



Plan Commission  
**Major Subdivision Sketch Plan Application**

City Hall, 1 North Locust Street, Greencastle, IN 46135

<i>For Office Use Only</i>	
Case #:	_____
Hearing Date:	_____
Fees:	_____
Approved	Denied

**1. Applicant/Property Owner**

**Applicant:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**Owner:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**2. Applicant's Attorney/Contact Person and Project Designer (if any):**

**Attorney/Contact Person:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**Project Designer:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**3. Project Information:**

Development Name: \_\_\_\_\_  
 Section/Phase#: \_\_\_\_\_  
 Area in Acres \_\_\_\_\_

Zoning Classification: \_\_\_\_\_  
 Number of Lots: \_\_\_\_\_  
 Miles of New Streets: \_\_\_\_\_

**4. Attachments:**

Please see checklist for detailed information about the required attachments.

- Sketch Plan
- Vicinity Map
- Contiguous Holdings Map
- Application Fee

**The undersigned states the above information is true and correct as (s)he is informed and believes.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

State of Indiana )  
 County of Putnam ) SS:

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

\_\_\_\_\_/\_\_\_\_\_  
 Notary Public - Signed Printed

Residing in \_\_\_\_\_ County My Commission expires \_\_\_\_\_

# MAJOR SUBDIVISION SKETCH PLAN APPLICATION CHECKLIST

## Greencastle Plan Commission

Page 1 of 2

Applicant: \_\_\_\_\_ Case #: \_\_\_\_\_ Date: \_\_\_\_\_

Project: \_\_\_\_\_ Section: \_\_\_\_\_

All plans prepared for Sketch Plan approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Greencastle.

### General Requirements

If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for quality reproduction or recording. Sketch plan application materials shall be prepared in pen, pencil, or electronic media; and shall make use of sheets not exceeding 24 inches by 36 inches.

#### 1. Sketch Plan

The Sketch Plan shall be at a scale of not more than 200 feet to 1 inch and shall include the following:

##### Property Name

\_\_\_\_\_ *Subdivision Name:* The name of the subdivision (if the subject property is within an existing subdivision); *or*

\_\_\_\_\_ *Proposed Name:* A proposed name (if the property is not within a previously platted subdivision). The proposed name shall not duplicated the name of any subdivision in Putnam County that has been previously recorded, or for which approval is still in effect; *or*

\_\_\_\_\_ *Common Property Name:* The common name of the property if no subdivision name has been chosen (the name by which the property is locally known).

##### Property Description

\_\_\_\_\_ *Location:* A written description of the location of the property, including street address, legal description, and the total area of the subdivision (in acres).

\_\_\_\_\_ *Parcels:* The size of all existing properties included in the proposed subdivision (in acres). If properties to be included in the subdivision are less than 1 acre, they shall also be described in terms of square footage.

##### Property Ownership

\_\_\_\_\_ *Owner/Developer:* The name, address, e-mail address, and telephone number of the legal property owner and developer of the property (or his/her agent), including the citation of the last instrument conveying titles to each property involved in the subdivision, giving grantee, date, and book and page or instrument number reference.

\_\_\_\_\_ *Covenants & Easements:* An indication of any existing covenants, rights-of-way, and/or easements affecting the property.

\_\_\_\_\_ *Professionals Involved:* The name, address, and e-mail address of any professional person(s) responsible for the preparation of Sketch Plan application materials.

##### Subdivision Description

\_\_\_\_\_ *Site Features:* The location of property lines and any existing structures, streets, easements, and rights-of-way within or immediately adjacent to the property.

\_\_\_\_\_ *Utilities:* The location and sizes of existing sewers, water mains, storm drains, gas or oil transmission lines, and any other known underground structures within or immediately adjacent to the property.

\_\_\_\_\_ *Topography:* A description of the topography of the property, including streams, suspected wetlands (based on the National Wetlands Inventory), wooded areas, and floodplains. The topographic details may be based on USGS data, a field survey, and/or other suitable data sources.

**MAJOR SUBDIVISION SKETCH PLAN APPLICATION CHECKLIST**  
**Greencastle Plan Commission**

- \_\_\_\_\_ *Zoning:* The current zoning of the property.
- \_\_\_\_\_ *Proposed Street System:* The general layout of proposed streets, including sidewalks and other pedestrian pathways.
- \_\_\_\_\_ *Proposed Utility Connections:* Preliminary proposals for connection with existing water and sanitary sewerage systems.
- \_\_\_\_\_ *Proposed Drainage:* General provisions for collecting and discharging surface storm water.
- \_\_\_\_\_ *Proposed Lot Arrangement:* A general description of the size, dimensions, and number of lots to be created in the subdivision.
- \_\_\_\_\_ *Proposed Set-Aside Areas:* The approximate location, dimension, and area of any parcels of land to be set aside for common area in the proposed subdivision, or for parks, schools, natural areas, or other purposes.
- \_\_\_\_\_ *Temporary Stakes:* The location of any temporary stakes to enable the City Planner and City Engineer to find features of the Sketch Plan by visiting the property.

**2. Vicinity Map**

- \_\_\_\_\_ *Vicinity Map:* A vicinity map, drawn at a convenient scale, showing streets and the general development of the area within 600 feet of the proposed subdivision.

**3. Contiguous Holdings Map**

Whenever the Sketch Plan covers only a part of an applicant's contiguous property holdings, the applicant shall also submit a map of all contiguous holdings, drawn at a convenient scale. This map shall include the following:

- \_\_\_\_\_ *Sketch:* A sketch of the proposed subdivision area, with its proposed street and drainage system, an indication of the likely future street and drainage system serving the remaining portion of the property.
- \_\_\_\_\_ *Conveyance:* The dates the respective properties were acquired, together with the book and page or instrument number of each conveyance to the present owner as recorded in the Putnam County Recorder's Office.
- \_\_\_\_\_ *Ownership Details:* The name of the legal owner of the property, any contract owner of the property, any optionee of the property, and the date on which any contract of sale was executed. If any corporations are involved, the City Planner may request a complete list of all directors and officers, and a listing of stockholders if less than 10 in number.



Plan Commission  
**Major Subdivision Preliminary Plat Application**  
 City Hall, 1 North Locust Street, Greencastle, IN 46135

<i>For Office Use Only</i>	
Case #:	_____
Hearing Date:	_____
Fees:	_____
Approved	Denied

**1. Applicant/Property Owner**

**Applicant:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**Owner:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**2. Applicant's Attorney/Contact Person and Project Designer (if any):**

**Attorney/Contact Person:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**Project Designer:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**3. Project Information:**

Address/Location of Property: \_\_\_\_\_  
 \_\_\_\_\_  
 Proposed Name of Subdivision: \_\_\_\_\_  
 Area in Acres: \_\_\_\_\_

Current Zoning: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_  
 Proposed Miles of New Streets: \_\_\_\_\_  
 Proposed Number of Lots: \_\_\_\_\_

**4. Waivers:**

Are any waivers to the requirements, standards or specifications of the Greencastle Subdivision Control Ordinance being requested?  
 \_\_\_ No \_\_\_ Yes (specify request and Section Number): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. Attachments:**

Please see checklist for detailed information about the required attachments.

- |  |   |
|--|---|
| <input type="checkbox"/> Preliminary Plat                | <input type="checkbox"/> Subdivision Covenants (2 copies)       |
| <input type="checkbox"/> Vicinity Map                    | <input type="checkbox"/> Drainage Plan & Report (2 copies)      |
| <input type="checkbox"/> Contiguous Properties Map       | <input type="checkbox"/> Engineering Capacity Report (2 copies) |
| <input type="checkbox"/> Subdivision Phasing Description | <input type="checkbox"/> Coordinating Agency Comments           |
| <input type="checkbox"/> Application Fee                 |   |

**The undersigned states the above information is true and correct as (s)he is informed and believes.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

State of Indiana )  
 County of Putnam ) SS:

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

\_\_\_\_\_  
 Notary Public - Signed / Printed

Residing in \_\_\_\_\_ County My Commission expires \_\_\_\_\_

**AFFIDAVIT OF NOTICE TO INTERESTED PARTIES  
Public Hearing of the Greencastle Plan Commission**

STATE OF INDIANA )  
COUNTY OF PUTNAM ) SS:

I, \_\_\_\_\_, DO HEREBY CERTIFY THAT NOTICE TO INTERESTED  
(Name of person mailing letters)  
PARTIES OF THE PUBLIC HEARING BY THE GREENCASTLE PLAN COMMISSION, to consider the application  
of: \_\_\_\_\_: Case #: \_\_\_\_\_  
(Name of person on application)

Requesting: \_\_\_\_\_  
\_\_\_\_\_

For Property Located at: \_\_\_\_\_

Was sent to the following owners and addresses as listed in the Plat Books of the Putnam County Plat Office (attach additional sheets if necessary):

<u>OWNERS</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

And that said notices were sent on or before the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, being at least ten (10) days prior to the date of the Public Hearing.

\_\_\_\_\_  
(Name of person mailing the letters)

State of Indiana )  
County of Putnam ) SS:

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

\_\_\_\_\_  
Notary Public / Printed

Residing in \_\_\_\_\_ County My Commission expires \_\_\_\_\_

**AFFIDAVIT & CONSENT OF PROPERTY OWNER**  
**Application to the Greencastle Plan Commission**

STATE OF INDIANA )  
COUNTY OF PUTNAM ) SS:

I, \_\_\_\_\_, AFTER BEING DULY SWORN, DEPOSE AND SAY THE  
(Name of property owner)  
FOLLOWING:

1. That I am the owner of real estate located at \_\_\_\_\_;  
(Address of affected property)
2. That I have read and examined the Application made to the Greencastle Plan Commission by:  
\_\_\_\_\_ Case #: \_\_\_\_\_;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the Greencastle Plan Commission.

\_\_\_\_\_  
Owner's Name (Please Print)

\_\_\_\_\_  
Owner's Signature

State of Indiana )  
County of Putnam ) SS:

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

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

\_\_\_\_\_  
Printed

Residing in \_\_\_\_\_ County My Commission expires \_\_\_\_\_

**NOTICE OF PUBLIC HEARING**  
**Notice by the Greencastle Plan Commission**

Notice is hereby given that the Greencastle Plan Commission will hold a Public Hearing on \_\_\_\_\_  
(Date of hearing)  
at \_\_\_\_\_ at Greencastle City Hall located at 1 North Locust Street, Greencastle, Indiana, to consider  
(Time)  
a petition by \_\_\_\_\_ case number \_\_\_\_\_, to allow the following:  
(Name of applicant) (Case number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Brief description of request)

On property commonly know as \_\_\_\_\_ and also described by the following:  
(Common address of property)

**(INSERT LEGAL DESCRIPTION OF PROPERTY)**

A copy of this Petition, and all information pertaining thereto are on file and available for examination prior to the Public Hearing at the offices of the Greencastle Plan Commission located in City Hall at 1 North Locust Street, Greencastle, IN 46135.

Written comments in support of or in opposition of the Petition may be filed with or mailed to the City Planner prior to the Public Hearing at the above address, or filed with the Plan Commission Secretary at the Public Hearing. Said Public Hearing will be open to the public and any objectors will be heard at this meeting. Hearings may be continued from time to time as may be necessary.

\_\_\_\_\_  
Applicant's Name



## Request for a Waiver of the Greencastle Subdivision Control Ordinance Findings of Fact by the Greencastle Plan Commission

Applicant: \_\_\_\_\_ Case #: \_\_\_\_\_

Project: \_\_\_\_\_

Waiver from the Greencastle Subdivision Control Ordinance Article #: \_\_\_\_\_

Requesting: \_\_\_\_\_

The Greencastle Plan Commission finds the following facts:

1. The granting of the waiver **will/will not** (*circle finding*) be detrimental to the public safety, health, or welfare, or injurious to other property because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The conditions upon which the request for a waiver is based **are/are not** (*circle finding*) unique to the property for which a waiver is sought and are not applicable generally to other property because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a hardship to the owner **would/would not** (*circle finding*) result if the strict letter of these regulations were carried out because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The waiver **will/will not** (*circle finding*) contradict the intent of the City of Greencastle Zoning Ordinance or Comprehensive Plan because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Based on the findings described above, the Commission does now **approve/deny** this application. So ordered this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. (*Circle Commission finding*)

Greencastle Plan Commission

By: \_\_\_\_\_

Chairperson

Attest: \_\_\_\_\_

Secretary



# MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION CHECKLIST

## Greencastle Plan Commission

Page 1 of 3

Applicant: \_\_\_\_\_ Case #: \_\_\_\_\_ Date: \_\_\_\_\_

Project: \_\_\_\_\_

All plans prepared for Preliminary Plat approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Greencastle.

### General Requirements

If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for legible reproduction or recording. A plan of the proposed Preliminary Plat of a Subdivision shall be drawn at a scale of not more than 100 feet to 1 inch and shall include:

#### 1. Preliminary Plat

##### Property Name

\_\_\_\_\_ *Subdivision Name:* Name of subdivision (if property is within existing subdivision); *or*

\_\_\_\_\_ *Proposed name:* A proposed name (if property is not within a previously platted subdivision). The proposed name shall not duplicate the name of any subdivision in Putnam County which has been previously recorded or for which approval is still in effect.

##### Property Description

\_\_\_\_\_ *Location & Size:* A written description of the location of the property, including both street address and a legal description. The legal description shall state the total area of the subdivision (in acres).

\_\_\_\_\_ *Dimensioned Drawing:* A dimensioned drawing of the parcel of land that is being subdivided, including any remaining tract. The drawing shall show the subdivision boundary with benchmarks, the legal description point of beginning, and all dimensions.

##### Property Ownership

\_\_\_\_\_ *Owner/Developer:* The name, address, e-mail address, and telephone number of the legal property owner and developer of the property (or his/her agent), including the citation of the last instrument conveying titles to each property involved in the subdivision, giving grantee, date, and book and page number or instrument number reference.

\_\_\_\_\_ *Covenants & Easements:* An indication of any covenants, rights-of-way, or easements affecting the property.

\_\_\_\_\_ *Professionals Involved:* The name, address, and e-mail address of any professional person(s) responsible for the subdivision design, the design of the public improvements, and surveys.

##### Subdivision Description

\_\_\_\_\_ *Legend & Notes:* A legend and notes, including a graphic scale, north arrow and date.

\_\_\_\_\_ *Natural Features:* The location of existing burial grounds, watercourses, floodplains, wooded areas, wetlands (certified by a professional possessing a U.S. Army Corps of Engineers Regulation 4 Jurisdictional Wetland Certification), and other natural features.

\_\_\_\_\_ *Existing Structures:* The location(s) of any existing structure(s) on the site and a description of its future demolition or incorporation into the proposed subdivision

\_\_\_\_\_ *Topography:* Topographic contours consistent with the requirements of the City Engineer, referenced to sea level and an established benchmark.

\_\_\_\_\_ *Lot Arrangement:* The location, area (in square feet and acres), and dimensions of each lot. The location of monuments, the buildable area of each lot per applicable zoning district setback requirements and any other regulatory or natural limitations shall also be indicated.

\_\_\_\_\_ *Easements & Rights-of-way:* All existing and proposed easements and rights-of-way, including location, width, and purpose of each.

\_\_\_\_\_ *Street Systems:* All existing and proposed street systems on and adjoining the site of the subdivision showing the proposed names, functional classifications, right-of-way widths, approximate gradients, types and widths of pavements, and any curbs, sidewalks, road-side swales, street signs, street trees and streetlights.

# MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION CHECKLIST

## Greencastle Plan Commission

- \_\_\_\_\_ *Pedestrian Systems:* All proposed sidewalks and or pedestrian pathways.
- \_\_\_\_\_ *Set-Aside Areas:* Any parcels of land proposed to be dedicated or reserved for common areas, schools, parks, playground, or other public, semi-public, or community purposes.
- \_\_\_\_\_ *Utilities:* The location size, slope, and invert elevation of existing and proposed utilities adjacent to and on the site, including storm and sanitary sewers, water mains (including fire hydrants), electrical, telephone and cable television lines, and such other utilities as may be appropriate.
- \_\_\_\_\_ *Sewage Treatment Needs:* A statement of the expected demand of the subdivision for capacity at the wastewater treatment facility.
- \_\_\_\_\_ *Landscaping:* All proposed landscaping, signage, development entrance features, screening, and attempts at preserving natural terrain and open space (the Plan Commission, Technical Review Committee, or City Planner may request that a landscaping plan be submitted on a separate sheet).
- \_\_\_\_\_ *Traffic:* The estimated traffic count increase on adjacent streets resulting from the proposed development; a description of the type and condition of streets serving the site, the total number of motor vehicles expected to use or be present in the subdivision, and a description of on and off-street parking to be supplied.
- \_\_\_\_\_ *Temporary Stakes:* The location of any temporary stakes to enable the City Planner and City Engineer to find and appraise features of the Preliminary Plat by visiting the property.
- \_\_\_\_\_ *Approval Certificate:* A Preliminary Plat Approval certificate for signing by the Plan Commission President and Secretary.

## 2. Vicinity Map

- \_\_\_\_\_ *Property Location:* The location of the proposed subdivision within the City, referencing surrounding streets and subdivisions.
- \_\_\_\_\_ *Adjacent Property Owners:* Existing subdivisions and lots adjacent to or within 250 feet of the proposed subdivision. The owners of each of these properties shall be identified on the drawing with the date and book and page (or instrument number) of the last conveyance of ownership.
- \_\_\_\_\_ *Public Facilities:* Existing schools, parks, playgrounds, or other similar public facilities that will serve the proposed subdivision.
- \_\_\_\_\_ *Utilities:* Location and size of all utilities adjacent to or within 200 feet of the subdivision site, including sanitary and storm sewers, gas lines, electric lines, telephone lines, water mains, fire hydrants, and cable television lines.
- \_\_\_\_\_ *Thoroughfares:* All public thoroughfares/rights-of-way adjacent to or within 250 feet of the site.
- \_\_\_\_\_ *Street & Pedestrian Systems:* Existing streets and rights-of-way on and adjoining the site of the proposed subdivision showing the names, functional classifications, roadway widths, approximate gradients, surface types, widths of pavement, presence of curbs, swales, and street trees, and all sidewalks or pedestrian pathways.
- \_\_\_\_\_ *Zoning:* Existing zoning of the property to be subdivided and all contiguous tracts surrounding the proposed subdivision.
- \_\_\_\_\_ *Boundaries:* All section and municipal corporate boundaries lying within or contiguous to the subdivision property.

## 3. Contiguous Holdings Map

Whenever the Preliminary Plat covers only a part of an applicant's contiguous property holdings, the applicant shall also submit a map of all contiguous holdings, drawn at a scale of no more than 200 feet to 1 inch. This map shall include the following:

- \_\_\_\_\_ *Sketch:* A sketch of the proposed subdivision, with its proposed street and drainage system, and an indication of the likely future street and drainage system serving the remaining portion of the property.
- \_\_\_\_\_ *Conveyance:* The dates the respective properties were acquired, together with the book and page or instrument number of each conveyance to the present owner as recorded in the Putnam County Recorder's Office.
- \_\_\_\_\_ *Ownership Details:* The name of the legal owner of the property, any contract owner of the property, any optionee of the property, and the date on which any contract of sale was executed. If any corporations are involved, the City Planner may request a complete list of all directors and officers, and a listing of stockholders if less than 10 in number.

# MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION CHECKLIST

## Greencastle Plan Commission

### 4. Subdivision Phasing Description

\_\_\_\_\_ *Sections:* If the Preliminary Plat is to be divided into sections for the phasing of development, the preliminary boundaries and numbers of such sections shall be shown.

### 5. Subdivision Covenants

Any protective covenants applicable to the subdivision shall be prepared by the petitioner and be legally sound. Either covenants, or a reference to the covenants shall be incorporated on the plat.

\_\_\_\_\_ *Drainage Maintenance:* At a minimum, covenants or other plat documentation shall provide a means for the maintenance and upkeep of drainage swales and other drainage facilities and any common areas or entry features. The covenants shall specifically provide that the maintenance of drainage swales and other drainage features is enforceable by the Board of Public Works & Safety and the City Engineer.

\_\_\_\_\_ *Consistency:* All covenants shall be consistent between all subdivision phases which result from a single preliminary plat.

### 6. Drainage Plan & Report

The subdivider must provide a drainage report describing the existing and proposed drainage conditions and evaluating the ability of proposed watercourses, channels, drainage tiles, farm tiles, storm sewers, culverts, and other improvements to accommodate the additional run-off generated by the proposed subdivision. The drainage plan shall include:

#### Drainage Report

\_\_\_\_\_ *Watershed Conditions:* The conditions of the watershed which may affect run-off, such as subsoil type, positive drainage, and obstructions.

\_\_\_\_\_ *Drainage Tiles:* Location of all subsurface drainage tiles and a plan to preserve or relocate the tiles.

\_\_\_\_\_ *Water Estimates:* Estimates of the water entering the subdivision

\_\_\_\_\_ *Drainage Systems:* A description of minor and major drainage systems. The minor drainage system shall consist of storm sewers, drainage ditches, grass swales, and storm inlets or infiltration structures. The major drainage system shall consist of roadways, culverts, bridges, and drainage flow-ways.

#### Watershed Map

\_\_\_\_\_ *Drainage Area:* The delineation of the drainage area in which the subdivision is located.

\_\_\_\_\_ *Drainage Courses:* The location of drainage courses and the existing direction of surface water flow within the drainage area.

#### Drainage Plan Description

\_\_\_\_\_ *Natural Features:* The locations of natural streams, regulated drains, 100-year flood plains and floodways.

\_\_\_\_\_ *Existing Structures:* The location of any existing or proposed subsurface drain tile, structures, culverts, or swales.

\_\_\_\_\_ *Topographic Features:* A map noting significant physical and topographical features of the tract, showing the proposed direction of the flow of surface water runoff from the site.

\_\_\_\_\_ *Preliminary Drainage Plan:* A preliminary drainage plan showing the proposed storm water drainage system to an improved outlet, including surface drainage systems, storm sewer systems, subsurface drainage systems, and storm water detention facilities. Arrows designating the general drainage of all streets and lots shall be included.

### 7. Engineering Capacity Report

The subdivider must provide a report prepared by a professional engineer or land surveyor registered in the State of Indiana covering sewage, water, street, and drainage facilities for the subdivision shall be provided. The report shall include:

\_\_\_\_\_ *Utility Systems:* A description of the feasibility of connecting to existing storm and sanitary sewers and water supply, including the distance from the nearest public sewer and the capacity of the existing system intended to handle the additional waste load.

\_\_\_\_\_ *Street Construction:* A preliminary report on the types of street construction based on the specifications provided by the Subdivision Control Ordinance and any additional requirements of the City Engineer.



Plan Commission  
**Major Subdivision Construction Plan &  
 Final Plat Application**  
 City Hall, 1 North Locust Street, Greencastle, IN 46135

<i>For Office Use Only</i>	
Case #:	_____
Hearing Date:	_____
Fees:	_____
Approved	Denied

**1. Applicant/Property Owner**

**Applicant:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**Owner:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**2. Applicant's Attorney/Contact Person and Project Designer (if any):**

**Attorney/Contact Person:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**Project Designer:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**3. Project Information:**

Development Name: \_\_\_\_\_  
 Section/Phase#: \_\_\_\_\_  
 Area in Acres \_\_\_\_\_

Zoning Classification: \_\_\_\_\_  
 Number of Lots: \_\_\_\_\_  
 Miles of New Streets: \_\_\_\_\_

**4. Attachments:**

Please see checklist for detailed information about the required attachments.

- |   |  |
|---|--|
| <input type="checkbox"/> Proposed Construction Plans                | <input type="checkbox"/> Proposed Final Plat |
| <input type="checkbox"/> Surety for Improvements (if not completed) | <input type="checkbox"/> Application Fee     |

**The undersigned states the above information is true and correct as (s)he is informed and believes.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

State of Indiana )  
 County of Putnam ) SS:

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

\_\_\_\_\_  
 Notary Public - Signed / Printed

Residing in \_\_\_\_\_ County My Commission expires \_\_\_\_\_

# MAJOR SUBDIVISION CONSTRUCTION PLAN & FINAL PLAT APPLICATION CHECKLIST

## Greencastle Plan Commission

Page 1 of 3

Applicant: \_\_\_\_\_ Case #: \_\_\_\_\_ Date: \_\_\_\_\_

Project: \_\_\_\_\_ Section: \_\_\_\_\_

All plans prepared for Primary Plat approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Greencastle.

### General Requirements

If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for quality reproduction or recording.

### 1. Construction Plans

All Construction Plans must be drawn on standard 24 inch by 36 inch sheets at a scale of no less than 1 inch equaling 50 feet and shall include the following:

- \_\_\_\_\_ *Topographical Features Map:* A map noting significant physical and topographical features of the tract. For plats containing more than 2 lots, a topographical map at typical contour intervals, meeting the requirements of the City Engineer, which extends 100 feet beyond the boundary lines of the proposed tract must be submitted. Such map should also show the direction of flow of surface water runoff from the site.
- \_\_\_\_\_ *Street Profiles:* Profiles showing existing and proposed elevations along centerlines of all streets, including radii of all curves, lengths of tangents, central angles on all streets, and intersection details.
- \_\_\_\_\_ *Street Cross-Sections:* Plans and profiles showing the location and typical cross-section of all streets, including curbs, gutters, sidewalks, rights-of-way, drainage facilities and easements, manholes, and catch basins.
- \_\_\_\_\_ *Street Systems:* Plans showing each street's functional classification and the location of all street trees, street lights, street signs, sidewalks and/or pedestrian pathways, and permitted on-street parking areas.
- \_\_\_\_\_ *Utility Systems:* Plans showing the location, size, and invert elevations of existing and proposed sanitary sewers, storm water drains, water lines, gas lines, and fire hydrants, connections to existing or proposed utility systems, and the exact location and size of all underground utilities and structures.
- \_\_\_\_\_ *Grading Plan:* A site grading plan for the entire subdivision.
- \_\_\_\_\_ *Street Signs & Street Lights:* A map showing the proposed locations of all street signs and streetlights.
- \_\_\_\_\_ *Significant Features:* Indication of the location, size, elevation, and other appropriate descriptions of any other existing physical and natural features or facilities including floodplains, water bodies, trees, the points of connection to proposed facilities and utilities, and the approximate high- and low-water elevations of all ponds, lakes and streams.
- \_\_\_\_\_ *Other Approvals:* Copies of any necessary approvals from other agencies, such as any required approvals from the U.S. Army Corps of Engineers, Indiana Department of Environmental Management, or Indiana Department of Natural Resources regarding modifications to wetlands or the regulatory floodplain.
- \_\_\_\_\_ *Other Features:* Any other construction details required to be shown by the City Planner, City Engineer, Technical Review Committee, or applicable adopted Greencastle Standards.

# MAJOR SUBDIVISION CONSTRUCTION PLAN & FINAL PLAT APPLICATION CHECKLIST

## Greencastle Plan Commission

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### 2. Final Plat

All Final Plats must be drawn at a scale of not more than 100 feet to 1 inch, drawn on reproducible mylar, on a sheet meeting the size and clarity requirements of the Putnam County Recorder, and shall include the following:

#### Property Name

\_\_\_\_\_ The name of the subdivision followed by the words "Final Plat".

#### Property Description

\_\_\_\_\_ *Legal Description:* An accurate metes and bounds description of the property boundary.

\_\_\_\_\_ *Boundary Lines:* An accurate property boundary line expressed in feet and hundredths of a foot, with dimensions and angles, and the bearings of all lines to a minimum of ½ minute.

\_\_\_\_\_ *Benchmark:* Accurate distances and directions to the nearest official monument, including reference corners.

#### Property Ownership

\_\_\_\_\_ *Owner/Developer:* The name, address, and telephone number of the legal property owner and the developer of the property (or his/her agent), including the citation of the last instrument conveying titles to each parcel of property involved in the proposed subdivision.

\_\_\_\_\_ *Covenants & Easements:* An indication of any pre-existing covenants, rights-of-way, or easements affecting the property.

\_\_\_\_\_ *Professionals Involved:* The name, address, and telephone number of the professional land surveyor or engineer responsible for the Final Plat.

#### Subdivision Description

\_\_\_\_\_ *Legend & Notes:* A complete legend and notes, including north arrow, graphic scale, and date.

\_\_\_\_\_ *Existing Features:* Accurate locations of all pre-existing easements, rights-of-way, and other pertinent features on the property and/or intersecting the boundaries of the tract; including a description of their future use or abandonment.

\_\_\_\_\_ *Public Ways:* The location, width, and other dimensions of the rights-of-way and easements for all streets, alleys, and pedestrian pathways. Street rights-of-way must include street names, setback, and/or build-to lines.

\_\_\_\_\_ *Curve Table:* A complete curve table for all curves included in the plat.

\_\_\_\_\_ *Lots:* The location, dimensions, area (expressed in feet and hundredths of a foot), and the bearing of all lines to ½ minute for every lot and/or block created by the subdivision, including any remaining tract. All lots shall be consecutively numbered and all blocks shall be lettered in alphabetical order, consistent with the Preliminary Plat.

\_\_\_\_\_ *Easements:* Accurate locations, widths, and other dimensions of all easements, including a description of their use.

\_\_\_\_\_ *Monuments:* The location, type, material, and size of all monuments and markers included in the subdivision.

\_\_\_\_\_ *Set-Aside Areas:* Accurate locations and dimensions for any property to be dedicated or reserved for public, semi-public, or community use, including common areas and linear open space surrounding pedestrian pathways.

\_\_\_\_\_ *Setbacks:* All building lines and setback locations and dimensions throughout the subdivision.

\_\_\_\_\_ *Covenants & Restrictions:* The text of, or references to, any restrictions that will run with the land and become covenants in the deeds for lots.

\_\_\_\_\_ *Explanations:* An explanation of all easements and reservations.

\_\_\_\_\_ *References:* Sufficient data acceptable to the City Engineer to readily determine the location, bearing, and length of all lines for the reproduction of such lines on the property.

\_\_\_\_\_ *Endorsement:* A statement signed and dated by the property owner(s) endorsing the Final Plat.

**MAJOR SUBDIVISION CONSTRUCTION PLAN & FINAL PLAT APPLICATION CHECKLIST**  
**Greencastle Plan Commission**

- \_\_\_\_\_ *Land Surveyor Certification:* Certification by a registered land surveyor.
- \_\_\_\_\_ *Plan Commission Approval Statement:* A form indicating the approval of the Final Plat and providing a place for the signature of the Plan Commission President and Secretary and the dates of Preliminary Plat approval and Final Plat review by the Technical Review Committee.
- \_\_\_\_\_ *Other Endorsements & Signatures:* Forms providing the necessary statements, signatures, and dates for the recording of the Final Plat in the Putnam County Recorder's Office.