

## PLAT RECORDING PROCESS IN MARION COUNTY

The Plat must be recorded within two years of Conditional Plat Approval; the Subdivision Administrator must be provided with the following:

- 1. At least one original plat drawing, which must contain the following:
  - A. **Stamp by the County Assessor** (Assessor's Office may need multiple days to review the plat – stamp may be no more than five days old)
  - B. **Owner's Consent Signature** - Notarized
  - C. **Dedication Statement for streets and public utility easements**
  - D. **DMD/DCE Approved Addresses and Street Names**
  - E. **Any Restrictive Covenants** (or reference to a recorded instrument number of associated covenant document)
  - F. **Site Distance Covenant** on the plat drawing itself
  - G. **Enforcement Covenant** on the plat drawing itself
  - H. **Storm Drainage Covenant** on the plat drawing itself
  - I. **Sanitary Sewer Covenant** on the plat drawing itself
  - J. **Stamped by the Registered Land Surveyor**
- 2. **Construction Plan Approval Letter(s)** from the City of Indianapolis for streets and storm drainage, from Citizens Energy Group (CEG) for sanitary sewers. Letters from the excluded city for streets, sanitary sewers and storm drainage (If located in Lawrence, Beech Grove, Meridian Hills, Southport or Speedway).
- 3. **Cost Estimates** of all improvements required to be bonded. Items typically required to be bonded include: **Streets, Storm Drainage, Sidewalks, Erosion Control, Street Signs/Monuments**. Bonds for Water lines and Sanitary Sewer should be given directly to Citizens Energy Group (CEG).
- 4. **Surety:**
  - A. If the items to be bonded have **not** been accepted by the appropriate government agency, **Improvement Bonds** or **Letters of Credit** must be provided in the amount indicated on the cost estimate. If bonds are used for performance surety, the bonds must be on the approved Dept. of Metro. Development (DMD) form titled "**Bond For Subdivision Improvements**". If letters of credit are used for performance surety, the LOC's must be of the same format and language as the example "**Irrevocable Standby Letter Of Credit**".
  - B. If the items to be bonded **have** been accepted by the appropriate government agency, **Maintenance Bonds** may be provided in the amount of 20% of the cost estimate. Maintenance bonds must be on the approved DMD form titled "**Maintenance Bond**". Completion is not acceptance; only the City of Indianapolis departments can authorize acceptance.

Once the above requirements 1, 2, 3 and 4 are provided, the Subdivision Administrator will confirm substantial **compliance with the preliminary plat, compliance with conditions of the approval letter** and will affix the "**Final Plat Approval**" and "**Metropolitan Development Commission Seal**" to the plat.

Once the "Final Plat Approval" stamp is affixed on the plat, the **County Assessor** (City-County Bldg., Rm. 860) must stamp the plat, followed by the **County Recorder** (Rm. 721). (Any covenants referenced by the plat must also be stamped by the County Assessor and DMD and recorded before the actual plat.)

Once the plat has been recorded, **11** blue/line/blackline (folded) copies of the plat drawing, **1** mylar copy of the plat drawing and **2** copies of the covenant document (the instrument number clearly appearing on each) must be delivered to the Subdivision Administrator prior to the issuance of Improvement Location Permits.

The recorded plat will then be ratified by the Plat Committee.