Boone County Area Plan Commission

Minor Residential Subdivision Plat

APPLICATION PROCEDURES:

STEP ONE: PRE-APPLICATION

Before filing an application, it is recommended that the applicant meet with the Executive Director of the Area Plan Commission at least one week prior to the anticipated application submission to discuss the proposed request and to become more familiar with the applicable requirements. At this time, the Executive Director will determine approximately how long the review process will take before the application can be heard by the APC and placed on its agenda. The anticipated agenda date will be used in all public notice requirements. Call (765) 482-3821 to schedule a meeting.

STEP TWO: APPLICATION

- 1. A complete Minor Subdivision Plat Application and all required Attachments are to be submitted by 4:00pm of the posted deadline date, as shown on the Area Plan Commission Application Schedule (see page 4). Please submit the application, attachments, and associated fees to the Area Plan Commission Office, 116 Washington Street, Room 101, Lebanon, Indiana. The APC Staff shall determine whether the application is complete. If the application is not complete, the applicant will be notified of the deficiencies. Applications submitted or completed after the posted deadline date will be placed on the next month's application cycle.
- 2. The items below are required in order to complete your application and shall be submitted when your application is filed. PLEASE FOLD ALL PLANS AND MAPS SUBMITTED.

Application Form

- All items must be completed fully and either typewritten or printed in ink.
- The application must be signed by the applicants and notarized.

Application Fee (Payment of Required Fees Due Post TAC Approval)

- \$350
- Checks are to be made payable to the Boone County Treasurer.

Aerial Location Map

- Aerial map can be obtained from the Boone County Surveyor's Office (765) 483-4444 or Boone County Area Plan Commission.
- Draw property lines of the site plan on the map.

Plat Plans

- Legal Description. This is the text, which describes the location and dimensions of the property.
- Primary and Secondary Plats. (10 copies). This is the entire original parcel, even if only a portion is to be (or has been) developed. Plans shall generally be drawn at a scale of 1"=50'. Drawing must be dimensioned and include property lines, existing facilities, existing structures and proposed improvements to the property.
- Copy of Primary and Secondary Plats not exceeding 11" x 17" in size.

Drainage Review

All applications will need a determination from the Boone County Surveyor's Office, to whether
the existing drainage conditions on the property necessitate a drainage review.

Па	
Coven	ants and Restrictions
Clear aerial	Transparency. This is a clear transparency of the Primary Plat at a scale of 1"=400' to overlay on maps and assist with site analysis.
Attach	ument A: Affidavit of Ownership (submit only if the applicant is not the property owner)
Attach of the	ument B: Variance Request (submit only if requesting a Variance to any development standards Zoning Ordinance)
Attach the Sul	ument C: Waiver Request (submit only if requesting a Waiver to any development standards of bdivision Control Ordinance)
Attach increas	ment D: Requested Density/Openspace Incentives (submit only if requesting incentives for sing density or decreasing open space in accordance with the Zoning Ordinance)
PUBLIC NOTION	CE PROCEDURES:
$\square_{N\epsilon}$	ewspaper Advertisement
Compl	ete Form: Notice of Public Hearing for Newspaper.
• Publisl days p	h the completed form in either the Lebanon Reporter or the Zionsville Times Sentinel at least 15 rior to the APC meeting, please give yourself ample time according to the Application Schedule

- ➤ Lebanon Reporter daily publication. (765) 482-4650. Legal notices are due by 12:00 noon five days in advance of the desired publication date.
- > Zionsville Times Sentinel Wednesday only publication. (317) 873-6397. Legal notices are due by 5:00pm on the Friday before the Wednesday publication.
- Submit proof of your newspaper advertisement to the Area Plan Commission Office according to the Application Schedule (see page 4.)
- Failure to submit proof of advertisement after the posted deadline will automatically table the application's hearing until the next meeting of the APC.

☐ Surrounding Property Owner Notification

(see page 4.)

- The next business day following the filing deadline, staff will contact you with the names and addresses of all property owners within 660 feet of the subject property.
- Complete Form: Notice of Public Hearing for Surrounding Property Owners.
- Mail a Certified Letter (return receipts and green cards) to each of the listed property owners at least 15 days prior to the APC meeting, please give yourself ample time according to the Application Schedule (see page 4.) Include the form and its necessary attachments.
 - Staff can prepare the copies of the letters for a fee of \$0.10 per page. Necessary postage and timely mailing are the responsibility of the applicant.
- If your property borders or comes close to the Boone County line, it is your responsibility to locate properties within the 660-foot radius that fall outside of the county and their corresponding owners. Contact numbers for this information are as follows:
 - Hamilton County (317) 776-9624
 - Clinton County (765) 669-6330

- Montgomery County (765) 364-6400
- ➤ Hendricks County (317) 746-9300
- Marion County (317) 327-3001.
- Submit proof of property owner notification (green cards and/or return receipts) to the Area Plan commission Office according the Application Schedule (see page 4.)
- Failure to submit proof of notice after the posted deadline will automatically table the application's hearing until the next meeting of the APC.

TECHNICAL ADVISORY COMMITTEE

The Technical Advisory Committee (TAC) reviews the technical aspects of the proposal and will meet to discuss your proposal in the APC Office according to the Application Schedule (see page 4). APC Staff will contact you with an appointment time. The TAC generally includes APC Staff, Surveyor, Board of Health, NRCS, applicable Engineer, applicable Public Utility, applicable Executive Officer of affected Town or City, applicable Highway Department, applicable School Superintendent, and applicable Safety Services. You or a designated representative with technical information regarding your submittal should attend. In some instances, additional information is required by the TAC in order to make a technical review of your application. This information must be submitted by the last day to submit information for the Staff Report according to the Application Schedule (see page 4).

STAFF REPORT AND AGENDA

After a thorough examination of information in the public record and findings from additional research, staff shall release the Staff Report and Agenda providing analysis of each agenda item. Such report shall be released along with the agenda 10 days prior to the hearing according to the Application Schedule (see page 4.) All additional documents to be studied and considered by staff for use in the Staff Report should be submitted no less than 15 days prior to the hearing according to the Application Schedule (see page 4.) Any interested party may provide support documentation to be delivered to the APC members along with the Staff Report. To do so, the party must provide 10 copies of each document, which should be submitted no less than 15 days prior to the hearing according to the Application Schedule (see page 4.)

The APC HEARING

Area Plan Commission

The APC shall follow their adopted Rules of Procedure for the hearing, a copy of which is available at the APC office. Public hearings of the APC are generally held the first Wednesday of each month at 7:00 p.m. at the Boone County Office Building Meeting Room, 116 Washington Street, Lebanon, Indiana. Always check with the APC office to verify the exact meeting date, place, and time should a conflict occur.

When your request comes up on the agenda, you will be asked to present your request to the Commission. You may employ an attorney for this purpose or do it yourself. You may use any maps or graphics that will assist in the presentation. If the Commission members need additional information, they will ask questions regarding your request. The Commission will hear your request and make a decision.

AREA PLAN COMMISSION APPLICATION SCHEDULE -- 2023

The following table depicts the deadlines for petitions before the APC. Deviations from this schedule are not permitted without approval from the Commission. Public hearings of the APC are generally held at 7:00 p.m. at the Boone County Office Building Meeting Room, 116 Washington Street, Lebanon, Indiana. Always check with the APC office to verify the exact meeting date, place, and time should a conflict occur.

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Article 5.2.3 Information to be delivered with the staff report should be submitted no less than fifteen (15) days prior to the meeting Article 5.3.4 Information to be admitted no less than formation into public record up to no less than five (5) days prior to the meeting And Reliage of Proposition in the notion of the normal public record up to the new feature of the normal public record up to the new feature of the new featur	Adine attered Due to Holiday							redicator, occernies 9, 2023
Article 5.3.4 Parties shall be allowed to submit documents into public record up to no less than five (5) days prior to the meeting. APC Rules of Decembras the active that the active real paragraph and lose than fethers	Article 5.2.3 Information to be d	elivered with the staff report should	be submitted no less than fifteen (1)	5) days prior to the meeting		-		
	Article 5.3 All parties shall be allo	wed to submit documents into publi	ic record up to no less than five (5) d	ays prior to the meeting		•		

Version Dated November 3, 2023

Boone County Area Plan Commission
116 Washington Street, Room 101

Lebanon, IN 46052

Phone (765) 482-3821 * Fax (765) 483-5241

www.boonecounty.in.gov/apc

Boone County Area Plan Commission

Minor Residential Subdivision Plat Application

For Office Use Only: FILE NUMBER			
Year	Twp	22~ File #	_

1. Petitioner(s) Check one:	□ lessee □ c	contract purchaser	□ other	
Address:				
Phone Number:	Fax Number:		E-Mail Address:	
2. Property Owner(s) If Applicant is not the Owner, attach completed Name:	Attachment A: Affida	avit of Ownership		
Address:				
Phone Number:	Fax Number:		E-Mail Address:	
3. Applicant's Contact any) Contact Person/Attorney Name: Address:	Person or	Attorney and Project Engineer: Address:	nd Project	Engineer (if
Phone Number:		Phone Number:		
Fax Number:		Fax Number:		
E-Mail Address:		E-Mail Address:		
4. Site Information If only part of a parcel is request Parcel Identification Number(s). Boone County Parcel Identification Number(s):	ed for the Minor	Subdivision, then	write "PART" af	ter the Boone County
Address:				
General street location from the closest street int	tersection;			
Township		Section	Twp	Range
Existing Use of the Property:		Area (acres or square	feet):	
Number of Proposed Lots (must be 4 or less)		Area of Dedicated Ope	en Space (acres)	
Current Zoning:		Current Comprehensi	ve Plan designation:	

5. Attachments to Include with Appli	cation
☐ Application Fee: \$350	☐ Attachment B: Variance Request (if applicable)
☐ Aerial Location Map with property lines drawn	☐ Attachment C: Waiver Request (if applicable)
☐ Legal Description	☐ Attachment D: Requested Density/Open Space Incentives (if
☐ 10 Plat Plans (include copy 11"x17" or smaller)	applicable)
☐ Covenants and Restrictions	
☐ Clear Transparency ☐ Attachment A: Affidavit of Ownership (if applicable)	
☐ Attachment A: Affidavit of Ownership (if applicable)	
The undersigned states the above information is tr	rue and correct as (s)he is informed and believes.
Signature(s) of Applicant(s):	Date:
·	
Notary Statement	
Sworn to and subscribed before me the	
	Notary Public / Printed
day of, 20	
Notary Public in and for the State of Indiana.	Seal
My commission expires:	
Try Commission expires.	
For Offic Date Filed: Public Notice:	e Use Only Newspaper Ad:
	Newspaper Au.
Date of APC Hearing:	
Decision of APC: ☐ unfavorable ☐ favorable ☐ favorable v	with conditions
Conditions:	

My commission expires: _

Attachment A: Affidavit of Ownership

If the owner(s) of the subject property are giving authorization for someone else to apply for the Minor Subdivision, this Attachment is to be completed and submitted at the time of application.

		_, do hereby certify that I (W	e) am
e(s) of owner(s) of subject property)			
perty legally described as	,		
	(Boone County	Parcel Identification Number)	
a) karra airram arrthanisation t	La.		to.
e) nave given authorization	(Name of Petitic	oner and Representative (if any))	, to
ision for My (Our) property.			
		. •	
Parcel Identification Number	Signature:	Date:	
1			
		·	
e the	Notany	Durblic / Duintad	
, 20	rotary.	rubiic / Frinted	
of Indiana.	Seal		
	eperty legally described as	e(s) of owner(s) of subject property) operty legally described as	Parcel Identification Number Parcel Identification Number Signature: Date: Content County Parcel Identification Number County Parcel Identification Identifi

Attachment B: Variance Request

If the applicant requires a Variance to any of the development standards of the Zoning Ordinance, this Attachment is to be completed and submitted at the time of application.

Development Standard for Variance Request	Description of Proposed Alternative
1,	
2.	
3.	
4.	
5.	
Standards for Evaluating Varia	an de s
In accordance with the Boone County Zoning Ordinance, all of the following	
1. The Variance will not be injurious to the public health, safety, mo	orals, and general welfare of the community because
2. The use or value of the area adjacent to the property included because	in the variance will not be affected in a substantially adverse manner
·	
	ue the usual and unnecessary hardship as applied to the property for
which the variance is sought because	

Attachment C: Waiver Request

If the applicant requires a Waiver to any of the development standards of the Subdivision Control Ordinance, this Attachment is to be completed and submitted at the time of application.

Development Standard for Waiver Request	Description of Proposed Alternative
1.	
·	·
	•
2.	
	·
3.	
4.	
5.	

Form: Notice of Public Hearing for Newspaper

This information along with the Legal Description is to be published one time in either the Lebanon Reporter or the Zionsville Times Sentinel. The publication is to be at least 15 days prior to the public hearing of the APC according to the Application Schedule. Contact each newspaper for their individual deadlines for publication submittals.

- Lebanon Reporter daily publication. (765) 482-4650. Legal notices are due by 12:00 noon five days in advance of the desired publication date.
- Zionsville Times Sentinel Wednesday only publication. (317) 873-6397. Legal notices are due by 5:00pm on the Friday before the Wednesday publication.

This is to inform you that the Boone County Area Plan Com	mission will hold a Public Hearing on
	he
, Lebanon, Indiana. Call (765)	482-3821 for the exact location should a conflict occur.
The application submitted by	requests a Minor Subdivision to
(applicant)	Township of
acres of property located in	Township at
	, and which is more specifically described
(property address/location)	
in the following legal description. The request is for the p	
with four lots or less. Information regarding this applica	tion can be viewed at the Boone County Area Plar
Commission Office, 116 Washington Street, Lebanon, India	na on or before such hearing. Written suggestions or
objections relevant to the application may be filed up to	five days prior to the hearing. Interested persons
desiring to present their views verbally will be given the o	, ,
and place.	
•	
Applicant:	

Form: Notice of Public Hearing for Surrounding Property Owners

This information along with the legal description, site plan, and Notice of Public Hearing brochure is be mailed to each of the surrounding property owners on the list supplied by staff. The notices are to be postmarked at least 15 days prior to the public hearing of the APC according to the Application Schedule.

This is to inform you that the Boone County Area Plan C	ommission will hold a Public Hearing on
, 20 at 7:00p.m. at	the
(date)	65) 482-3821 for the exact location should a conflict occur.
The application submitted by	requests a Minor Subdivision to
acres of property located in	Township at
(acreage)	, and which is more specifically described
four lots or less. Information regarding this applic Commission Office, 116 Washington Street, Lebanon, Ir objections relevant to the application may be filed up	curpose of allowing a Minor Residential Subdivision with cation can be viewed at the Boone County Area Plan adiana on or before such hearing. Written suggestions or to to five days prior to the hearing. Interested persons the opportunity to be heard at the above mentioned time
Applicant:	