

RENSSELAER ADVISORY PLANNING COMMISSION PRELIMINARY PLAT APPLICATION PROCEDURES

APPLICANTS ARE REQUIRED TO FOLLOW THE PROCEDURES OUTLINED BELOW TO ENSURE THE PROCESSING OF ALL APPLICATIONS

Failure to comply with all requirements, including but not limited to, complete submission of site plan(s), signed power of attorney documents, notarized signatures of owner(s) and applicant(s) and engineer's report will result in the petition being RETURNED to the petitioner and WILL NOT be placed on the meeting agenda. When all completed documentation is in order, the petition can be resubmitted for the NEXT regular meeting date. Development rights are not vested until a complete application is submitted.

CONFER WITH THE ZONING DIVISION STAFF

1. Discuss the proposed application with staff to ensure that proper procedures are followed.

SUBMIT APPLICATION AND FILING FEE

1. Follow and return the completed checklist with all information required
 - a. Completed application with original signatures
 - b. Current Legal Description of Property
 - c. Copy of recorded deed for the property affected
 - d. Filing Fee

NOTIFY PROPERTY OWNERS AND LIST OF NOTIFIED OWNERS

1. The Building Department is responsible for notifying the surrounding property owners within a 300 ft radius from the applicant's property.
2. The Building Department is responsible for advertising the newspaper legal notice.

The applicant will be charged accordingly for each of the duties fulfilled by the Building Department. These fees, along with the filing fee, are due to be paid in full prior to the scheduled meeting.

APPEAR AT THE PUBLIC HEARING BEFORE THE BOARD OF ZONING APPEALS

1. The applicant and/or designated representative must be present at the hearing and asked to present their petition to the Board. The hearing will take place at City Hall Council Chambers at 5:30 PM CST.

CHECK LIST

Please place a check next to each item being submitted.

PETITIONER INFORMATION

- ☐ Applicant Information (name, mailing address, phone number)
- ☐ Owner Information (name, mailing address, phone number)
- ☐ Contact Person
- ☐ Property Address or Address Range
- ☐ Notarized Signature and Printed Name of Applicant
- ☐ Notarized Signature and Printed Name of Owner
- ☐ Petition is For: _____

SITE PLAN INFORMATION

- ☐ Site Plan
- ☐ Scale on Site Plan
- ☐ Drainage Documents
- ☐ Curb Plan
- ☐ Gutter Plan
- ☐ Road, Sidewalk and Driveway Plans
- ☐ Utility Plans
- ☐ Landscape Plan - if applicable
- ☐ Signage Plan - if applicable
- ☐ Green/Open Space Plan - if applicable
- ☐ Location, Amount and Type of Non-Residential Uses
- ☐ Preliminary Plat Drawings

ADDITIONAL INFORMATION

- ☐ Recorded Deed with current Legal Description of Property
- ☐ Engineer's Report - if applicable
- ☐ Power of Attorney documents - if applicable
- ☐ Covenants
- ☐ 10 Copies of Drawings
- ☐ Filing Fee

PRELIMINARY PLAT GUIDELINES

Petitioners should note that ten (10) drawings must be submitted for Primary Plat approval. The drawings are described by the following sections of the Subdivision Control Ordinance. Where necessary, explanations will be highlighted.

4.10 A Location Map Showing:

1. Subdivision name and location;
2. Major thoroughfares related to the subdivision;
3. Existing land use;
4. Location of corporate lines if applicable; and
5. Titel, scale, north point, and date.

The location map needs to be a special drawing. The data may be shown by notations on available city of county maps.

4.20 A Site Map Showing: (Show everything currently on existing on the parcel)

- a. Name of the existing subdivision if property is within an existing subdivision, or proposed subdivision name if not within a previously platted subdivision;
- b. Name, address and phone number of legal owner(s) of the property or their agent;
- c. Name, address, phone number, registration number and seak of the professional engineer and/or surveyor responsible for subdivision design of public improvements, and for surveys;
- d. Location map with the application which may be prepared by indicating the data by notations on available maps showing
 - Subdivision name and location;
 - Any thoroughfares related to the subdivision;
 - Existing land use;
 - Location of corporation lines if applicable; and
 - Title, scale, graphic scale, north point and date
- e. Location of property by lot or section, township, range and civil township (metes and bounds), with acreage;
- f. Statement of the proposed use of lots, stating type of residential buildings with number of proposed dwelling units, type of business or industry, so as to reveal the effect of the development on traffic, fire hazards or congestion population;
- g. Existing and proposed covenants or deed restrictions to which the property is subject, if any;
- h. Description of the portion of the overall plat of the subdivision intended to be filed for record, including a program for the progressive development of the entire area contained in the overall plat;
- i. Whenever the preliminary plat covers only a part of any applicants contiguous holdings, the applicant shall submit, at the scale of more than one (1) inch equals two-hundred (200) feet, a sketch of the entire holdings, including the proposed subdivision area,

showing an indication of the probable future street and drainage systems, for the remaining portion of the tract;

- j. Soil Survey Map from the Jasper Co. Soil and Water Conservation District showing the soil limitations based upon the intended usage of the development land;
- k. Soil percolation data as to location and the rates of each test hole
- l. A statement that the sediment and erosion control methods shall be provided prior to any clearing, grading or construction when development is proposed in areas designated by Jasper County Soil and Water Conservation District as being prone to sedimentation and erosion;
- m. Profiles, typical cross-sections and specifications for proposed street improvements;
- n. Profiles, locations and other explanatory data concerning the installation of sanitary and storm sewage systems and water distribution systems;
- o. Location and size of storm and sanitary sewers and water distribution systems;
- p. Evidence of an adequate source of water supply;
- q. Evidence that there has been compliance with Rule 5, specifically:
 - i. The Notice on Intent Letter fee has been sent to the Indiana Department of Environmental Management;
 - ii. A Notice of Intent Letter has been prepared and submitted to the Office of Water Management, Permits Section; and
 - iii. A plan has been prepared and sent to the Jasper County Soil and Conservation District.
- r. If private sewage system, a statement from the Health Officer as to whether private septic systems can be used on the property;
- s. Show the 100 year flood elevation containing lands identified as within a flood hazard area;
- t. If floodplain is involved, a statement from the Indiana Department of Natural Resources, Division of Water concerning construction in floodway including floodplain high water marks, etc.;
- u. An evacuation plan for manufactured home parks or subdivisions location within the Flood Overlay (FO) District or SFHA identified as Zone A;
- v. Show other features or conditions, which would affect the subdivision favorably or adversely;
- w. A statement of the estimated amount of money sufficient to complete the improvements and installations by the applicant and attested to by a registered land surveyor, or a registered professional engineer (when required).

4.30 A Preliminary Plan of the subdivision, drawn to the scale of one-hundred (100) feet to one (1) inch provided; however, that of the resulting drawing would be over 18" x 24", a scale as recommended by the Engineer or the Department may be used.

The Preliminary Plan shall show:

- a. Graphic Scale, north arrow and date;
- b. The intended use(s) and zoning of property;

- c. Location and names of all existing and/or platted streets or other public ways within the tract, including roadway widths, approximate gradients, types and widths of pavement, curbs, walks, crosswalks, sidewalks, tree planting and other pertinent data;
- d. The intended location and width of the proposed streets and traffic control devices. New streets shall not duplicate other names of streets in the city or county, except for extensions of existing streets.
- e. All easements and right-of-ways, and any limitations of such easements and right-of-ways, showing widths and purposes of easements.
- f. The location of property width respect to surrounding property and streets, including the uses and zoning of all adjoining property, the names of adjoining developments, and names of adjoining streets. Identification of adjacent platted land shall be by subdivision plat name, recording data and number.
- g. Location of property lines, with dimensions and angles, which provide a survey of the tract. If the boundary of the plat is represented by a U.S. Public Land Survey Section Line, two section comers shall be shown for each section line with bearings and distances to each section comer.
- h. Layout of lots, showing dimensions, numbers and total area in square feet or acres for each lot.
- i. Accurate direction and length in feet and hundredths of feet of each line. Geometrically curved lines shall be identified with sufficient curve data to define the curve. (Curve data shall include delta angles, radius, chord distance, chord bearing, arc length and tangent length). Lines required to be shown include but are not limited to the following:
 - i. PLat boundary (heavy solid line);
 - ii. Right-of-way lines of street and alleys (solid line);
 - iii. Easements (dashed line);
 - iv. Lot lines (solid line); and
 - v. Lines indicating easements or lot lines to be vacated by the plat (dashed or dotted lines)
- j. Contours at vertical intervals of two (2) feet if the general slope of the site is less than ten percent (10%) and at vertical intervals of five (5) feet if the general slope is ten percent (10%) or greater, referenced to sea-level datum and an established bench mark.
- k. Approximate direction and gradient of the ground slope, including any embankments or retaining walls.
- l. Approximate area of off-site watershed draining into tract.
- m. The location and results of tests made to ascertain subsurface soil, rock and ground water conditions. The depth to groundwater shall be reported to the Commission unless the test pit area is dry at a depth of five (5) feet.
- n. Natural features such as water courses, marshes, regulated wetlands, rock outcropping, lakes, wooded areas and trees one (1) foot or more in diameter.
- o. Man-made features such as burial grounds, railroads, powerlines, towers, houses, barns and other buildings and/or structures.
- p. Proposed public improvements such as highways or other major improvements planned by public authorities for future construction on or near the tract.

- q. Location, size, invert elevations and slopes of existing sewers, water mains, culverts and other underground structures within the tract and existing permanent buildings and utility poles on the tract.
- r. Location of fire hydrants.
- s. Proposals for connection with existing water supply and sanitary sewer systems or alternative means of providing water supply and sanitary waste disposal and treatment; preliminary provisions for collecting and discharging surface water drainage.
- t. Dimensions and area (in square feet) of all proposed or existing lots.
- u. Total number of lots by purpose (such as single-family, two-family, multifamily, commercial, etc.) and specify the net area assigned to each purpose.
- v. The intended location, dimensions and area of all parcels of land proposed to be set for park or playground use or other public use, or for the use of property owners in the proposed subdivision.
- w. Building setback lines with dimensions.
- x. Typical features of driveway entrances.
- y. Location of temporary stakes to enable the local officials to find and appraise features of the proposed layout in the field, if needed.
- z. Location, type, material and size of all monuments and lot markers, including a notation as to whether found or set.
- aa. Certificate for preliminary approval by the Commission, to be signed by the president and secretary of the Commission.
- bb. Certification by a registered land surveyor and/or registered engineer - as applicable.
- cc. Certification by the Advisory Planning Commission staff for technical conformity.

PRELIMINARY PLAT APPLICATION

Name of Applicant(s): _____

Address of Applicant(s): _____

City: _____ State: _____ Zip.: _____

Name of Owner(s): _____

Address of Owner(s): _____

City: _____ State: _____ Zip.: _____

Contact Person: _____ Phone: _____

Property Address or Range: _____

Engineer/Surveyor Name: _____

Engineer/Surveyor Address: _____

Engineer/Surveyor Phone/Email: _____

Location of Land to be Subdivided and Address Range: _____

Name of Subdivision: _____

Acres: _____ # of Lots: _____ Residential or Non-Residential: _____ Zoning: _____

Miles of New Street Dedicated to Public: _____

Arterial Street: _____ Collector Street: _____

Local Street: _____ Cul-de-Sac: _____

Pavement Base (Dim., Type, Material): _____

Wearing Surface (Thickness, Material): _____

Sidewalks: Yes / No (If no, attach explanation).

Storm Sewer System: Yes / No (if no, attach explanation).

Public Water Supply: Yes / No

Street Lighting: Yes / No

Fire Hydrants: Yes / No

Garbage Removal: Yes / No

Public Sanitary: Yes / No

Gas: Yes / No

Electric: Yes / No

Total Size of Open / Green Spaces: _____

Maintenance of Open / Green Spaces: _____

**IF COVENANTS ARE TO BE PROPOSED WITH THE SUBDIVISION, THEY MUST
ACCOMPANY THE APPLICATION AND DRAWING**

ATTACH A COPY OF RECORDED DEED WITH CURRENT AND CORRECT LEGAL DESCRIPTION

I (we) hereby certify that I (we) have the authority to complete the above application and that the information enclosed is true and correct.

I hereby grant permission for the members of the Rensselaer Advisory Planning Commission and Staff to enter the property described in this application for the purpose of gathering information related to this petition.

Signature of Applicant

Signature of Owner

Printed Name of Applicant

Printed Name of Owner

State of Indiana, County of Jasper:

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

Notary Public Signature

Printed Name of Notary Public

Expiration of Commission: _____

Resident of _____ County.

LETTER
NOTICE OF PUBLIC HEARING

To Whom It May Concern,

Notice is hereby given that the Rensselaer Advisory Planning Commission of Rensselaer, Indiana, Jasper County, on the _____ day of _____, 20____ At 5:30 PM CST in Council Chambers, located in City Hall at 124 S Van Rensselaer St., Rensselaer, Indiana, will hold a public hearing on a proposed Preliminary Plat in accordance with the provisions of Zoning Ordinance 15-2008, and all amendments thereto, of the City of Rensselaer, Indiana.

Property is located at: _____

Preliminary Plat for a Subdivision will be known as : _____

Legal Description:

Written suggestions or objections to the provisions of the proposed Preliminary Plat may be filed with the City of Rensselaer Building Commissioner at or before the meeting and will be heard by the Rensselaer Advisory Planning Commission at the time and place specified. This petition may be continued on the Rensselaer Advisory Planning Commission agenda from time to time, as may be necessary, without further notice.

LEGAL ADVERTISEMENT
RENSSELAER ADVISORY PLANNING COMMISSION
RENSSELAER, INDIANA
NOTICE OF PUBLIC HEARING

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Rensselaer Advisory Planning Commission
Rensselaer, Indiana

RENSSELAER REPUBLICAN-KV POST PUBLISH DATE: _____