shall submit an application for Certificate of Plat Approval upon the forms provided by the Secretary. The application, plat and all supporting documents, as hereinafter described, shall be submitted in six copies to the Secretary for docketing on the next Commission meeting agenda. After the Commission meeting, a 31 - working day review period will begin as follows:
1. Working Day 1-10: The Development Coordinator or his designee, the Town Attorney and the Town Engineer will review the submitted application and documents within ten days and provide the applicant with their comments.
 2. Working Day 11-21: The applicant will then have 11 days to make revisions and corrections and resubmit them to the Secretary.
 3. Working Day 22-26: The Development Coordinator or his designees the Town Attorney and the Town Engineer will then have five days to complete the review and mail the final comments/recommendations to all the Commission Members and the applicant.
 4. Working Day 27-31: The Commission Members will then have five days; two days for delivering of mail and three days for review, prior to the meeting for review of the recommendations.
- K. The plat shall be prepared on a mylar base material with India ink or other approved materials, so as to be a permanent record. The owner or developer shall furnish one permanent (mylar) transparency to the Commission, along with six copies or prints of the plat and all supporting documents.
- L. The original drawing of the plat of the subdivision shall be drawn to a scale of 1 inch = 50 feet, provided that the resulting drawing can be placed on a sheet 18 inches x 23 inches. A scale of 1 inch = 100 feet may be used if authorized by the Commission.
- M. The plat shall accurately indicate and show:
1. Name of subdivision, name and address of owner and/or developer;
 2. Location by section, township and ranged and by legal description, and a Location Key Map;

3. The signature, seal and certification of a registered land surveyor, in accordance with this chapter, who prepared the plat;
4. Scale shown graphically, date, and north point;
5. Boundary lines of plat and acreage thereof based upon an accurate traverse (1 foot in 5,000 feet), with temperature corrections equal to 68°F;
6. True courses and distances to the nearest established street lines or official monument which accurately describe the location of the plat;
7. Town, township, county, and section lines accurately tied to the lines of the subdivision by courses and distances;
8. Street rights-of-way, in accordance with the provisions of this chapter and the Thoroughfare Plan. Names and lines of all streets within and on the perimeter of the plat, with accurate dimensions in feet and hundredths showing angles to streets, alleys, and lot lines at least to the nearest minute;
9. Radii, central angles, tangents, lengths of areas, curvatures, angles at street intersections and a complete street traverse of each street within and on the perimeter of the plat;
10. Lines of any existing alloys or alloys for commercial, industrial or other non-residential land uses within and on the perimeter of the plat, with accurate dimensions in feet and hundredths;
11. All lot numbers, liens, and areas with accurate dimensions in feet and hundredths. Lots in various phases of the same section in a subdivision shall be numbered consecutively through the several sections;
12. Lines of an identity of all easements provided for public services and utilities, with accurate dimensions in feet and hundredths;
13. Accurate location and material of all monuments, indicating whether found or set, and elevation of at least one thereof;
14. Accurate outlines of any area to be dedicated or reserved for public use, or acquisition, with the purposes indicated thereon and in the dedication, and of any area to be reserved by deed or covenant for common use by owners of land obtained in the plat;
15. Building setback lines accurately shown with dimensions;
16. A correct legal description of the land platted, indicating any changes from the description appearing in the last record transfer of said land;
17. Restrictive covenants applicable to the land in the plat consistent with the requirements, standards and specifications of this chapter, as required by the Commission;
18. Certification of dedication of streets and other public property;
19. Certificate for approval by the Commission.