

APPLICATION for SECONDARY PLAT or (REPLAT)

FEE: Due after docket no. is assigned. **\$1,150 plus \$149** per lot or (**\$377 plus \$149** per lot)

Docket No: _____ Date Received: _____
(Office Use Only)

The undersigned agrees that any construction, reconstruction, enlargement, relocation or alteration of structure, or any change in the use of land or structures requested by this application will comply with, and conform to, all applicable laws of the State of Indiana, and the Zoning Ordinance of Carmel, Indiana - 1980, adopted under the authority of Acts of 1979, Public Law 178, Sec. 1, et. seq. General Assembly of the State of Indiana, and all Acts amendatory thereto.

Applicant: _____
Email: _____ Phone: _____
Address: _____
Owner: _____ Phone: _____
Contact Person: _____
Email: _____ Phone: _____
Eplan Review Contact Person: _____ Phone: _____
Email: _____

Name of Subdivision: _____
Approximate Address/Location of Subdivision: _____
Tax Parcel ID No(s): _____

Legal Description: *(To be typed on separate sheet and attached).*
Area (in acres): _____ Number of Lots: _____ Zoning: _____
Length in miles of new streets to be dedicated to public use: _____ Zoning Overlay: _____
Surveyor certifying plat: _____
Surveyor's address and phone: _____
Signature of Applicant: _____ (Print Name) _____
TITLE: _____

State of Indiana, County of _____ SS:
(County in which notarization takes place)

Before me the undersigned, a Notary Public for _____ County, State of Indiana,
(officer's county of residence)
personally appeared _____ and acknowledged the execution
(name of person(s))
of the foregoing instrument this _____ day of _____, 20____.
(date) (month) (year)

(SEAL) _____
(Notary Public - Signature)

My commission expires: _____ Printed: _____

SECONDARY PLAT CHECK LIST:

UDO Section 9.12. Application for Final Plat. As of January 1, 2019, electronic-only submittals are accepted. **You can submit an electronic application through Carmel's Public Portal, our on-line application website.** Afterwards, plans and documents are to be submitted electronically through ProjectDox, Carmel's ePlan review software. Please see the [Electronic Plan Review handout](#) for more information on the process and what needs to be submitted. Plans are to be distributed to all Technical Advisory Committee (TAC) authorities by the applicant, by the filing deadline as well.

A. ELECTRONIC COPY OF PLAT* TO ILLUSTRATE:

- _____ 1. Name of subdivision
- _____ 2. Words "Secondary Plat"
- _____ 3. Date of submission or latest revision
- _____ 4. Plat drawn 50' = 1" scale with north arrow
- _____ 5. Names, addresses, phone numbers: Owner, subdivider, surveyor
- _____ 6. Registered surveyor's signature, seal and date
- _____ 7. Accurate tract boundary lines: Show dimensions, angles, bearings
- _____ 8. Source of title of ownership and legal description
- _____ 9. Streets and rights-of-way (existing and proposed)
 - a. Locations
 - b. Names
 - c. Widths
- _____ 10. Complete curve notes
- _____ 11. Dimensions of land to be dedicated or reserved
- _____ 12. Monuments and markers (location, type, material, size)
- _____ 13. Easements (location, widths, use)
- _____ 14. Building setback lines
- _____ 15. Legends and notes
- _____ 16. Registered land surveyor's certificate
- _____ 17. Certification of dedication of streets and public property
- _____ 18. Certificate of approval by Commission (opening page)
- _____ 19. Certificate of acceptance by Board of Works or County Commissioners
- _____ 20. Restrictions or covenants
 - a. Fences in detention/retention areas
 - b. Lighting - dusk to dawn lights
 - c. Maintenance of common areas
- _____ 21. Subdivider Agreement Form
- _____ 22. Location Map
- _____ 23. Space for the Docket Number(s)
- _____ 24. Present zoning classification
- _____ 25. (On a Replat: affected lot numbers will have the letter *A* after them, such as Lot 4A.)

B. ELECTRONIC COPIES OF SECONDARY SUPPORTING DATA TO BE PROVIDED.

- _____ 1. Letters of approval submitted by the following:
 - a. Hamilton County Surveyor
 - b. Hamilton County Highway Department
 - c. Hamilton County Soil & Water Conservation District
 - d. Carmel City Engineer
 - e. Fire Chief - Carmel Fire Department
 - f. Carmel City Utilities Department

- _____ 2. Certification of Notification
 - a. Police and Sheriff
 - b. Water and sanitary sewer utilities
 - c. Electric, gas, phone utilities
 - d. Carmel/Clay Schools
 - e. Hamilton Health Department (if septic)
 - f. Carmel Board of Public Works

- _____ 3. Report describing water system, sanitary sewer system and storm drainage system.

- _____ 4. Statement from State Highway Department, County Highway Department or City Street Department (rights-of-way, road improvements, roadside drainage, entrances, culvert pipes, condition of existing roadway and its suitability to handle proposed traffic must be specified).

- _____ 5. Soils map and report from Hamilton County Soil & Water Conservation District showing soil limitations based upon intended usage.

- _____ 6. Letter from the Carmel Board of Public Works or other appropriate authorities stating that said authority has capacity for sewer/water hookups.

C. ELECTRONIC COPY OF CONSTRUCTION PLANS TO INCLUDE:

- _____ 1. Professional engineer's or registered land surveyor's signature, seal and date
- _____ 2. Proposed method of sewage disposal
- _____ 3. Proposed water supply method
- _____ 4. Proposed fire hydrant system
- _____ 5. Proposed method of drainage including detention/retention both onsite and offsite. (The Hamilton County Curveyor's Office requires all Erosion Control Plans be labeled as "Stormwater Pollution Prevention Plans", aka SWPPP Plans.)
- _____ 6. Proposed street lighting and signage plan
- _____ 7. Proposed (engineered) landscaping and screening plan, if required
- _____ 8. Proposed parking plan (cluster)
- _____ 9. Plans, profiles, cross-sections and specifications
- _____ 10. Proposed cut and fill map

D. ELECTRONIC COPY OF FINANCIAL PERFORMANCE AND MAINTENANCE GUARANTEES

- _____ 1. Written statement of commitment

Secondary Plat Review/Approval Process:

1. The first step is to email the filled out and completed Secondary Plat/Replat application to DOCS Staff. As of January 1, 2019, electronic-only submittals are accepted. Initially, only this filled out application needs to be emailed to DOCS. The Plat and Construction Plans are to be submitted electronically through ProjectDox, Carmel's ePlan review software. Please see the Electronic Plan Review handout for more information on the process and what needs to be submitted. Plans are to be distributed to all Technical Advisory Committee (TAC) authorities by the applicant, by the filing deadline as well. Please see the Plan Commission calendar for the TAC filing and distribution dates/deadlines.
2. TAC members will review the petitions and send the petitioner review comments. These comments may be discussed in further detail at the TAC meeting.
3. After the TAC meeting, the petitioner will work further with each TAC member, individually, to resolve any outstanding issues.
4. Secondary Plat and Replat items do not appear before the Plan Commission for review. The secondary plat process is all internal, with administrative review and approval.
5. Once all outstanding issues are resolved, one Mylar copy and one electronic copy of the plat are submitted to the Planning/Zoning Dept. for the final review, where the Planning Director signs the plat. The land surveyor and property owners must sign the plat before the Director. Also, the filing fee must be paid prior to submitting a Mylar for signature.
6. Also, the staff cannot present a Secondary Plat to the Director for signature until Ms. Terry Krueskamp (tkrueskamp@carmel.in.gov) in the Information Systems Dept. has received an electronic file of the subdivision plat (MicroStation .dgn is preferred, or AutoCad .dwg) through ProjectDox.
7. If the subdivision is located within Carmel's Corporate City Limits, the Planning/Zoning Dept. will forward the signed plat to the Carmel Engineering Dept. for the plat to be placed on an agenda of the Carmel Board of Public Works & Safety. (It is the Petitioner's responsibility to contact that department to get on a BPW meeting agenda, which has a filing deadline. The Engineering Dept's number is 317-571-2441.)
8. After the BPW approved/signs the mylar copy of the plat (which might take a few days after that meeting to get all the signatures), then the Carmel Clerk-Treasurer's Office holds the signed plat. The petitioner should then pick up the signed mylar from that office and take it to the Hamilton County Recorder's Office in downtown Noblesville to get it recorded and get copies of that recorded document.
9. Last but not least, the Planning/Zoning Dept. needs an electronic copy of the scanned, Recorded plat, in addition to one paper copy of the Recorded plat.

If you have any questions, or if we may be of assistance, please contact the Planning/Zoning Department at (317) 571-2417 or www.carmeldocs.com.