

FINAL DETAILED PLAN

PETITION CHECKLIST HANCOCK COUNTY AREA PLAN COMMISSION

The following items must be submitted before a Final Detailed Plan petition can be reviewed by county planning staff. Any questions regarding these items should be directed to the Plan Commission office at (317) 477-1134.

- ❑ **Application Form with original signatures (attached):**
If the petitioner is not the land owner, then the petition shall include a notarized affidavit and consent of the property owner(s) bearing the owner's original signature.

- ❑ **Final Detailed Plan – 12 Stapled Sets (18” x 18”) and 1 Stapled Set (11” x 17”):**
The final detailed plan submission shall include information per Section 156.053 of the Hancock County Code as follows:
 - ❑ Cover Page and Index pursuant to HCC 156.053(C)(1)
 - ❑ Site Description pursuant to HCC 156.053(C)(2)
 - ❑ Vicinity Map pursuant to HCC 156.053(C)(3)
 - ❑ Common Holdings Map pursuant to HCC 156.053(C)(4)
 - ❑ Existing Site Conditions pursuant to HCC 156.053(C)(5)
 - ❑ Proposed Development pursuant to HCC 156.053(C)(6)
 - ❑ Supplemental Information pursuant to HCC 156.053(C)(7)
 - ❑ Location of Existing Cemeteries.

- ❑ **Warranty Deed, Quitclaim Deed, or Contract:**
The deed or contract must be executed and recorded.

- ❑ **Filing Fee: \$ _____**
Cash, Check, or Money Order payable to the Hancock County Area Plan Commission or HCPC. The filing fee is not refundable.

- ❑ **Final Detailed Plan Approval Process:**
The Final Detailed Plan filing shall occur within 18 months of the date of Preliminary Plan approval, or the Preliminary Plan approval will automatically expire (HCC 156.053(B)). After submittal of the complete application as determined by the Planning Director, the Final Detailed Plan will be scheduled for review/comment by the county's Technical Committee. The Committee will approve, approve with modifications, or deny the petition within five (5) business days of the Committee meeting (HCC 156.053(D)). The Final Detailed Plan with modifications will automatically expire unless recorded in the office of the Hancock County Recorder within 24 months of approval. Detailed Plan approval is required prior to the issuance of an Improvement Location Permit for any construction activity occurring on the subject property.

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**APPLICATION
HANCOCK COUNTY PLAN COMMISSION**

Petitioner's Contact Information:

Petitioner's Name: _____ Phone: _____

Address / City / Zip: _____

Email Address: _____

Project Description:

I (We), the above listed petitioner, request a Final Detailed Plan approval for property located at:

_____.

Name of Development: _____ Number of lots: _____

Township Name: _____ (Section _____ Township _____ Range _____)

Preliminary Plan Approval Date: _____

Present Use / Zoning of Property: _____

Owner's Contact Information: *If the petitioner is not the land owner, then the petitioner must provide a notarized affidavit and consent of the property owner(s) bearing the owner's original signature.*

Name: _____ Phone: _____

Address / City / Zip: _____

Registered Engineer or Surveyor Contact Information:

Name: _____ Phone: _____

Address / City / Zip: _____

Email Address: _____

Petitioner or Agent Signature

Date

Hancock County Subdivision Review Routing Sheet

Subdivision Name: _____

Subdivision Location: _____

This form must be attached to one set of as-built construction documents. The Planning Director will retain an original signed paper copy of the plat and construction documents and issue the final authorized signature on this form.*

According to my records, the owner(s) of the real estate is/are _____.
I have approved the plat and street names, and I have received a copy of the documents in electronic format. (Suite 217)

Dated: _____ Transfer Department: _____

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval. (Suite 171)

Dated: _____ Hancock County Surveyor: _____

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval. (921 W. Osage St.)

Dated: _____ Hancock County Highway Engineer/Supervisor: _____

I have reviewed the subdivision plat and as-built construction documents submitted and recommend approval. Approval does not waive the permit process, the analysis of each lot, or any other requirements by the Health Department for on-site sewage disposal systems. (Suite 148)

Dated: _____ Hancock County Sanitarian: _____

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval.

Dated: _____ Town Manager/Engineer: _____

I have reviewed the subdivision plat and street names submitted and recommend approval. (Suite 146)

Dated: _____ Hancock County Address Coordinator: _____

I have reviewed the subdivision plat and recommend approval. (Suite 146)

Dated: _____ Hancock County Plan Director: _____

* The signatures of county and/or town officials are not warranties or guarantees of compliance; the subdivider is responsible to insure compliance with all county laws, rules and regulations.