

## **SECONDARY PLAT**

### **PETITION CHECKLIST HANCOCK COUNTY AREA PLAN COMMISSION**

The following items must be submitted before a Secondary Plat petition can be reviewed by the Plan Commission. 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.*
- ❑ **Secondary Plat - 12 Stapled Sets (18" x 18") and 1 Stapled Set (11" x 17"):**  
*The secondary plat shall include information per Section 155.052 of the Hancock County Code in addition to the following:*
  - ❑ Restrictive Covenants according to Sections 154.033(B)(1)(h), 154.036(C), 155.072(G), 155.092, 156.053(C), 156.054(B), 156.055, 156.065(C)(1)(b),(c),(i),(k), and 156.065(C)(3)(c).
  - ❑ Commitments approved by the County Commissioners or Town Council pursuant to any related primary plat, rezoning, or preliminary plan approval.
- ❑ **Construction Drawings – 3 Sets (24" x 36") and 5 Sets (11" x 17"):**  
*The construction drawings shall include the information required in Section 155.050 of the Hancock County Code in addition to the following:*
  - ❑ Two Sets: Addresses written directly on a copy of the plat and a typewritten list of addresses with corresponding lot numbers organized by street.
  - ❑ Final Erosion Control Plan pursuant to HCC 155.050(B)(7) and 327 IAC 15-5.
  - ❑ Attach the secondary plat to each set of the construction drawings.
- ❑ **Warranty Deed, Quitclaim Deed, and/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.*
- ❑ **Secondary Plat Approval Process:**  
*Following submittal of the complete application as determined by the Planning Director, the 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 Secondary Plat will expire 18 months after approval unless duly recorded with the County Recorder's Office.*
- ❑ **Secondary Plat Recordation Process:**  
*Following plat approval, and prior to recordation, the petitioner shall route one set of as-built construction plans to each of the entities shown on the attached Check Sheet. The Sheet shall be attached to the top page of the plans bearing the names and original signatures of the responsible entities. Upon completion of the Check Sheet process, the petitioner must follow the county's standard procedure for plat recordation as outlined in the attached "customer procedure".*

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

**SECONDARY PLAT**

**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 Secondary Plat for property located at:

\_\_\_\_\_.

Name of Subdivision: \_\_\_\_\_ Number of lots: \_\_\_\_\_

Township Name: \_\_\_\_\_ (Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_)

Primary Plat 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.

Customer Procedure  
for Recording Major Subdivision Plats,  
Final Detailed Plans, & Minor Subdivision Plats

Prior to recording the plat, the customer must first obtain the required signatures on the subdivision review routing sheet. The Transfer Department is the first signature to be obtained on the routing sheet. To accomplish this, the customer will deliver a full-scale paper copy of the plat to the Transfer Department located in the County Auditor office (County Annex, Suite 217). The Transfer Department will then draw the legal description to verify its accuracy and sign the routing sheet. This process will require at least two business days. Afterward, the customer will proceed with obtaining the remaining signatures on the routing sheet.

Upon completing the routing sheet, the customer will present one set of as-built construction plans, one Mylar copy of the plat, and one paper copy of the plat to the Plan Commission office for final signatures. The Plan Commission office will retain the construction plans and paper copy of the plat, and the customer will present the Mylar original plus one (1) Mylar copy and four (4) paper copies of the fully signed plat to the County Auditor office (Annex, Suite 217). Each copy of the plat must bear all of the required signatures. The Auditor will then verify payment of taxes and affix a “duly entered” stamp on each copy of the plat. The Auditor will retain two (2) paper copies for further distribution. Afterward, the customer must distribute copies of the signed plat as follows:

1. One (1) Mylar and one (1) paper copy of the plat to the County Recorder office for recordation (at least one of these must be an original signed copy).
2. One (1) CD-ROM copy of the plat to the County GIS Department (Annex, Suite 171) in ESRI shapefile or AutoCAD format. The plat must be projected using Indiana State Plane East NAD 83. Boundary, parcels, streets, and as-builts shall be shown as separate layers.
3. One (1) Mylar copy of the plat to the County Plan Commission office (Annex, Suite 146).
5. One (1) paper copy of the recorded plat is retained by the customer for his/her personal records. (The customer is advised to write the document, cabinet, and slide numbers on the retained copy.)

For more information, please contact the County Plan Commission office at 317-477-1134.