

**RENSELAER ADVISORY PLANNING COMMISSION  
RENSELAER, INDIANA  
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Rensselaer Advisory Plan Commission, on the **27th** day of **January**, 2025 at **5:00 PM CT** in Council Chambers, located in City Hall at 124 S Van Rensselaer St, Rensselaer, Indiana, will hold a public hearing on a proposed Text Amendment to the Rensselaer Subdivision Control Ordinance 16-2008, and all amendments thereto, of the City of Rensselaer, Jasper County, Indiana.

**Stated Reason:** Indiana Code 36-7-4-701 allows for a Subdivision Control Ordinance (SCO) to create a provision for the subdivision of land that does not involve the opening of a new public way and complies in all other respects to both the Ordinance and Zoning Ordinance to be granted primary approval by a Plat Committee without public notice and hearing. The Plat Committee must consist of 3 to 5 persons, appointed by the Commission, with at least 1 of the members being a member of the commission.

**Proposed Amendment:**

**Section B: Administration**

e) Plat Committee

1. The Plat Committee is hereby established and appointed by the Commission.
2. Organization. The Plat Committee shall be appointed by the Commission and consist of one (3) to three (5) members, with at least one (1) member being a member of the Commission. The Building Commissioner shall be chairman of the Plat Committee.
3. Term: Each appointment of a member of the plat committee is for a term of one (1) year, but the commission may remove a member from the committee.
4. Duties. The Plat Committee shall examine the applications for a Preliminary Plat, Final Plat, Amendments, Waivers, and Simple Subdivisions.
5. Recommendations. The Plat Committee shall make recommendations to the Commission regarding the conformity to this Ordinance and Rensselaer Zoning Ordinance of Preliminary Plat application and any Waivers to said application.
6. Decisions. The Plat Committee may render decisions concerning: Final Plats, Amendments, or Simple Subdivisions.
7. Meetings. The Plat Committee shall only meet as is necessary or upon the Order of the Commission. Said meetings are open to the public, subject to IC 5-14-1.5, Open Door Law.
8. Appeals. All actions of the Plat Committee are subject to appeal to the Commission by a member of the Plat Committee or interested party to an application.

**Section C: Applications**

h) Simple Subdivisions

Simple Subdivisions are the subdivision of land that does not involve the opening of a new public way, splits the existing lot into a maximum of 3 lots, and that complies in all other respects with both this Ordinance and the Rensselaer Zoning ordinance.

1. A Simple Subdivision shall only be approved for the following base districts and that are not part of any overlay district:
  - a. Prime Agriculture (A-1)
  - b. Agricultural Transition (A-2)
  - c. Suburban Residential (R-S)
2. Any subdivision with internal streets or other public improvement, common area, or amenity center shall not qualify as a Simple Subdivision.
3. The minimum lot frontage of each lot created must be equal to or greater than the minimum lot width for that district.

4. The applicant shall file an application with the Building Commissioner for approval of a simple subdivision.
  - a. A written statement giving the details of the proposed subdivision and the reasons why it is necessary.
  - b. An original tax certificate for the lot involved from the Jasper County Treasurer showing that no taxes are currently due or delinquent against the property.
  - c. An original title report done within three (3) months of submission from a licensed Indiana Title Company shall be provided showing the names of all surface owners, and lien holders. The title report shall also include all existing easements.
  - d. A Preliminary Plat prepared by a licensed land surveyor and/or registered professional engineer that meets all applicable requirements of subsection b) Preliminary Plat.
  - e. Any supplemental data, as required by the Building Commissioner, which is deemed necessary to adequately review the requested subdivision.
5. Simple Subdividing a lot does not change any covenants, easements, or restrictions previously recorded since they run with the land and can be changed only with the written approval of all parties having a legal or equitable interest in said covenant, easement, or restriction. Additional easements, including drainage easements, may be needed when performing a Simple Subdivision.
6. The Building Commissioner shall review the Simple Subdivision for technical conformity with the standards of this Ordinance.
7. Within ten (10) business days after the submission, the Building Commissioner shall schedule a conference with the applicant to discuss the subdivision.
8. Following the initial review and conference with the application, the Building Commissioner may either:
  - a. Deny the application,
  - b. Require revisions to meet technical conformity,
  - c. Convene a meeting of the Plat Committee for approval, or
  - d. Require a public hearing on the application before the Commission.
9. The Commission or Plat Committee may grant Preliminary Plat approval only upon a determination in writing that:
  - a. The subdivision of land does not involve the opening of a new public way, and
  - b. That the subdivision complies in all other respects with this Ordinance and the Rensselaer Zoning Ordinance.
10. The Plat Committee's approval may be granted without public notice and hearing, subject to appeal to the Commission. Within ten (10) days after Preliminary Plat Approval, the Building Commissioner shall provide for due notice to interested parties of their right to appeal to the Commission. The notice shall be sent by certified mail and include the following:
  - a. The location of the property by either: Street Address, Jasper County Parcel Number, and/or the Indiana Parcel Number,
  - b. The name of the Applicant and/or Owner of the property,
  - c. The written statement of the Applicant giving the details of the proposed subdivision and the reasons why it is necessary,
  - d. An letter size hardcopy of the Preliminary Plat along with a URL to a digital version, and
  - e. The Plat Committee's written determination of approval.
  - f. The date of the notice and the final date to appeal.
11. If no interested parties of whom were provided due notice appeal the Plat Committee's approval, the Applicant may apply for Final Plat approval. The fee for the Final Plat of a Simple Subdivision

shall be waived. Upon review, the Building Commissioner shall have the authority to approve or require the Plat Committee's majority approval.

12. Following the approval, the Building Commissioner shall ensure the Applicant has paid all fees before certifying the Final Plat. The Applicant shall record the Final Plat no later than three (3) months from the date of the certification, or the Final Plat becomes null and void.

Written suggestions or objections to the provisions of the proposed Text Amendment 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.

**Rensselaer Advisory Planning Commission**  
**Rensselaer, Indiana**  
**PO Box 280**  
**Rensselaer, IN 47978**