

# PLAT CHECKLIST

## Requirements for filing a petition

**Note:** All documents must be legible. All text documents must be typewritten or computer generated. All drawings, such as site plans, elevations, sign details, maps, surveys, must be drawn to an appropriate scale, dimensioned, and in ink.

1. One (1) completed **checklist** (this form).
2. One (1) completed **petition**, signed by the owner of the subject property or an authorized agent, notarized, and filed at least 40 days prior to a scheduled public hearing.
3. One (1) copy of the **legal description or survey of the area to be platted**.
4. One (1) copy of **Area Map**, scale of 1 = 1000, **with the boundaries of the site indicated**. Identify all of the following:
  - *street, lot and tract lines of parcels and subdivisions within 1000 feet of the site,*
  - *location of schools, parks and other public and semi-public sites within the area map,*
  - *proposed course of surface water drainage.*
5. One (1) copy of all **transmittal letters** sent to all of the required utility companies and agencies listed on the document entitled 'AGENCIES TO BE NOTIFIED REGARDING PLATS'.
6. Four (4) copies of the **preliminary primary plat (blue/black-line prints)** prepared in accordance with the Subdivision Control Ordinance. In summary, the preliminary plan indicates:
  - *proposed name of subdivision*
  - *legal description, scale and north point*
  - *name & address of surveyor who prepared the document*
  - *boundary lines*
  - *if the plan is a replat, original plat line*
  - *proposed layout of lots, including lot area, lot numbers and dimensions*
  - *proposed layout of sidewalks and streets, including names and dimensions*
  - *if plan is to be divided into sections, the section boundaries and numbers*
  - *location & dimensions of all existing streets, and railroad rights-of-way*
  - *proposed building setback lines and easements, with dimensions*
  - *boundary lines of adjoining land, showing owners' names and recorded instrument number within 100' of the site*
  - *if property is along on a transit line, note any accommodations for transit access*
7. Two (2) copies of **topography maps** drawn with the preliminary plan. In summary, the maps include:
  - *proposed name and location of subdivision*
  - *existing sewer, water main lines, culverts and other facilities*
  - *scale and north point*
  - *U.S.G.S contours*
8. In the case of a plat using the **cluster** option, a copy of the cluster plan approval letter.
9. In the case of a **replat**, a copy of the original plat.
10. **Non-refundable filing fee**. Consult the Rules of Procedure for the applicable fee amounts.
11. **On-site hearing notice sign fee**. The On-Site Notice must be posted in a conspicuous location along each street frontage of the affected property. There is a non-refundable fee of \$10 per sign required.
12. **Surrounding property owners (optional)**. As part of the legal notice requirement, the petitioner is required to notify the owners of surrounding properties per the Rules of Procedure. Petitioners can request a list of those property owners requiring notice of their petition for an optional \$25 fee. The list of owners compiled will be provided to the petitioner on label form. Petitioners are still required to make copies of the legal notice and mail it to the list provided. If petitioners do not choose this option, they must obtain their own list of surrounding property owners from the County Assessor's Office.

*- Checklist continues on next page -*

**PLAT CHECKLIST**  
**Requirements for filing a petition**

**13. Contact person** identified. This Contact Person is notified when Legal Notice is prepared; contacted to provide additional information; and receives the written Staff Report.

Name (print): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Acceptable methods of payment include cash, check, or MasterCard, VISA, Discover or American Express credit card. Checks must be made payable to "City of Indianapolis." Credit cards are accepted; however, the credit card processing agency assesses a fee of \$1.00 minimum **OR** 3.2% of the transaction amount, whichever is greater.

**\* \* \* FINAL PRIMARY PLATS ARE DUE AT LEAST 20 DAYS BEFORE THE HEARING ! ! \* \* \***

**Four (4) copies** of the final preliminary plat, with plat restrictions & covenants, in accordance with the Subdivision Control Ordinance must be filed 20 days before the hearing. In summary, final preliminary plat indicates the following additional information:

- *accurate legal description and plat*
- *proposed and existing monumentation indicated*
- *FEMA floodway fringe boundaries and document sources (if applicable)*
- *Dedication of proper easements and rights-of-way*
- *Certification of registered land surveyor*
- *Statement of subdivision by the owner, notarized*