



MAJOR SUBDIVISION PROCEDURAL GUIDELINE

DEFINITION: Any subdivision not classified as a minor subdivision, including, but not limited to, subdivisions of four (4) or more lots, or any size subdivision requiring any new street or extension of the local governmental facilities, or the creation of any public improvements.

1. **PRELIMINARY CONSULTATION:**

- a. Scheduled by appointment or at a regularly scheduled TAC meeting.
- b. Optional pre-application discussion with owner or developer.
- c. Sketched plan showing all existing and proposed improvements.
- d. Written summary of the preliminary consultation provided upon request.

2. **APPLICATION:**

- a. Notarized application **must** be filed at least **thirty (30) days** before Advisory Plan Commission meeting (see PC Meeting Schedule for deadlines)
- b. Submit one (1) copy of the preliminary/final plat and development plan including topographic overlay and area map
- c. Other Forms:
 1. Separate written legal description
 2. Sample letter to property owners
 3. Notice of public hearing
 4. Copy of parent tract deed
 5. All applications **must** be reviewed by the Planning Department staff for completeness and accuracy prior to acceptance
- d. Easements outside of the applicant's control, soils analysis or sewer and water availability letters, INDNR floodplain boundary determinations, etc. must be submitted with the application
- e. Easement grants within the site must be provided prior to approval.

3. **FEE:**

- a. Residential Major Subdivision: \$500 plus \$50 per lot for preliminary; \$500 per plat sheet for final.
- b. Commercial/Industrial Major Subdivision: \$700 plus \$50 per lot for preliminary; \$300 per plat sheet for final.
- c. Vacation of Plat: \$300 plus \$10 per lot
- d. If the development is commercial, industrial, or for multifamily dwellings (a dwelling or portion thereof containing three or more dwelling units, including condominiums) development plan approval is required. See Development Plan Review Packet for more information.

4. **NOTIFICATION:**

- a. Written Notification: Applicant **must** mail letters to adjacent property owners at least **ten (10) days** before scheduled meeting and file an affidavit with the Planning and Building Department prior to the public hearing. Proof of notification shall be a Certificate of Mailing.
- b. Legal Notification: Applicant **must** place a legal notice in the Banner Graphic at least **ten (10) days** before scheduled meeting. Proof of publication **must** be submitted to the Planning and Building Department staff prior to the public hearing.

5. **SITE VISITS:**

The Advisory Plan Commission Staff may be conducting onsite inspections of the property, if necessary, prior to Technical Review.

6. **TECHNICAL REVIEW:**

A meeting between the developer's representatives, usually the project engineer and the Advisory Plan Commission staff to discuss the project. Check meeting schedule for time and place.



Application No. _____
Fee: _____
Receipt # _____

Putnam County Advisory Plan Commission Subdivision Application

Major Plat Minor Plat Replat Vacate Plat One lot Subdivision Commercial Residential

Name of Applicant _____ Phone No. _____
Address of applicant _____ Fax No. _____
City, State Zip _____ Email _____

I/We hereby apply for approval of the following described subdivision/re-subdivision in accordance with the provisions of the county regulations. I/We am/are the owner(s), the duly authorized agents, or trustees for the owner(s) of the real estate included in said subdivisions/re-subdivision.

Owner(s) _____ Phone No. _____
Address of Owner _____
City, State Zip _____ Email _____

Agent: _____ Phone No. _____
Address of Agent _____
City, State Zip _____ Email _____

Name of Subdivision/Re-subdivision _____

Location _____

(give boundaries briefly, using names of streets, streams, major land lines, etc.)

Current Zoning District _____
Sewer Provider _____ Water Provider _____
Name of Township _____ Section No. ___ Township No. _____ Range _____

Dimensions of Subdivision _____ Parcel No(s) _____
Area (in acres) _____ Tentative Number of Lots _____

Miles or fraction thereof of new streets to be dedicated to the public _____

Name of Registered engineer or surveyor preparing plans _____
Engineer's address _____ Phone No. _____
_____ Fax No. _____
_____ Email: _____



PROPERTY INSPECTION RELEASE FORM

REAL ESTATE AFFECTED: Section _____ Township _____ Range _____

Township _____

Location of Subject Property to Nearest County Road Intersection:

Address of Subject Property: _____

Town of: _____ Lot _____ Block _____ Addition _____

Subdivision _____ Lot _____ Section _____

I/We hereby authorize and grant to the employees of the Putnam County Planning and Building Department, other Putnam County Officials, members of the Board of Zoning Appeals, and members of the Plan Commission the right to come onto the above-described property for the purpose of inspection and evaluating the premises regarding this application. I/We further release said Board members, Commission members, and County employees and officials from all liability during said inspection and related matters.

Applicant(s) _____

Date _____

NOTICE OF PULBIC HEARING

TO BE PUBLISHED IN THE NEWSPAPER

Notice is hereby given that the Putnam County Plan Commission on the _____ day of _____, 20____, at 5:30 p.m. in the Putnam County Courthouse, 1 W Washington Street 1st Floor, Greencastle, IN 46135, will hold a public hearing on a request by _____ for consideration of Major Subdivision to be known as _____
_____. Said Major Subdivision will contain _____ number of lots on premises located at:

Property Owner: _____

Petitioner: _____

Written suggestions or objections to provisions of the said request may be filed with the Planning Department, at or before such meeting and will be heard by the Board at the time and place specified.

Interested persons desiring to present their views upon the said request. Either in writing or verbally, will be given the opportunity to be heard at the above-mentioned time and place. Copies of the petition may be examined at the Putnam County Planning Department 1 W Washington St, 4th Floor Room 46, Greencastle, IN 46135.

Interested persons may call the Plan Commission at (765) 301-9108 on the day of the meeting before 3:30 p.m. to inquire if the meeting has not been cancelled or rescheduled.

Petitioner

Case Number: _____



AFFIDAVIT OF WRITTEN NTOIFICATION FOR A MAJOR SUBDIVISION

I/We _____ do hereby certify that notice of public hearing of the Putnam County Advisory Plan Commission was given in accordance with sections A, B, and C listed below.

A. The public hearing will consider the application of _____ for a _____ lot(s) subdivision to be known as _____, in _____ Township, Section _____, Township _____, Range _____, Putnam County, Indiana located _____

B. The notices were sent by CERTIFIED, REGISTERED, OR FIRST-CLASS MAIL WITH CERTIRFICATES OF MAILING to the current address of the property owners listing below. The address of each property owner was obtained from the Putnam County GIS website.

PROPERTY OWNERS NAME

ADDRESS

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

C. The notices were mailed on the day of _____, 20____, which is at least ten (10) days prior to _____, 20____, the date of the public hearing at the Putnam County Courthouse 1 West Washington Street Greencastle, Indiana, in the Commissioner’s Meeting room at 5:30 p.m.

Applicant/Agent

Subscribed and sworn to before me, a notary public in and for said county and state this _____ day of _____, 20____.

Notary Public

County of _____

My Commission Expires _____

NORTIFICATION LETTER

Date

Dear Property Owner

Please be advised that the undersigned property owner has made application to the Putnam County Advisory Plan Commission for a _____ lot(s) Major Subdivision in _____ Township, Section _____ Township _____, Range _____, Putnam County, Indiana on property known as:

A copy of this application, legal description, and all development plans pertaining thereto are on file and available for examination prior to the hearing in the office of the Planning and Building Department at the Putnam County Courthouse, 1 W Washington Street, 4th Floor, Room 46, Greencastle, Indiana 46135, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Written objections to a proposal may be filed with the Secretary of the Planning Commission at the above address and such objections will be considered.

A public hearing will be held at the Putnam County Courthouse in the Commissioner's Meeting Room, 1 West Washington Street 1st Floor, Greencastle, Indiana on _____, at 5:30 p.m.

Yours Truly,



SAMPLE ILLUSTRATION OF WRITTEN NOTIFICATION

The sample illustration of written notification on the following page is designed to help the applicant notify the adjacent property owners of a public hearing as required by Indiana Code 36-7-4-706 and the Putnam County Advisory Plan Commission Rules of Procedure.

The applicant must follow steps 1-3 in order to ensure that the proper written notification is given to the adjacent property owners.

STEPS:

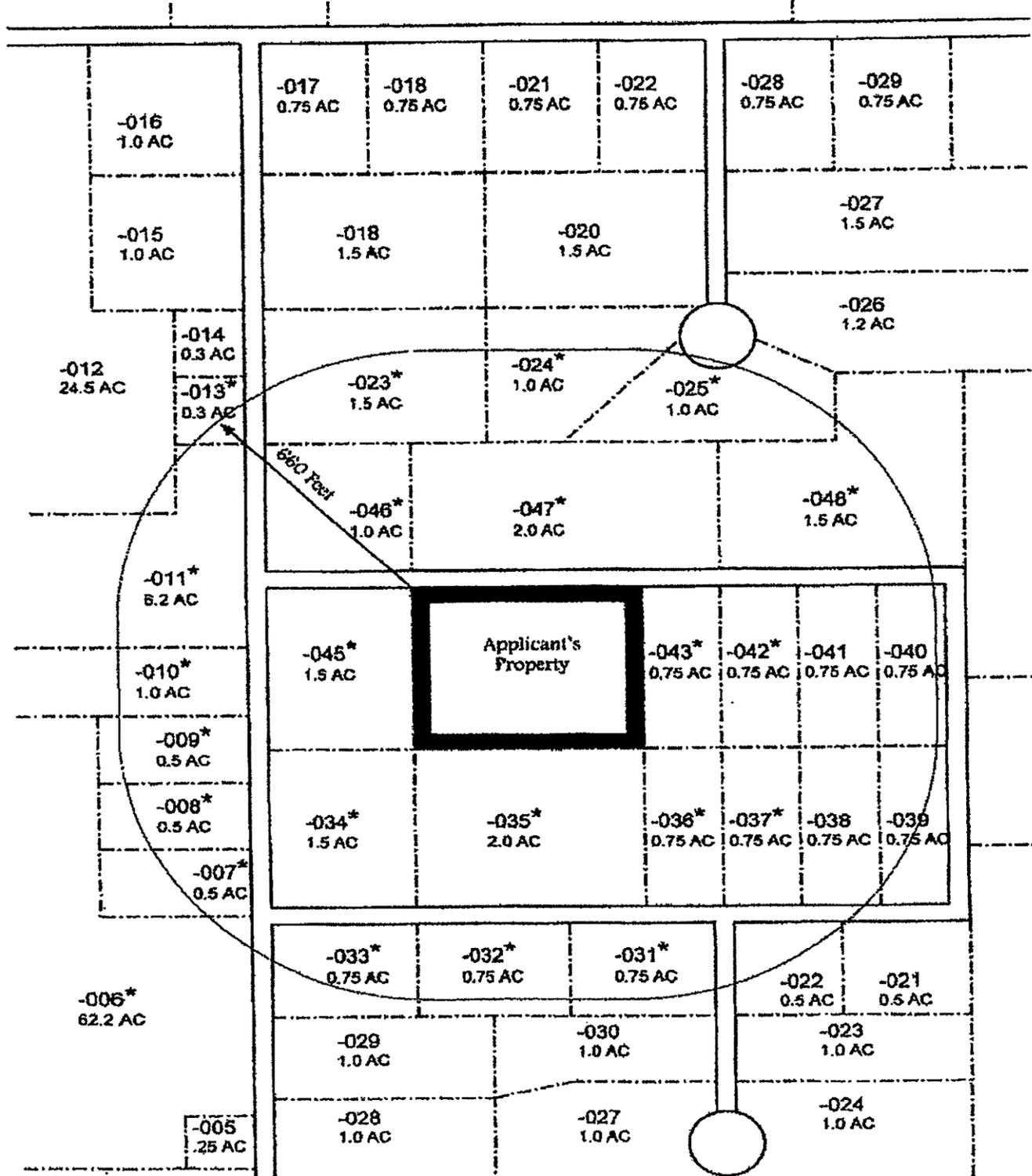
1. Notify all adjacent property owners within six hundred sixty (660) feet of the applicant's property lines or two (2) ownerships deep, whichever comes first. The applicant's property shall include all contiguous parcels that he or she owns. If the applicant's property abuts or includes a county line, the applicant shall follow the above rule of notification into that county.
2. Letters of written notification shall be sent by certified, registered, or first-class mail to the legal property owner. If first-class mail is used, a USPS Certificate of Mailing must be submitted for each letter. The mailing address of legal property owners shall be obtained from the Putnam County Plat Office. For notification into an adjacent county, the applicant shall contact the appropriate county office to secure names and addresses of property owners.
3. The applicant shall submit an Affidavit of Written Notification on the forms available at the Planning & Building Department by the appropriate deadline. Proof of mailing shall be submitted to the Planning & Building Department staff prior to the public meeting.
4. **STATE OR FEDERAL HIGHWAY NOTIFICATION:**
All applications requiring a public hearing by the Advisory Plan Commission or Board of Zoning Appeals must notify the Indiana Department of Transportation as part of the written notification requirements if a state or federal highway is located within six hundred sixty (660) feet.

All applicants should contact INDOT as follows:

ATTENTION: PERMIT DEPARTMENT
Regulatory Department
Indiana Department of Transportation
41 W CR 300 N
Crawfordsville, IN 47933

SAMPLE ILLUSTRATION

* DENOTES ADJACENT PROPERTY OWNERS THAT MUST BE MAILED WRITTEN NOTIFICATION



(This illustration is not drawn to scale)