

**DEKALB COUNTY PLAN COMMISSION**  
**Application Procedures & Checklist for:**  
**Subdivisions, RePlats & Plat Vacations**

**AUTHORITY:** The Plan Commission shall have exclusive authority to review and recommend approval or denial for applications specifically assigned to the Plan Commission for review by this Ordinance.

**PRE-FILING APPLICATION CONFERENCE:** The applicant or legal representative must meet with the Plan Commission Staff for a preliminary consultation to discuss the proposed Subdivision, RePlat or Plat Vacation prior to submittal. The applicant should provide a sketch or drawing showing the details of the proposed project.

- An electronic review will be done before you submit the application & electronic PDF subdivision/plat. This review will be a maximum of 3 days. Please give the time to review and make sure all requirements are met.  
**Please send electronically – BOTH PDF & AutoCAD 2013 .dwg. It saves you time & paper!**
- The CAD file will contain the Indiana East State Plane (1301) projection.
- The units of the CAD file will be in feet.
- The CAD file will be required to contain parcel lines, easement boundaries if available, control points, and a Point of Beginning (POB) such as a Harrison Marker.
- If the CAD file is a .dwg file, it will be saved as an AutoCAD 2013 file.
- With every correspondence for revision(s) needed, the review of your revisions will be 24 hours. You must submit these revisions electronically.
- After the electronic review is preliminarily approved, you will receive an email that you can submit the signed Application for Subdivision, Design Standards Checklist, Application Fee, and one electronic copy of the subdivision/plat to the office.

**APPLICATION:** The application will not be considered complete until all information is received. All applications and supporting material must be submitted at least 30 days before the public hearing. All applications will be reviewed for completeness and accuracy prior to acceptance. A Plan Commission petition number(s) shall be assigned and all filing fees, if applicable, must be paid at the time of filing. The following materials are required:

- Complete Signed Application & Fee (see below)
- Warranty or Quit Claim Deed from Recorder's Office (1<sup>st</sup> floor Courthouse)
- Subdivision or RePlat showing (Please see 9.22 of the UDO for ALL requirements):
  - Subdivision/Plat Name (Please encourage the applicant to not use their last name in the name of the plat)
  - Property Lines with Dimensions
  - North Arrow
  - Scale
  - Location and Dimensions of Setbacks, Buildings, Parking Areas, etc.
  - Soil Borings (contact Health Department for requirements)
  - Any and All Covenants & Restrictions (See the Design Standards Checklist)
  - Notary & Signature Lines (Make sure the names on the Plat match the names on the property records)
  - Any further information required by the UDO, Staff, Plan Commission or Plat Committee

**FEES: Fees are nonrefundable.** The following fees shall be paid at the time of application submittal:

Plat Vacation or Replat	\$150
Minor Subdivision	\$150
Conventional Subdivision	\$150 (First 2 Lots)
	\$50 (Each Add. Lot)

**\*make checks payable to DeKalb County**

**TECHNICAL REVIEW:** Once submitted, the application and all plans and materials will be routed through a Technical Review of various County Departments. This will be done within 24 hours after submittal – typically quicker than that – but there are some instances that it could be longer. Should there be any issues, revisions may be necessary and could delay the process. Approval letters from the following departments are required:

- Health Department
  - *If you are subdividing/replatting, etc. existing homes – you should locate a second septic location and show those soil borings on the plat. **It is not required but strongly encouraged!** Contact their office at 260-925-2220*
- Surveyor/Drainage Board
  - *At the same time you submit the Application & Fee for Subdivision, you can submit 2 paper copies to the Surveyors office for Drainage Board approval. We cannot make these copies for you. The Surveyors Office will wait for the Technical Review email from me AND an 'ok' from the County Surveyor before you are put on the Drainage Board agenda. Contact their office at 260-925-2222*
- Highway Department
- Soil & Water
- Any additional required documents

**PUBLIC NOTIFICATION:** The following public notification is required for the Plan Commission hearing and proof must be given to the Planning Staff:

1. **NEWSPAPER NOTIFICATION:** Planning Staff will prepare and publish the legal notice for the applicants hearing in The Star, at least 10 days before your hearing date. The publishing fee will be billed to the applicant.
2. **WRITTEN NOTIFICATION:** Planning Staff will provide the legal notice and a list of interested parties to be notified by mail with proof provided by Certificate of Mailing. The applicant must mail the legal notice to all interested parties. The notices must be post marked at least **14 days** before your hearing date. Interested parties are all property owners that are within a 300 foot radius of the property line(s) of the petition site. Additional persons may be notified if required by staff.

**SUBMITTALS TO ZONING ADMINISTRATOR PRIOR TO HEARING:** The Publishers Affidavit from The Star and the Certificate of Mailing receipts (white slips) must be submitted to the planning staff before the hearing date. Failure to do so could cause the petition to not be heard.

**PUBLIC HEARING:** All proposals subject to Plan Commission approval must undergo a public hearing. The applicant or representative must attend the meeting and present your case to the Board. The Plan Commission meets on 3<sup>rd</sup> Wednesday of each month. An agenda and staff report will be mailed to you and/or the representative approximately 5-7 days before the hearing date.

***IF YOU HAVE ANY QUESTIONS ABOUT THE PROCESS, PLEASE DON'T HESITATE TO CONTACT THE DEPARTMENT ANYTIME: 260-925-1923***

DeKalb County Department of Development Services  
Planning, Building & GIS  
301 S. Union St.  
Auburn, IN 46706  
Ph: 260-925-1923  
Fax: 260-927-4791

FOR OFFICE USE ONLY:

File Number: \_\_\_\_\_

Date Application Filed: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

## Application for REPLAT (Section 9.24)

This application must be completed and filed with the DeKalb County Department of Development Services in accordance with the meeting schedule.

### APPLICANT INFORMATION

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### OWNER INFORMATION (if different from applicant information)

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### REPRESENTATIVE INFORMATION (if different from applicant information)

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Legal Ad Payment & Public Hearing Notifications:** Applicant\_\_\_\_ Owner\_\_\_\_ Representative\_\_\_\_

**Number of Parcels & Total Area (square feet or acreage):**

\_\_\_\_\_

**Name of Subdivision and Address or Parcel # of property:**

\_\_\_\_\_

**Legal description of property affected:**

\_\_\_\_\_

**Reason for the Proposed Replat:**

\_\_\_\_\_

**The Replat should include (check all that apply):**

- ( ) All of the Platted Area ( ) All recorded restrictive covenants  
( ) Part of the Platted Area as shown in the attached documents ( ) None of the restrictive covenants  
( ) Those restrictive covenants specifically listed in the attached documents

By my signature, I acknowledge the above information and attached exhibits, to my knowledge and belief, are true and correct.

Applicant's Signature: \_\_\_\_\_

(If signed by representative for applicant, state capacity)