



**DEARBORN COUNTY PLAN COMMISSION**  
 County Government Center,  
 165 Mary St.,  
 Lawrenceburg, IN 47025  
 Phone: (812) 537-8821 Fax: (812) 532-2029  
 Website: [www.dearborncounty.org/planning](http://www.dearborncounty.org/planning)

# Land Division & Retracement Application

**APPLICANT / SURVEYOR INFORMATION** *\*\*Provide preferred method of contact*

Name:	Phone No.	Email:
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**SITE INFORMATION** *\*\*Provide preferred method of contact*

Property Owner:	Phone No.	Email:
Mailing Address:	City:	State: Zip:
Site Address:	City:	State: Zip:
Zoning	Sec. Twp (No.)	( ) Rng. Acreage
Parcel No.(s)	Subdivision	Lot:

**DIVISION PROPOSAL** *Note net lots for each section / political township if division crosses such line (e.g. Sec. 3 – 2 lots / Sec. 4 – 1 lot).*

Net New Building Lots:	Net New Non-Building Lots:
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**DIVISION TYPE**

Administrative Division <input type="checkbox"/> Retracement <i>(no fee)</i> <input type="checkbox"/> Certified Survey <i>Net of 2 new buildable lots or less. Requires 3 paper copies &amp; a final Mylar.</i> Date Received:	<i>Minor Subdivision: ≤ 7 net building lots / Major Subdivision: &gt; 7 net building lots and/or public improvement</i> <input type="checkbox"/> Technical Review <i>Requires 5 paper copies</i> Date Received:	<input type="checkbox"/> Primary Plat <i>Minor requires 5 paper copies, Major requires 12 paper copies.</i> Date Received:	<input type="checkbox"/> Improvement Plan <i>Requires 5 paper copies.</i> Date Received:	<input type="checkbox"/> Secondary Plat <i>Require 3 paper copies and a final mylar.</i> Date Received:
Fee: Receipt #	Fee: Receipt #	Fee: Receipt #	Fee: Receipt #	Fee: Receipt #

List all requested / required Waiver(s) and/or Variance(s):	Req.	Letters	Rec'd
		Sewer	
		Water	
List incorporated areas within 2 miles of the proposed subdivision:		Electric	
		Gas	
<b>STAFF COMMENTS:</b>		Fire / EMS	
	<b>File Name:</b>	Schools	

As applicant, I understand that this application is being submitted in accordance with the Dearborn County Zoning & Subdivision Control Ordinances, and that I am responsible for the accuracy and completeness of this application. Further, I have read and understood the instructions associated with this application and understand that incomplete or inaccurate information may result in the delay or denial of this request

**X**  
 \_\_\_\_\_  
 Applicant's Signature Date

**X**  
 \_\_\_\_\_  
 Planning Official's Signature Date

**DEARBORN COUNTY PRIMARY PLAT REVIEW INSTRUCTIONS**

◆ **ADJOINING PROPERTY OWNERS** *(To be completed by the applicant)*

*All individuals who are making a request to the Plan Commission are required to compile a list of all property owners that adjoin the subject site. Adjoining property owners include any person who owns land that shares a property line with the subject site, or adjoins along the centerline of any roadway. The adjoining property owners can be indicated in the space below, or on a separate sheet.*

Name:
Address:
<span style="margin-right: 150px;">Street Address</span> <span style="margin-right: 150px;">City</span> <span style="margin-right: 150px;">State</span> <span>Zip Code</span>

Name:
Address:
<span style="margin-right: 150px;">Street Address</span> <span style="margin-right: 150px;">City</span> <span style="margin-right: 150px;">State</span> <span>Zip Code</span>

Name:
Address:
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Name:
Address:
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Name:
Address:
<span style="margin-right: 150px;">Street Address</span> <span style="margin-right: 150px;">City</span> <span style="margin-right: 150px;">State</span> <span>Zip Code</span>

***To be completed by the Dearborn County Plan Commission Staff***

- Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_
- Is the Application Complete?             Yes             No
- Scheduled Date of Public Hearing: \_\_\_\_\_
- Board Action:  APPROVED     APPROVED WITH CONDITIONS     DENIED
- If the proposed subdivision is located within 2 miles of an incorporated area, please contact the appropriate community to inform them of the primary plat review request.  
 CONTACTED     HAVE NOT CONTACTED
- TECHNICAL REVIEW COMMITTEE: *(For Minor Division of Land only)*

Plan Commission	Signature: _____
County Engineer	Signature: _____
County Surveyor	Signature: _____
Health Department	Signature: _____
Other	Signature: _____
- Conditions Of Approval: \_\_\_\_\_
- Reasons for Denial \_\_\_\_\_

## DEARBORN COUNTY PLAN COMMISSION

County Administration Building, Suite 300, 215B West High St., Lawrenceburg, IN 47025  
Phone (812) 537-8821 Fax (812) 532-2029 Website : [planning.dearborncounty.org](http://planning.dearborncounty.org)

### *Primary Plat Review Instructions*

#### ◆ PRIMARY PLAT APPLICATION

All individuals requesting a division of land, which does not meet the classification of a Certified Survey, are required to complete the Subdivision Review Process as defined by the Dearborn County Subdivision Control Ordinance.

Individuals requesting Primary Plat Review must complete an application form, which will be used to determine the location of the request, type of request and person(s) who are making the request. It is important that the application is completed accurately, and in its entirety. The Applicant is responsible for all the information that is given.

#### ◆ TYPES OF SUBDIVISIONS

- **MINOR DIVISION OF LAND** - A division of land that involves the creation of seven (7) buildable lots or less, in addition to the *original* Parent Tract, and is located along an existing public street or a private drive as specified in Subdivision Control Ordinance and involves minimal grading. The minor division of land also involves no widening or extension of a public street or stormwater detention.

Once the application is submitted a Technical Review Committee will review the application for compliance with the regulations and approve or deny the application. Notice will then be given to the adjoining property owners at which time they will have the opportunity to appeal the decision of the Technical Review Committee. If an appeal is not submitted within ten (10) days of notification, Primary Plat Approval is granted. If an appeal is submitted, the Plan Commission shall be responsible for reviewing the Technical Review Committee's decision.

- **MAJOR DIVISION OF LAND** - A division of land that involves the creation of eight (8) buildable lots or more, in addition to the *original* Parent Tract, or any division of land that involves any public improvements such as streets, grading, utilities and stormwater detention.

Once the application is submitted a Technical Review Committee will review the Subdivision for compliance with the requirements of the Ordinance and submit a report to the Plan Commission. A public hearing before the Plan Commission will then be held for the review of the proposed subdivision. If the Plan Commission determines that all requirements have been met, Primary Plat Approval shall be granted.

#### ◆ PRIMARY PLAT REQUIREMENTS

The Primary Plat shall meet the minimum acceptable design standards set forth in Article 3 of the Subdivision Control Ordinance, the general applicable regulations for the construction of public improvements, and the Dearborn County Zoning Ordinance. In addition to the requirements of the preceding sentence, the Primary Plat shall contain the following information:

1. The proposed Subdivision plat shall be drawn to a scale of not less than one inch equals one hundred feet (1"= 100') unless Staff approves another scale. The submitted drawing shall be on a 24" x 36" paper size. A graphic or written scale shall be noted on the plat along with the date of the plat and north arrow. *All multiple sheet plans shall be stapled together to form plan sets;*

2. The proposed Subdivision name, the names and addresses of the owner and developer, and the name, address, and seal of a Indiana Professional Engineer, or Registered Land Surveyor responsible for designing the plat. In no case shall the name of a proposed Subdivision duplicate or be similar to an existing Subdivision in Dearborn County unless it is an extension or expansion of an existing Subdivision unless approved by the Planning Director or his designee;
3. A vicinity map showing the proposed location of the Subdivision by township and section and in relation to major or minor roads in the area. The vicinity map shall have an approximate scale;
4. All proposed uses including the type of housing (e.g. single-family attached or detached, townhouses, duplexes, etc.) or other uses in the Subdivision and any public dedication or reservation of land;
5. Label all open space and common areas;
6. Acreage of land to be subdivided, the total number of lots, and if applicable, the approximate number of acres of open space or other public uses;
7. Existing contours with intervals of not more than ten (10) feet to reflect the current topography of the proposed Subdivision with elevations based on mean sea level (U.S.G.S. Datum). Also, the current elevations on adjoining streets or roads shall be required to determine proper access management;
8. If any type of fence, brick wall, or earthen berm is being proposed to screen the proposed Subdivision from a street or adjoining land use, it shall be noted on the Primary Plat. Details such as height and type of screen shall be indicated on the Primary Plat. Identify all landscaped areas within a public street right-of-way along with maintenance of such features. If landscaped islands are proposed, drainage facilities are required;
9. Boundary lines of the land to be subdivided shall be shown in heavy solid lines, including lengths and bearings. The following existing features within 100 feet of the proposed Subdivision boundary shall be indicated, as referenced either from scaled aerial photography or orthophotography, or as referenced from field observations: all existing buildings, cemeteries, historical landmarks or features, water courses, railroads, bridges, all private/public utility facilities and easements. In addition, the present zoning classification, both on the land to be subdivided and on the adjoining land, and the names of adjoining property owners and adjacent Subdivisions within one hundred (100) feet of the Subdivision boundary. If the proposed Subdivision is an additional section of an existing Subdivision, the plat shall show the numbering of all adjoining sections and lots;
10. Information pertaining to proposed and existing public/private utility layouts (e.g. storm and sanitary sewer, water, gas, telephone, electric, cable, etc.) based upon existing service lines. If applicable, the location of all detention/retention structures. The primary utility layout for the Subdivision shall define the location and direction of flow of each stormwater and sanitary sewer, and the location of each water line. Telephone, electrical, and cable service should be noted as being installed underground or overhead;
11. A letter from all utility providers indicating the availability of service for the proposed Subdivision. All Subdivisions proposed with Individual Sewage Disposal Systems shall be required to provide a Preliminary Report from the Dearborn County Health Department demonstrating approval for Individual Sewage Disposal Systems for each lot and indicate the location of the two (2) test sites for the primary and secondary sites on each lot for a septic system pursuant to Section 2526 of Dearborn County Zoning Ordinance. Lots indicated as unacceptable for an Individual Sewage Disposal System within this report shall be enlarged to meet the Health Department concerns or shall be removed as a buildable lot. Alternative on Private Sewage Disposal Systems (i.e. cluster systems) shall also require a Preliminary Report from the Dearborn County Health Department;

12. Names, locations, widths, lengths, grades and curves of proposed streets pursuant to Section 305 Street Design herein. The Applicant shall state whether the proposed streets will be public or private. Also, any existing easements shall be shown along with other open spaces or reservation of land. Lots shall be numbered and the lot sizes (in acres) shall be noted on the plat. The minimum building lines shall be denoted on the plat. In no case shall the name of a proposed street duplicate or be similar to an existing street in Dearborn County unless it is an extension or expansion of existing street;
13. Approximate boundaries of 100-year flood plain using the Flood Insurance Rate Maps and Floodway Maps for Dearborn County. Properties located within the floodplain shall provide written documentation from the Indiana Department of Natural Resources regarding the Flood Protection Grade and the location of the floodway (See Article 8 of Dearborn County Zoning Ordinance). The plat shall show all flood-prone areas and a sketch map using the current U.S. Geological Survey data to demonstrate the drainage basins upstream and downstream from the development;
14. Reference to the existing soil types of the site or proposed Subdivision. The location and identification of soil types can be found in the Soil Survey of Dearborn and Ohio Counties, Indiana produced by the USDA. This document is available at the Planning Department. If other data is used it shall be certified by a professional engineer licensed in Indiana. The soil types shall be listed on the Primary Plat in order to determine any potential environmental impact as a result of building or public improvement construction on each soil type;
15. The phasing proposed and estimated time needed to reach build-out of the Subdivision.

Please note that all Primary Plat Review applications involving Plan Commission review, as well as their accompanying Technical Review Committee applications, must be submitted in full to the Planning & Zoning Office no later than 2:00pm on the appropriate deadline date. *Applications that are received after this time will be moved to a future meeting agenda.*

◆ **ADJOINING PROPERTY OWNERS**

All adjoining property owners shall be notified by certified mail that must be postmarked and mailed at least ten (10) days in advance of the hearing for all Major Divisions of Land. For Minor Divisions of Land, adjoining property owners shall be notified upon approval by the Technical Review Committee, and at least ten (10) days must pass before Primary Plat Approval is granted. During the ten (10) day timeframe for Minor Divisions of Land, the Technical Review Committee's decision may be appealed to the Plan Commission. The applicant shall be responsible for supplying **the names and addresses of ALL adjoining property owners and shall pay all the costs of notification.** Adjoining property owners include any person who owns land that shares a property line with the subject site, or adjoins along the centerline of any roadway. Records maintained by the County Assessor's Office shall be used as the official record to determine the identity and address of property owners. *Incomplete notification of adjoining property owners can result in delays, or make any approval Invalid.*

**◆ SITE EVALUATION**

The property owner/applicant's signature on the application grants permission for staff to enter onto the premises to evaluate the site for the specific request. Without the signature of the property owner/applicant, this application will not be processed.

**◆ DIVISION OF LAND PROCEDURE (NEXT STEPS)**

After Primary Plat Approval has been granted the Applicant must informally meet with Staff to determine the next steps. If the development includes public improvements, an Improvement Plan is required, which must contain all the requirements as specified by Section 232 of the Subdivision Control Ordinance. The Improvement Plan shall be consistent with the Primary Plat. Any changes to the approved Primary Plat shall be reviewed by the Planning Director or designee to determine if the changes are major or minor in scope. Minor changes shall include slight movement of streets, reconfiguration of lots, renumbering of lots, increasing or reducing lot sizes or similar changes. Major changes may include increases in the number of lots or removal of street connections. Any changes considered to be major in scope shall require a new Public Hearing by the Applicant as described in Section 215 of the Subdivision Control Ordinance. The submitted Improvement Plan will be reviewed by a Technical Review Committee to determine if all requirements have been met. If it is determined that all requirements have been met, the Improvement Plan shall be approved. *A Minor Division of Land is not required to submit an Improvement Plan.*

Due to construction time limitations, unique soil conditions or weather conditions, the Applicant may find it necessary to submit a Grading Plan after approval of the Primary Plat and before the submittal of an Improvement Plan. A Grading Plan is optional and is intended to allow grading of the site to begin prior to the completion of an engineered Improvement Plan. All submitted Grading Plans shall meet the requirements as described in Section 272 of the Subdivision Control Ordinance, and shall be reviewed by Staff.

The final step of the Subdivision process is the Secondary Plat, which must be prepared in accordance with Section 244 of the Subdivision Control Ordinance and shall conform to the approved Primary Plat and Improvement Plan (if required). If a subdivision is being developed in separate phases as approved with the Primary Plat, the Secondary Plat may only include the phase that is currently being developed.

***All application requirements must be met before the Primary Plat will be reviewed, which includes a plan that illustrates the described conditions, the specified number of copies, a completed application and the appropriate fee paid in full. Any questions regarding a Primary Plat should be directed to the Dearborn County Planning & Zoning Office at (812) 537-8821.***