



Jeffersonville Plan Commission Preliminary Plat Application

Jeffersonville City Hall
500 Quartermaster Court•Suite 200•Jeffersonville, IN 47130
(812) 285-6413

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

1. Applicant/Property Owner

Applicant:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
E-mail Address: _____

Owner:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
E-mail Address: _____

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

Attorney/Contact Person:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
E-mail Address: _____

Project Designer:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
E-mail Address: _____

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 Jeffersonville Subdivision Control Ordinance being requested?

No Yes (specify request and Section Number): _____

5. Attachments:

- | | |
|---|---|
| a. Authorization from Owner(s) | f. Traffic Impact Study (if needed) |
| b. Two Preliminary Plats (8" x 24" min.) | g. Application Fee: \$400.00 plus \$10.00 per Lot |
| c. One 11" x 17" | h. Mail \$2.00 per Adjoiner |
| d. List of Adjoiners | i. Request for Waiver (if applicable) |
| e. Impact on Public Sewer and Water Utilities Worksheet | j. Check List |
| | k. Any Additional Info. as Required by Director |

The undersigned, having been duly sworn on oath states the above information is true and correct.

Signature of Applicant: _____ Date: _____

State of Indiana)
County of Clark) SS:

Subscribed and sworn to before me this _____ day of _____, _____

Notary Public, Signed / _____ Printed

Residing in _____ County My Commission expires _____

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

STATE OF INDIANA)
COUNTY OF CLARK) 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 Jeffersonville 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 Jeffersonville Plan Commission.

Owner's Name (Please Print)

Owner's Signature

State of Indiana)
County of Clark) SS:

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

Printed

Residing in _____ County My Commission expires _____



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

Applicant: _____ Case #: _____

Project: _____

Waiver from the Jeffersonville Subdivision Control Ordinance Article #: _____

Requesting: _____

The Jeffersonville Plan Commission finds the following facts:

1. The granting of the waiver will not 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 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 particular hardship to the owner would result, as distinguished from mere inconvenience, if the strict letter of these regulations were carried out because:

4. The waiver will not contravene the provisions of the Jeffersonville Zoning Ordinance or Jeffersonville Comprehensive Plan because:

Jeffersonville Plan Commission

By: _____

PRELIMINARY PLAT APPLICATION CHECKLIST -

Jeffersonville Plat Review *Page 1 of 2*

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 Jeffersonville.

General

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.

Plans for Preliminary Plat Approval

A plan of the proposed Preliminary Plat of a Subdivision shall be drawn at a scale no smaller than 1" = 50' (unless the drawing will not fit on one 18" X 24" sheet) and shall include:

- _____ Scale, date, and north arrow;
- _____ Legal description of the real estate to be subdivided;
- _____ Area map insert showing the location of the proposed Subdivision in reference to: major streets, section lines, school districts, and zoning classifications of neighboring properties within 500 feet;
- _____ Name of the subdivision (if a re-plat of an existing subdivision), proposed name of subdivision, which shall not repeat the name of previously platted subdivisions, or name by which the property is locally known (if a new subdivision);
- _____ Name, address, and telephone number of the owner. If applicable, name, address and phone number of the agent representing the owner;
- _____ Citation of last deed of record conveying title to each parcel involved in the proposed subdivision, including name of grantor, grantee, date and recording information;
- _____ Name, address, and telephone number of the developer and any design professionals responsible for the design of the subdivision, design of public improvements, or for surveys;
- _____ The complete text of any existing covenants on the property (if applicable);
- _____ Accurate boundary lines of the proposed subdivision showing distances, bearings, angles and references to section corners, township and range lines;
- _____ Location, width, dimension from the center-line and name of all existing and proposed public or private streets, access easements, and right-of-way located on and adjacent to the site;
- _____ Location, sizes, elevations, and slopes of all existing utility facilities and easements on site and within 100 feet of its perimeter, including, but not limited to sanitary sewers, water, storm water management, electric, gas, telephone, and cable;
- _____ Preliminary proposals for connecting with existing sanitary sewer, water, storm water management, electric, gas, telephone, and cable utilities;
- _____ Layout, number and dimensions of all lots with proposed setback lines;
- _____ Location, delineation and elevation of all floodway, floodway fringe, and 100-year floodplain on site and within 100 feet of the boundaries of the Subdivision;
- _____ Proposed finished floor elevation of all building pads adjacent to or within the 100-year floodplain;

**PRELIMINARY PLAT APPLICATION CHECKLIST -
Jeffersonville Plat Review**

Page 2 of 2

- _____ Drainage Plan for all watersheds in and around the proposed subdivision, indicating:
 - the general drainage pattern of streets and lots,
 - the location of all drainage channels and sub-surface drainage structures,
 - the proposed method of disposing of all storm water runoff from the proposed subdivision,
 - the data to show that the proposed outlet(s) are adequate to accommodate the drainage requirements,
 - all existing and proposed detention facilities;
- _____ Names of all legal ditches and streams on or adjacent to the subdivision;
- _____ A preliminary erosion control plan for all areas of site disturbance;
 - perimeter control plan;
 - stormwater pollution prevention plan;
- _____ Construction Plan
- _____ Grade Plan
- _____ Topographic contour every two (2) feet superimposed upon the proposed Subdivision Plat; provided that the Zoning Administrator may require one (1) foot intervals on very flat land or permit five (5) foot intervals on very steep slopes;
- _____ Traffic impact study, if required by the Plan Commission or Planning Director;
- _____ All improvements to the street system, on-site and off-site, including measurements of curb radii and taper;
- _____ Sidewalk and trail plan;
- _____ Preliminary plans and specifications for all infrastructure improvements and installations required or proposed in the subdivision;
- _____ The approximate location, dimensions, and area of all parcels of land proposed to be reserved for park, conservation, wetland, common area, lake or other similar uses for the use of property owners within the proposed subdivision;
- _____ Proposed covenants, commitments, conditions, and restrictions for the subdivision;
- _____ If the subdivision is to be developed in sections, an indication of the approximate section boundaries;
- _____ A proposed address plan for the subdivision consistent with the address patterns established for Jeffersonville; and
- _____ Any other information requested in writing by the members of the Plat Review or Planning Director deemed important to the development of the subdivision.

Note: The Plat Review has sole discretion to waive or relax any of the requirements listed above for a Preliminary Plat of a Subdivision as circumstances dictate.



Plan Commission Final Plat Application

Jeffersonville City Hall
500 Quartermaster Court, Suite 200, Jeffersonville, IN 47130
(812) 285-6413

For Office Use Only

Case #: _____
Hearing Date: _____
Fees: _____

Approved Denied

1. Applicant/Property Owner

Applicant:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Owner:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

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

Attorney/Contact Person:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Project Designer:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

3. Project Information:

Name of Subdivision/Development: _____

Section/Phase#: _____

Area in Acres _____

Number of Lots: _____

Miles of New Streets: _____

Current Zoning _____

4. Attachments:

- a. Mylar, one 18"x24" and one 11"x17" Plat
- b. Letter of Credit / Performance Bond
- c. Check List
- d. Letters from Utilities
- e. Fire Department Letter / Fire Hydrant Approval
- f. Any Additional Information as Required by Director
- g. Letter of Compliance (if Public Improvements completed)
- h. Copy of Recorded Covenants (if any)

The undersigned, having been duly sworn on oath states the above information is true and correct.

Signature of Applicant: _____ Date: _____

State of Indiana)

County of Clark) SS:

Subscribed and sworn to before me this _____ day of _____, _____

_____/_____
Notary Public, Signed Printed

Residing in _____ County My Commission expires _____

**FINAL PLAT APPLICATION CHECKLIST -
Jeffersonville Plan Commission**

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 Jeffersonville.

General

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.

Plans for Final Plat for Subdivision Approval

All sheets shall be of such a size as is acceptable for filing in the office of the Clark County Recorder (no larger than eighteen by twenty-four (18" X 24") inches).

All Plans submitted for Final Plat approval shall be prepared by an Indiana licensed land surveyor and shall contain the following information:

- _____ Name of Subdivision (and section number if applicable);
- _____ Name of the surveyor and developer;
- _____ Surveyor's stamp, address, and phone number on all pages except pages showing only covenants or special conditions;
- _____ Scale, date and north arrow;
- _____ Legal description of the real estate to be subdivided;
- _____ Wherever lines are required to have a dimension in the regulations, the length of all required lines shall be specified in feet and two decimal places thereof and the value of all required true bearings shall be specified in degrees, minutes and second;
- _____ Name of each Public or Private Street within and adjacent to the subdivision. For each street, include the lengths and bearings for the centerline and Right-of-Way;
- _____ Notarized Certification by Owner(s) of all real estate subject to the Subdivision clearly and precisely stating whether the Improvements contained within the Subdivision are to be dedicated to and maintained by the City of Jeffersonville, or whether said Improvements are to be owned and maintained by a private entity or owners association;
- _____ Clear outline of any property which is offered for dedication to public use depicted with all dimensions by length and bearing with the area marked "Public", "Common Area" or other appropriate title;
- _____ The lines of all Lots or Out Lots shall be fully depicted by length and bearings;
- _____ Location, delineation and elevation of all floodway, floodway fringe, and 100-year flood plain areas within the boundaries of the Subdivision;
- _____ Proposed finished floor elevation of all building pads adjacent to or within the 100-year floodplain;
- _____ Names of all legal ditches and streams on or adjacent to the subdivision;
- _____ All utility easements as approved by the Plan Commission;

**FINAL PLAT APPLICATION CHECKLIST -
Jeffersonville Plan Commission**

Page 2 of 2

- _____ Signature and certification of the President and Secretary of the Plan Commission on all pages;
- _____ All covenants, conditions, and restrictions that are 1) either imposed by the Plan Commission or offered by the owner; and 2) which the Plan Commission accepts the right to enforce;
- _____ In the case of a re-plat, the recording information of any previously recorded Subdivision shall be shown on the front page of the plat; and
- _____ Address of each Lot as approved by the Plan Commission or the Planning Director.

**- AFFIDAVIT & CONSENT OF PROPERTY OWNER -
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STATE OF INDIANA)
COUNTY OF CLARK) 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 Jeffersonville 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 Jeffersonville Plan Commission.

Owner's Name (Please Print)

Owner's Signature

State of Indiana)
County of Clark) SS:

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

Printed

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