



## PLAN COMMISSION MINOR PLAT APPLICATION

**1. Applicant**

Name of Applicant: \_\_\_\_\_  
Applicants Address: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

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

Attorney Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Project Engineer: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

**3. Project Information:**

Location of Minor Subdivision \_\_\_\_\_  
Number of Lots: \_\_\_\_\_ Area in Acres: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_

**4. Very Important -Attachments:**

- a. 18" x 14" format (at least three *original* copies).
- b. Application Fee: \$25.00.
- c. Public dedication of minimum right of way width abutting public streets.
- d. Driveway permit from either INDOT or the City of Jeffersonville.
- e. Include a detailed plan for driveways. (A minimum of twelve (12) feet wide). If shared driveways are planned, please include a copy of a written access and maintenance agreement as to who will be responsible for maintaining the driveway in the proper width.
- f. Distance to nearest fire hydrant.
- g. Any additional information as required by Director or Zoning Administrator.

**5. Conditions of Eligibility:**

Before determining that a subdivision is eligible to be considered as a minor subdivision, the planning director shall find that all of the following criteria are satisfied:

1. Orderly Development – the subdivision will not impede orderly development of land or the provision of public services and improvements.
2. Comprehensive Plan – The subdivision will be consistent with the Comprehensive Plan.
3. Streets – The subdivision will not interfere with the provision of streets to provide access to adjoining or nearby property in the event that such property is developed in the future. The subdivision shall not be eligible for minor subdivision status if it requires or involves the construction of a new street or extension of an existing street.
4. Public Street Right of Way Dedication – All parcels of the minor subdivision shall dedicate to public use the minimum right of way width along the abutting public street.
5. Utilities and Drainage – All parcels in the subdivision will have adequate utilities and drainage and will not necessitate the extension of municipal facilities or the creation of any public improvements.
6. Lot Limitations – The minor subdivision may not contain more than two (2) lots.
7. Sewage – All lots shall be served by a sanitary sewer system or other on-site sewage system approved by the Indiana Department of Health, and/or Clark County Health Department.
8. Water – All lots shall be served by a public or quasi-public water system.
9. Drainage – All lots shall be provided with drainage improvements as necessary to comply with the requirements of this ordinance’s design standards, the City’s drainage requirements and Jeffersonville’s Drainage Board.
10. Driveway Permit – If any lot in a subdivision is to receive access from a State highway, the applicant must obtain a driveway permit from the Indiana Department of Transportation. Likewise, if any lot in a subdivision is to receive access from a city street or road, the applicant must obtain a driveway permit from the appropriate city department.
11. Limited Access Streets – Frontage on limited access streets on which driveways cannot open shall not constitute legal access.

12. Topography/Special Conditions/New Street – If by reason of topography, natural or man-made features, or other conditions relating to the property requested for subdivision, better access can be provided through construction of a new street, the petition shall not be eligible for treatment as a minor subdivision and shall be considered to be a major subdivision.
13. Driveway Standards – All lots will have driveway locations that will provide for adequate sight distance and will be properly spaced according to city and transportation safety standards. All driveways which serve a house in a minor subdivision shall be at least twelve (12) feet wide to allow access to fire trucks and fire-fighting equipment. Shared driveways may be permitted; however, the applicant requesting approval of the minor subdivision shall provide the planning director with a copy of a written access and maintenance agreement as to who will be responsible for maintaining the driveway in the proper width.
14. Suitability – All lots in the subdivision will provide suitable building sites for the purpose for which the land is to be used. Land suitability shall be determined by the criteria contained in this ordinance, and the zoning classifications of the City's zoning ordinance.
15. Fire Hydrants – A minor subdivision may not be approved unless each new parcel is located within 750 feet of a fire hydrant so long as the existing waterline is sufficient to support the installation and proper operation of a fire hydrant.
16. Public Health, Safety and General Welfare – The subdivision will not be detrimental to nor endanger the public health, safety, or general welfare.

**Plat Approval** – If a minor subdivision has been given preliminary plat approval by the planning director, it shall be submitted to the Plan Commission for final plat approval. Minor subdivision plats shall be signed by the official(s) of the Plan Commission as authorized by the Plan Commission.

**Application Fee** – The Plan Commission may include on its schedule of administrative fees a fee for minor subdivision applications, however, the minor subdivision application fee shall not be less than Twenty-Five Dollars (\$25).

**Expiration of Approval** – Approval for a minor subdivision plat shall be valid for one year from the date of final plat approval. If the minor subdivision final plat is not recorded with the Clark County Recorder before the expiration of one (1) year, the approval shall be null and void.

The undersigned states the above information is true and correct as (s)he is informed and believes to the best of her/his knowledge.

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

State of Indiana )  
Clark County ) SS:

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

\_\_\_\_\_/\_\_\_\_\_  
Notary Public – Signed Printed

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

**Date Filed: \_\_\_/\_\_\_/\_\_\_**

**Certified Complete**

**Application on: \_\_\_/\_\_\_/\_\_\_**

**This space for office use only.**