

**MINOR SUBDIVISION PROCEDURAL GUIDELINE**

**DEFINITION:** Any subdivision containing at least two (2) but not more than three (3) lots fronting on an existing street or road which is an improved right-of-way maintained by an approved covenants or deed agreement or by the county (or other local government), not involving any new street(s) or the extension of municipal facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provisions or portion of the Comprehensive Plan, official map, zoning regulations or subdivision control ordinances.

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, IDNR 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. 1 buildable Lot: \$75 per plat sheet
- b. Residential Minor Subdivision: \$250 plus \$20 per lot for preliminary; \$100 per plat sheet for final
- c. Commercial/Industrial Minor Subdivision: \$300 plus \$50 per lot for preliminary; \$200 per plat sheet for final

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**

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: \_\_\_\_\_

Attorney or Other Agents \_\_\_\_\_

Agent's address \_\_\_\_\_

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

STATE OF INDIANA )  
                                  ) SS:  
PUTNAM COUNTY )

The undersigned, having been duly sworn, upon oath, says that the above information is true and correct as he is informed and believes.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title of Applicant

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

County of: \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**IF APPLICANT IS NOT THE OWNER OF THE PROPERTY, THE PROPERTY OWNER MUST COMPLETE THE FOLLOWING:**

**AFFIDAVIT AND CONSENT OF PROPERTY OWNER(S)**

I/We \_\_\_\_\_ after being first duly sworn, deposed and say:

1. That I/We are the owner(s) of the above-described real estate
2. That I/We have read and examined the Application for Special Exception or Variance of the Putnam County Zoning Ordinance, and are familiar with its contents
3. That I/We have no objections to, and consent to such request as set forth in the application

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Property Owner

State of Indiana )  
                                  ) SS:  
Putnam County )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_

**PROPERTY INSPECTION RELEASE FORM**

REAL ESTATE AFFECTED:      Section \_\_\_\_\_      Township \_\_\_\_\_      Range \_\_\_\_\_

Township \_\_\_\_\_

P U T N A M C O U N T Y



Location of Subject Property to Nearest County Road Intersection:

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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 any and 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 6:30 p.m. in the Putnam County Courthouse, 1 W Washington Street 1<sup>st</sup> Floor, Greencastle, IN 46135, will hold a public hearing on a request by \_\_\_\_\_ for consideration of Minor Subdivision to be known as \_\_\_\_\_. Said Minor 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, 4<sup>th</sup> 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: \_\_\_\_\_

P U T N A M C O U N T Y



**AFFIDAVIT OF WRITTEN NTOIFICATION FOR A MINOR 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) minor subdivision to be known as \_\_\_\_\_, in \_\_\_\_\_ Township, section \_\_\_\_\_, township \_\_\_\_\_, range \_\_\_\_\_, Putnam County, Indiana located on \_\_\_\_\_

B. The notices were sent by  CERTIFIED,  REGISTERED, OR  FIRST-CLASS MAIL WITH CERTIRFICATES OF MAILING to the current address of the property owners listed below. The address of each 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 \_\_\_\_\_

**SAMPLE NOTIFICATION LETTER**

Date

Name

Address

City, State Zip

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) Minor Subdivision in \_\_\_\_\_ Township, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, Putnam County, Indiana on property known as \_\_\_\_\_, and located \_\_\_\_\_

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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, 4<sup>th</sup> 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 1<sup>st</sup> 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 to ensure that the proper written notification is given to the adjacent property owners.

**STEPS:**

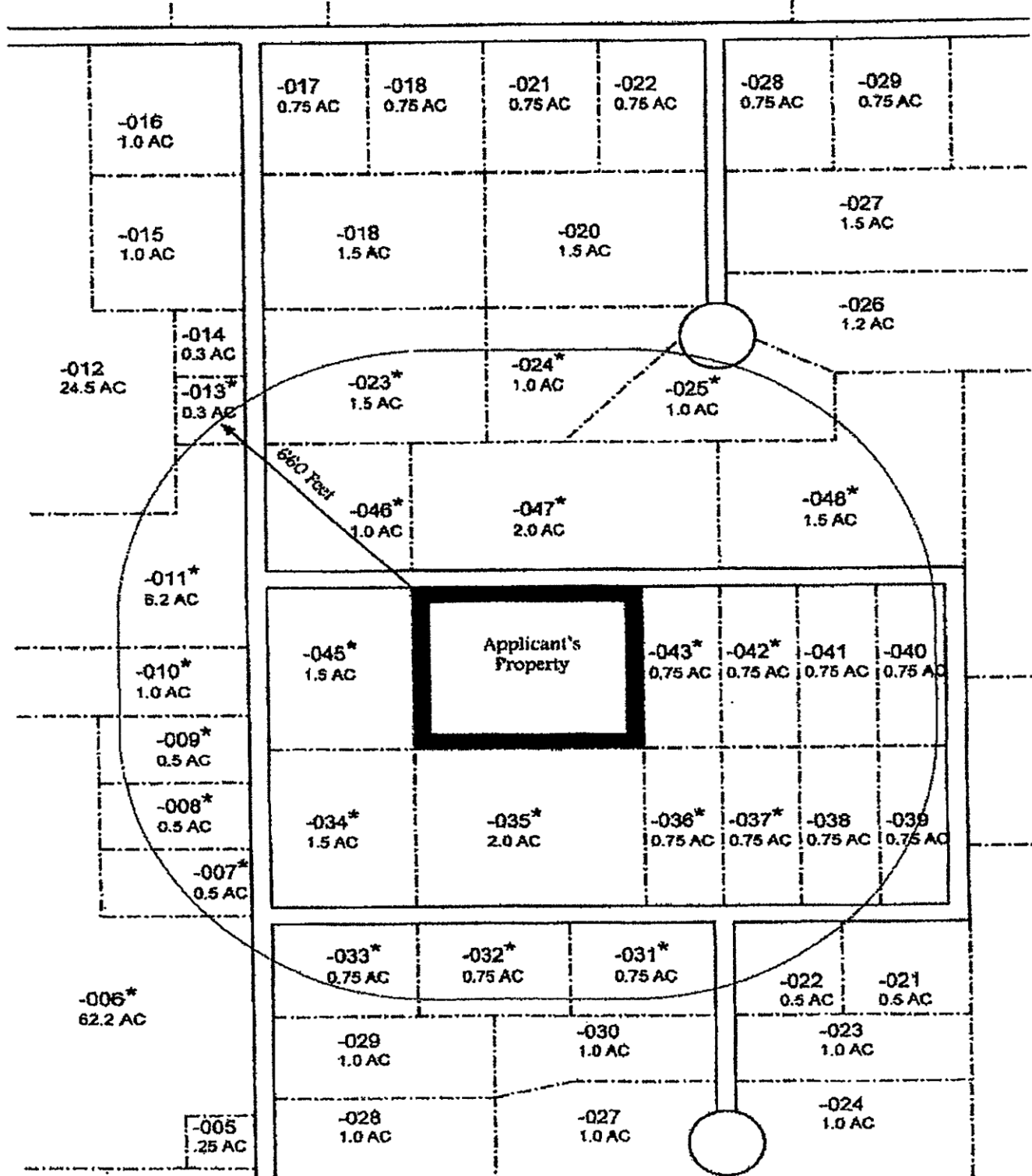
1. Notify all adjacent property owners within six hundred sixty (660) feet of the applicant's property lines or two (2) ownerships deep, whichever comes first. The applicant's property shall include all contiguous parcels that he or she owns. If the applicant's property abuts or includes a county line, 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)