

APPENDIX A. APPLICATION REQUIREMENTS

A. Improvement Location Permit

Any person who shall apply for an improvement location permit shall, when so applying, furnish a site or development plan of the real estate drawn to scale, showing the existing and proposed site plan; the location of the structures; the improvement or use to be altered, placed, erected, or located; the dimensions of the lot to be improved; the size of the yards and open spaces; existing and proposed streets, alleys adjoining or within the lot, and utility easements; and the manner in which the location is to be improved.

B. Provisional (Primary) Plat

Applications for a provisional (primary) plat shall include four (4) copies of the plat, drawn in conformance with the comprehensive plan and the standards of this Code, and including the following:

1. Title Sheet

- a. Proposed name of the subdivision, followed by the words: "Overall Provisional Plat".
- b. A site location map showing the location of streets, and utilities, in reference to the subdivision.
- c. Names and addresses of the owner of the land, the subdivider, planner, architect, engineer, land surveyor, or other persons who prepared the plan.
- d. Land use adjacent to proposed subdivision and owners' names.

2. Toposign Sheet

- a. Contours at vertical intervals of two feet or less if the general slope of the site is less than 10 percent, and at vertical intervals of five feet if the general slope of the site is 10 percent or greater.
- b. Tract boundary lines showing dimensions, bearings, angles, and references to Section, township, and range lines.
- c. The location and size of all existing utilities.

3. Plan Layout Sheet

- a. Streets and rights-of-way, on and adjoining the site of the proposed subdivision, with names of streets which shall not duplicate names of other streets in the community except in cases of extensions of existing streets, and including roadway locations and widths, approximate gradients, curbs, sidewalks, and other pertinent data.
- b. The layout of lots, showing dimensions and numbers and square foot area of each nonrectangular lot. Block number, distances, radii, and chords shall be shown.
- c. Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds, or other public, semi-public, or community purposes.
- d. Building setback lines.
- e. Easements: Locations, widths, and purposes.
- f. The plan layout sheet may be incorporated with the toposign sheet provided such incorporation does not result in a drawing which is illegible.

4. Statement concerning the location and approximate size or capacity of utilities to be installed.

5. Other relevant features or conditions which would affect the subdivision.

6. The Overall Provisional Plat Sheets of the subdivision shall be drawn to a scale of 50 feet to one inch, or 100 feet to one inch and on sheets not to exceed 24 inches by 36 inches;

however, if the resulting drawing would be over 36 inches in the shortest dimension, then a scale approved by the Plan Commission may be used.

C. Record (Secondary) Plat

Applications for a record (secondary) plat shall be drawn in substantial conformance with the provisional(primary) plat, and shall including the following:

1. Profiles, typical cross-Sections, and specifications for proposed street improvements.
2. Profiles, locations, and other explanatory data concerning the installation of sanitary and storm sewerage systems and water distribution system.
3. A description of the portion of the overall provisional plat intended to be filed for record, including a program for the progressive development of the entire area contained in the overall provisional plat.
4. A statement of the estimated amount of money sufficient to complete the improvements and installations by the subdivider and attested to by a registered land surveyor or a registered professional engineer.
5. The record plat may include all or any part of the overall provisional plat which has received approval.
6. The original drawing of the record plat of the subdivision shall be provided and drawn to a scale of 50 feet to one inch, provided that the resulting drawing can be placed on a sheet 18 inches by 24 inches; a scale of 100 feet to one inch may be used.
7. Accurate boundary lines, with dimensions and angles, providing a survey of the tract, closing with an error of not more than one foot in 5,000 feet.
8. Accurate distances and directions to the nearest established street corners or official monuments. Reference corners shall be accurately described on the plat.
9. Accurate locations of all existing and recorded streets intersecting the boundaries of the tract.
10. Street lines with accurate dimensions in feet and hundredths of feet, with angles to street, alley, and lot lines.
11. Lot numbers and dimensions.
12. Accurate locations of easements for utilities and any limitations on such easements.
13. Accurate dimensions for any property to be dedicated or reserved for public, semi-public, or community use.
14. Building setback lines and dimensions.
15. Location, type, material, and size of all monuments and lot markers.
16. Plans and specifications for the improvements required in this chapter.
17. Restrictions of all types which will run with the land and become covenants in the deeds for lots.
18. Name of the subdivision, followed by the words: "Record Plat".
19. Name and address of the owner and the subdivider.
20. North point, scale, and date.
21. Certification by a registered land surveyor.
22. Certification of dedication of streets and other public property.
23. Certificate for approval by the Commission.

24. Plat certificate, as follows:

I (we) _____, _____, _____, Subdivider(s) of this Subdivision, known and designated as _____, an Addition to Pendleton, Indiana, hereby covenant that I (we) will require, as a condition of the scale of each lot or parcel in this Subdivision, that in addition to the requirements of Pendleton Code 36-7-4-100, amended, and that the conditions imposed and approved by the Board of Zoning Appeals of the Town, insofar as they relate to a Garden Apartment Use, shall be observed and promulgated accordingly by the developer(s) of the individual lots or parcels.

25. Final as-built plans must be submitted in a digitized computer format as defined by the Town Engineer. Must include all streets, utilities, easements, etc.

D. Forms To Be Used In Record Plats

The following forms in this appendix shall be used in record plats.

1. COMMISSION CERTIFICATE

“UNDER AUTHORITY PROVIDED BY IC 36-7-4-700 et seq., AS AMENDED AND PENDLETON CODE 36-7-4-700 et seq., AS AMENDED, THIS PLAT WAS GIVEN APPROVAL BY THE TOWN OF PENDLETON, AS FOLLOWS:

Approved by the Commission at a meeting held _____, 19____.
PENDLETON TOWN PLAN COMMISSION
PENDLETON, INDIANA
(President)
(Secretary)

(SEAL)

2. REGISTERED LAND SURVEYOR’S CERTIFICATE

“I _____, HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED IN COMPLIANCE WITH THE LAWS OF THE STATE OF INDIANA.

THAT THIS PLAT CORRECTLY REPRESENTS A SURVEY COMPLETED BY ME ON _____, 19__ THAT ALL THE MONUMENTS SHOWN THEREON ACTUALLY EXIST: AND THAT ALL OTHER REQUIREMENTS SPECIFIED HEREIN, DONE BY ME, HAVE BEEN MET.

(Signature)

(SEAL)

3. DEED OF DEDICATION

Each final plat submitted to the Plan Commission for approval shall carry a deed of dedication in substantially the following form:

“We the undersigned _____ (Names) _____, owners of the real estate shown and described herein, do hereby certify that we have laid off, platted and subdivided, and hereby lay off, plat and subdivide, said real estate in accordance with the accompanying plat. We do further certify that this plat is made and submitted with our free consent and desires.

This subdivision shall be known and designated as _____ (Name) _____, an Addition to (Name) _____. All streets and alleys shown and not heretofore dedicated, are hereby dedicated to the public.

Front yard building setback lines are hereby established as shown on this plat. No building or structure shall be erected or maintained between the setback lines and the property lines of the street.

A perpetual easement is hereby granted to any local public utility or municipal department, their successors and assigns, within the area shown on the plat and marked "Easement", to install, lay, construct, renew, operate, maintain and remove conduits, cables, pipes, poles and wires, overhead and underground, with all necessary braces, guys, anchors and other equipment for the purpose of serving the subdivision and other property with telephone, electric and gas, sewer and water service as a part of the respective utility system.

The right to place aerial service wires above the streets and lots to serve adjacent lots is granted subject to the prior rights of the public. Trees, shrubs, or any other plants which interfere or threaten to interfere with any public utility equipment necessary to exercise this right may be trimmed or altered to the extent necessary to prevent the interference. The right is hereby granted to enter upon the lots at all times for all of the purposes aforesaid. No permanent buildings or trees shall be placed on the area as shown on the plat marked "Easement", but that area may be used for gardens, shrubs, landscaping and other purposes that do not then or subsequently interfere with the uses or rights herein granted.

(Additional dedication and protective covenants, or private restrictions are inserted here upon the subdivider's initiative or the recommendations of the Commission; important provisions are those specifying the use to be made of the property and, in the case of residential use, the minimum habitable floor area).

The foregoing covenants, (or restrictions), are to run with the land and shall be binding on all parties and all persons claiming under them until January 1, 19__, (a twenty-five (25) year period is anticipated), at which time said covenants, (or restrictions), shall be automatically extended for successive periods of ten (10) years unless changed by vote of a majority of the owners of the building sites covered by these covenants or restrictions, in whole or in part. Invalidation of any one of the foregoing covenants or restrictions, shall not invalidate any remaining covenants or restrictions, which shall remain in full force and effect.

The right to enforce these provisions by injunction, together with the right to cause the removal, by due process of law, of any structure or part thereof erected, or maintained in violation hereof, is hereby dedicated to the public, and reserved to the several owners of the several lots in this subdivision and to their heirs and assigns.

Witness our Hands and Seals this _____ day of __, 19_____.

(Signature)

(Signature)

State of Indiana)

) SS:

County of Madison)

Before me the undersigned Notary Public, in and for the County and State, personally appeared _____ (Name) _____, _____ (Name) _____, and each separately and severally acknowledged the execution of the foregoing instrument as his or her voluntary act and deed, for the purposes therein expressed.

Witness my Hand and Notarial Seal this _____ day of __ 19_____.

(Notary Public)