



# CIVIL/SITE-INFRASTRUCTURE PLAN REVIEW APPLICATION

**IMPORTANT – APPLICANT TO COMPLETE ALL ITEMS. MARK WHERE APPLICABLE (PLEASE PRINT)**

PETITIONER REQUEST	PUD REZONE VARIANCE SPECIAL EXCEPTION SECONDARY PLAT PRIMARY PLAT OVERALL DEVELOPMENT PLAN DETAILED DEVELOPMENT PLAN
MEETING DATE REQUEST	
PROJECT DEVELOPER	
PROPERTY OWNER	
PROJECT ADDRESS	
CONTACT PERSON	
CONTACT PHONE NUMBER	
EMAIL ADDRESS	
DESIGN ENGINEER/ARCHITECT	
DESIGN ADDRESS	
DESIGN CONTACT PERSON	
DESIGN PHONE NUMBER	
DESIGN EMAIL ADDRESS	
EXISTING LAND USE/ PROPOSED LAND USE IF APPLICABLE	
ACREAGE & NUMBER OF PARCELS/LOTS	



## SITE/INFRASTRUCTURE PLAN APPLICATION CHECKLIST

Note: All documents must be legible. All text documents must be typewritten, or computer generated. All drawings, such as site plans, elevations, sign details, maps, surveys, must be drawn to an appropriate scale, dimensioned, and in ink. For a complete submittal, the following items must be included.

1. Review Fee (See Fee schedule) Check payable to the Town of Lapel.
2. One complete full-size paper set of Civil/Site-Infrastructure plans with attached Plan Review. (3) hard copies are required; (1) full size and (2) 11x17 size.
3. Applicant to deliver paper copy to the Lapel Office – **825 Main Street, Lapel IN 46051** (Include one drainage report and Plan Commission Commitments/Conditions)
4. Applicant to Email complete digital submittal, including drainage report and evaluation to [info@lapelindiana.org](mailto:info@lapelindiana.org)
5. Applicant to Email set of plans to [superintendent@lapelindiana.org](mailto:superintendent@lapelindiana.org)
6. Signed and Dated Checklist (this form)
7. Preliminary plat for the site
  - a. Completed IDEM Permit Package(s) (Include letter requesting sewer and water allocation)
  - b. IDEM NOI – Notice of Intent to Construct a Water Main
  - c. IDEM Sanitary Sewer Packet – Town of Lapel must approve sanitary sewer main extensions
  - d. Completed Rule 5 Application for Erosion Control and Storm Water Pollution Prevention Plan Review. Go to <http://www.operation-ms4.com/> to submit for MS4 Permit Review.
  - e. Proposed offsite easement where needed. Final approval will not occur prior to appropriate easements being recorded.
  - f. One (1) completed checklist (this form).
  - g. One (1) completed petition, signed by the owner of the subject property or an authorized agent, notarized, and filed at least 40 days prior to a scheduled public hearing.
  - h. One (1) copy of the legal description or survey of the area to be platted.
  - i. One (1) copy of Area Map, scale of 1 = 1000, with the boundaries of the site indicated. Identify all the following:
    - i. street, lot and tract lines of parcels and subdivisions within 1000 feet of the site,
    - ii. location of schools, parks and other public and semi-public sires within the area map,
    - iii. proposed course of surface water drainage.
  - j. One (1) copy of all transmittal letters sent to all the required utility companies and agencies listed on the document entitled 'AGENCIES TO BE NOTIFIED REGARDING PLATS'.
  - k. Four (4) copies of the preliminary primary plat (blue/black-line prints) prepared in accordance with the Subdivision Control Ordinance. In summary, the preliminary plan indicates:
    - i. proposed name of subdivision
    - ii. legal description, scale, and north point
    - iii. name & address of surveyor who prepared the document
    - iv. boundary lines
    - v. if the plan is a re-plat, original plat line
    - vi. proposed layout of lots, including lot area, lot numbers and dimensions
    - vii. proposed layout of sidewalks and streets, including names and dimensions
    - viii. if plan is to be divided into sections, the sectional boundaries, and numbers
    - ix. location & dimensions of all existing streets, and railroad rights-of way
    - x. proposed building setback lines and easements. with dimensions



- xi. boundary lines of adjoining land, showing owners' names and recorded instrument number within 100' of the site
      - xii. if property is along on a transit line, note any accommodations for transit access
8. Two (2) copies of topography maps drawn with the preliminary plan. In summary, the maps include:
  - a. proposed name and location of subdivision
  - b. existing sewer, water main lines, culverts and other facilities
  - c. scale and north point
  - d. USGS contours
9. In the case of a plat using the cluster option, a copy of the cluster plan approval letter.
10. In the case of a re-plat, a copy of the original plat.
11. Non-refundable filing fee. Administrative Plat Review fee per lot, for all Major Subdivision Sketch Plans, Preliminary Plat Reviews, Construction Plan Reviews, and Final Plat Reviews fees are indicated on the Fee Schedule.
12. On-site hearing notice sign fee. The On-Site Notice must be posted in a conspicuous location along each street frontage of the affected property. There is a non-refundable fee of \$10 per sign required.
13. Surrounding property owners (optional). As part of the legal notice requirement, the petitioner is required to notify the owners of surrounding properties per the Rules of Procedure. Petitioners can request a list of those property owners requiring notice of their petition for an optional \$25 fee. The list of owners compiled will be provided to the petitioner on label form. Petitioners are still required to make copies of the legal notice and mail it to the list provided. If petitioners do not choose this option, they must obtain their own list of surrounding property owners from the County Assessor's Office.
14. Contact person identified. This Contact Person is notified when Legal Notice is prepared; contacted to provide additional information; and receives the written Staff Report.

Acceptable methods of payment include cash, check, or MasterCard, VISA, Discover or American Express credit card. Checks must be made payable to "Town of Lapel." Credit cards are accepted; however, the credit card processing agency assesses a fee ~3% of the transaction amount.

Four (4) copies of the final preliminary plat, with plat restrictions & covenants, in accordance with the Subdivision Control Ordinance must be filed 20 days before the hearing. In summary, final preliminary plat indicates the following additional information:

1. Accurate legal description and plat
2. Proposed and existing monumentation indicated
3. FEMA floodway fringe boundaries and document sources (if applicable)
4. Dedication of proper easements and rights-of way
5. Certification of registered land surveyor
6. Statement of subdivision by the owner, notarized



## SITE/INFRASTRUCTURE PLAN APPLICATION SIGNATURE PAGE

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Signature of Applicant

Date

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Signature of Developer

Date

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Signature of Property Owner

Date

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Signature of Property Owner

Date

\*\*Site/Infrastructure Plan Review is scheduled once a month. Submissions are required 10 days prior to a Plan Commission meeting. For a project to be placed on agenda for review, the COMPLETE submittal packet must be submitted by 12:00 p.m. 10 days prior to the Plan Commission Meeting\*\*

To obtain a set of Lapel Town Standards and Specifications please visit our website at [www.lapelindiana.org](http://www.lapelindiana.org)