



Plan Commission
Minor 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:

- 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 _____

MINOR SUBDIVISION SKETCH PLAN APPLICATION CHECKLIST

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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. All plans submitted for Sketch Plan approval shall contain the following information:

1. Sketch Plan

Property Name

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

_____ *Proposed Name*: Proposed name (if property is not within an existing subdivision); *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 any 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, e-mail address, and telephone number of any professional person(s) responsible for the 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 (as determined by the City Engineer).

MINOR 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 any other pedestrian pathways.
- _____ *Proposed Utility Connections*: Preliminary proposals for connection with existing water and sanitary sewage 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 proposed 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 (if any).

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 (if applicable)

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.

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):

OWNERS

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

MINOR SUBDIVISION FINAL PLAT APPLICATION CHECKLIST

Greencastle Plan Commission

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Applicant: _____ Case #: _____ Date: _____

Project: _____ Section: _____

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

Final Plat Requirements

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:

1. Property Name

_____ The name of the subdivision followed by the words "Final Plat" (the name shall not duplicate the name of any subdivision in Putnam County that has been previously recorded, or for which approval is still in effect).

2. 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 1/2 minute.

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

3. 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.

4. 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.

_____ *Lots:* The location, dimensions, area (expressed in feet and hundredths of a foot), and the bearing of all lines to 1/2 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.

_____ *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.

MINOR SUBDIVISION FINAL PLAT APPLICATION CHECKLIST
Greencastle Plan Commission

- _____ *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.
- _____ *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.