

PRIMARY PLAT

PETITION CHECKLIST HANCOCK COUNTY AREA PLAN COMMISSION

The following items must be submitted before a Primary Plat petition can be scheduled for a public hearing. 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.

- Primary Plat - 10 Stapled Sets (24" x 36") and 5 Stapled Sets (11" x 17"):**
The primary plat shall include information per Section 155.036 of the Hancock County Code in addition to the following:
 - Watershed Map pursuant to HCC 155.036(B).
 - Drainage Plan pursuant to HCC 155.036(C).
 - Feasibility Report pursuant to HCC 155.036(D).
 - Preliminary Erosion Control Plan pursuant to HCC 155.036(E).
 - Location of Existing Cemeteries, if any.

- Affidavit of Notice of Public Hearing with list of adjoining land owners (attached):**
The petitioner must publish the public hearing in a local newspaper at least ten days before the hearing date. The Proof of Publication and Certificate of Mailing receipt must be submitted to the Plan Commission office by the petitioner no less than 24 hours before the hearing date.

- Notice of Public Hearing (attached):**
Notice of the public hearing must be sent to all owners of property for all adjoining parcels of land to a depth of two ownerships or 600 feet, whichever is less.

- 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.

- Plat Approval Process:**
After submittal of the complete application, as determined by the Planning Department, the Primary Plat will be scheduled for review/comment by the county's Technical Committee. The Committee comments will be forwarded to the Plan Commission for final action. The Primary Plat will expire 24 months after approval unless an approved Secondary Plat has been recorded with the County Recorder's Office.

Please Note: The public hearing for this project will automatically continue to the following month if supplemental information exceeding two pages (8.5" x 11") is submitted less than 10 days prior to the hearing date. Projects without Technical Committee sign-offs will be continued for two months.

PRIMARY PLAT
APPLICATION
HANCOCK COUNTY AREA 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 Primary Plat for property located at:

_____.

Name of Subdivision: _____ Number of lots: _____

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

Present Use / Zoning of Property: _____

Owner's Contact Information: *If the petitioner is not the land owner, then the petitioner must provide a notarized Letter of Owner's Consent 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

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

HANCOCK COUNTY AREA PLAN COMMISSION

Legal Notice: I (We) understand that a public hearing will held by the Plan Commission to consider this petition and that I (we) will prepare and pay for a legal notice consistent with the requirements of IC 5-3-1 for publication in the local newspaper. The legal notice shall appear in the newspaper no less than one time at least ten days prior to the public hearing, not including the date of the hearing. The legal notice shall include the information pursuant to HCC 156.101(A).

Notice to Interested Parties: In addition, I (We) will prepare, pay for, and distribute written notice of the application to all interested parties. The written notice shall be distributed at least ten days prior to the public hearing, not including the date of the hearing. In no instances shall streets, alleys, streams, or other features be considered boundaries for precluding notification. The notice shall contain the same information as the legal notice that is published in the newspaper as outlined in HCC 156.101(A). The notices will be sent by certificate of mailing no later than the _____ day of _____, 20____, being at least ten (10) days prior to _____, 20____, the date of the public hearing.

Notification Requirements: I (We) will provide notification to owners of all parcels of land adjoining the subject property to a depth of two ownerships or 600 feet, whichever is less, from the exterior boundaries of the subject property. The most current list of property owners will be obtained from the Plan Commission office and verified through the County Auditor’s office. Where any adjacent parcels of land are owned by me (us), subject property will include adjacent land owned by me (us). Attached is the list of the land owners.

Signature of Petitioner or Agent

Signature of Petitioner or Agent

Printed Signature

Printed Signature

Dated this _____ day of _____, 20_____.

Subscribed and sworn before me, a Notary Public, in and for said County and State, this _____ day of _____, 20_____.

Notary Public

County

Commission Expires

PRIMARY PLAT

**NOTICE OF PUBLIC HEARING
HANCOCK COUNTY AREA PLAN COMMISSION**

Notice is hereby given that on the _____ day of _____, 20 ____ at 6:30 P.M. a public hearing will be held by the Hancock County Area Plan Commission in the **Hancock County Annex, 111 American Legion Place, Greenfield, Indiana**, for the purpose of considering a petition for a Primary Plat on the following described real estate:

Attach copy of legal description

The subject site is located on the N/S/E/W side of _____ between roads _____ and _____ in _____ Township with a street address/city/zip of _____. The purpose of the petition is to record a Subdivision Plat for _____ lots at this location.

Petitioner's Contact Information: (Name / Mailing Address / Phone Number) _____

Available Plans: The project plans are available for examination at the office of the Hancock County Area Plan Commission.

Written Comments: Written comments on the application will be accepted prior to the public hearing and may be submitted to the Planning Director.

All interested persons desiring to present their views on the petition will have an opportunity to be heard. Pursuant to the Americans With Disabilities Act, any individual interested in attending the hearing should contact the Hancock County Area Plan Commission and advise what, if any, accommodation is needed to attend the hearing. Said hearing may be continued from time to time without further notice.

For more information, contact the Hancock County Plan Commission at (317) 477-1134. The Commission office is located at 111 American Legion Place, Suite 146, Hancock County Annex Building, Greenfield, IN 46140.

Note to Publisher: This notice must appear at least one (1) time not less than ten (10) days prior to the hearing date.