



SUBDIVISION APPLICATION

** Required sections to fill out*

Application type*:

- ☐ Preliminary Plat
- ☐ Final Plat
- ☐ Administrative Plat (Preliminary)
- ☐ Administrative Plat (Final)
- ☐ Plat Amendment (Replat)
- ☐ Plat Vacation
- ☐ Certificate of Correction

For office use only:

App No: _____

Date received: _____

App fee: _____

Fee paid by: ☐ Cash ☐ Check

Check #: _____

PROPERTY INFORMATION*

Address/Location: _____

Parcel(s)' ID(s): _____

Subdivision name: _____

Current use: _____ Current zoning: _____

Proposed use: _____ Proposed zoning: _____

Project total size: _____ Acres Proposed open space: _____ Acres

(include the area of all parcels)

Proposed No of Lots: _____ Lots

New public ways proposed? ☐ Yes ☐ No Length of proposed public way _____ Miles

If yes, please describe subdivision regulations that the waiver is requested for below. Cite the section that you are requesting to waive and a brief description. Attach additional sheets with more details if needed.

Waiver(s) Requested? ☐ Yes ☐ No

PRIOR OR RELATED CASES ☐ Not applicable

Rezone/PUD _____ Primary plat: _____

Variance(s): _____ Secondary plat: _____

PROPERTY OWNER INFORMATION*

Name: _____

Mailing address: _____

City/Town: _____ Zip code: _____

Email: _____ Phone #: _____

APPLICANT INFORMATION* ☐ Same as owner

Name: _____ Title: _____

Company name: _____

Mailing address: _____

City/Town: _____ Zip code: _____

Email: _____ Phone #: _____

SURVEYOR/ENGINEER INFORMATION* ☐ Same as applicant

Name: _____ Title: _____

Company name: _____

Mailing address: _____

City/Town: _____ Zip code: _____

Email: _____ Phone #: _____

ATTORNEY INFORMATION

Name: _____ Title: _____

Company name: _____

Mailing address: _____

City/Town: _____ Zip code: _____

Email: _____ Phone #: _____

APPLICANT AFFIDAVIT

STATE OF _____

COUNTY OF _____ S.S.

The undersigned, having been duly sworn on oath, states that the information in the Application is true and correct as they are informed and believe.

Applicant printed name: _____

Applicant signature: _____

Subscribed and sworn to before me this _____ day of _____, 20 ____.

Notary printed name: _____

Notary signature: _____

My commission expires: _____

OWNER AFFIDAVIT

STATE OF _____
COUNTY OF _____ S.S.

The undersigned, having been duly sworn on oath, states that they are the Owner of the Property involved in this application and that they hereby acknowledge and consent to the forgoing Application.

Owner printed name**: _____

Owner signature**: _____

Before me the undersigned, a Notary Public in and for said County and State, personally appeared the Property Owner, who having been duly sworn acknowledged and consents to the execution of the foregoing Application. Subscribed and sworn to before me this _____ day of _____, 20 ____.

Notary printed name: _____

Notary signature: _____

My commission expires: _____

*** A signature from each party having interest in the property involved in this application is required. If the Property Owner's signature cannot be obtained on the application, then a notarized statement by each Property Owner acknowledging and consenting to the filing of this application is required with the application.*



SUBDIVISION APPLICATION INFORMATION

REQUIRED DOCUMENTS AT FILING

Submit a complete application packet that includes the following:

- ☐ **Application.** A completely filled out application including the pages with notarized signatures of the applicant.
- ☐ **Property Owner Consent.** If the applicant is different than the owner of the property, then property owner's consent is required found on page 4 of the application form.
- ☐ **Legal description of the property.** If the project site includes several parcels, the legal description of every parcel shall be included.
- ☐ **Copy of the Deed.** A copy of the latest recorded deed for every parcel within the project shall be provided.
- ☐ **Plat.** Submit four (4) copies of the plat plans that contain all the details listed in [Lapel's UDO](#), Volume 12.1 Subdivision Control Ordinance.
- ☐ **Other documents.** Depending on the type of the subdivision application, other documents may be required to be submitted like covenants, subdivision phasing plan, soil description, drainage plans, and engineering feasibility report, etc.
- ☐ **Filing fee payment.** A non-refundable fee shall be paid according to the [Fee Schedule](#). 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.
- ☐ **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.

REQUIRED DOCUMENTS DURING REVIEW PROCESS

- ☐ **Revisions.** Any documents revised during the review process shall be submitted electronically at least two (2) weeks before the public hearing date.
- ☐ **A list of surrounding property owners.** After the application is filed, the applicant shall obtain a list of names and last known addresses of the property owners of property adjacent to the subject property to a depth of two parcels or 500 feet, whichever is greater, of the subject tract(s). This list shall be obtained from the Madison (or Hamilton) County Auditor's Office. Then, the applicant shall submit this list to the Planning Administrator or his/her designee at least two (2) weeks before the public hearing. If the applicant obtains this list from Lapel's staff, than this won't be necessary.
- ☐ **Affidavit of mailed notices.** The applicant shall submit a notarized affidavit of mailing the notices to the surrounding property owners at least three (3) days before the public hearing.
- ☐ **Certified Mail Receipts.** The applicant shall provide copies of the certified mail receipts together with the affidavit mentioned above at least three (3) days before the public hearing.
- ☐ **Proof of newspaper publication.** The applicant shall provide a copy of the proof of publication from Ellwood Call Leader before the public hearing.

REQUIRED DOCUMENTS AFTER APPROVAL

- ☐ **A copy of the recorded plat.** The applicant shall record the approved plat, replat, or covenant/commitment amendments within 30 days of receiving the approved and signed document. Then, the applicant must provide the recorded copy of the said document to the Town of Lapel.

PROCEDURE

A. Pre-Filing

Prior to applying, the petitioner shall meet with the Planning Administrator to review information about the project, development standards, and procedures for the correct type of subdivision application. The Planning Administrator will advise the petitioner regarding the preparation of the application and supportive documents as necessary.

B. Filing

Submit a filled out application, application packet and payment to the Plan Commission's office in Lapel Town Hall. Also, email the application packet to planadmin@lapelindiana.org. When emailing the packet, please send scanned files of the documents that are signed and notarized. A list of the required documents can be found in this document under the "Required Documents at Filing" section.

C. Review

The Planning Administrator and other applicable town and county staff (or Plat Review Committee when applicable) will review the application and communicate with the applicant regarding the completeness of the application, revisions, the date of the public hearing (if applicable) and any other matters related to the submittal.

D. Public Hearing Notice (for Major Subdivision Preliminary plat, Replat, or Plat Vacation)

Newspaper Notice

Once the Planning Administrator sets a public hearing date, (s)he will write and send a notice to the Ellwood Call Leader newspaper. Applicant's contact information will be provided to the newspaper, so that the latter can contact the applicant regarding the payment. The applicant is responsible for the payment of the published notice.

Mailed Notice

Once the Planning Administrator sets a public hearing date, (s)he will provide a notice template for the applicant to fill out and mail to the adjoining property owners. The notice must be mailed at least 10 days prior to the public hearing date via Certified Mail. The applicant shall obtain a list of names and last known addresses of the property owners of property adjacent to the subject property to a depth of two parcels or 500 feet, whichever is greater, of the subject tract(s). This list shall be obtained from the Madison (or Hamilton) County Auditor's Office not earlier than 30 days and not later than 10 days before the hearing date. The applicant may request the same list from the Lapel staff for a \$25 fee.

E. Public Hearing (for Major Subdivision Preliminary plat, Replat, or Plat Vacation)

Plan Commission shall review the submittal at a public hearing meeting and make a decision whether to approve, approve with conditions, or deny the application.

F. Post-Approval Notice (for Administrative Subdivisions)

Upon Plat Review Committee's approval of Administrative Preliminary Plat, the Planning Administrator shall send a notice to the interested parties about their decision within 10 days of making such decision. The applicant shall bare the cost of the published notice in the newspaper and the mailed notice. The Plan Administrator shall wait for a period of appeal window time prescribed in IC 36-7-4-708 before releasing the plat to the applicant for recording purposes.

G. Recording

Once the plat is approved, signed, and certified by the Plan Commission, the applicant shall record the plat at Madison County Recorder's Office. The applicant is responsible for the cost of recording the plat. A copy of the recorded plat shall be provided to the Planning Administrator as a proof of recording to allow all further permitting steps.