

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

This procedures and checklist have been created to help you with this process. Please read thoroughly.

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 should 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 of the proposed plat 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 complete, you will receive an email that you can submit the signed Application for Subdivision, 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 (1st 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)
 - Driveway(s) location(s) with Highway Dept. Permit #'s (contact Highway Dept. 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	\$200
Minor Subdivision	\$300
Conventional Subdivision	\$300 (First 3 Lots)
	\$50 (Each Add. Lot)
RePlat	\$300

***make checks payable to DeKalb County**

****you can pay online: <https://www.paylocalgov.com/Payment/SelectEntity/909>**

*****or call in with your credit card: 260-925-1923**

TECHNICAL REVIEW: Once submitted, the application and all plans and materials will be routed through a Technical Review of various County Departments, utilities and local agencies. This will be done within 24 hours after submittal. Should there be any issues, revisions may be necessary and could delay the process. Approval letters must be received from the following departments before the project can be heard by the Plan Commission:

- Health Department
 - *Soil borings for a primary and secondary (set aside) septic locations are required. A total of 6 soil borings are required to be located on the plat. 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!***
For all questions, contact: 260-925-2220
- Surveyor/Drainage Board
 - *At the same time you submit the Application & Fee for Subdivision, you can submit 1 paper copy 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 from the County Surveyor before you are put on the Drainage Board agenda.*
For all questions, contact: 260-925-2222
- Highway Department
 - *A driveway location must be located on the plat WITH dimensions to the property line. The Highway Dept. Permit number must also be on the plat. If you have an existing driveway, please show that location on the plat.*
For all questions, contact: 260-925-1864
- Soil & Water Conservation District
 - *If the proposed plat had any proposed developments that will require a Stormwater Pollution Prevention Plan (SWPPP), a permit will be required from the Soil & Water Conservation District.*
For all questions, contact: 260-925-5620
- 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 and must be paid before the public hearing. Staff will receive notice of payment and will have access to the Publishers Affidavit.
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 3rd 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 SUBDIVISION
Conservation Agricultural (A1 only) ___ Minor ___
Conventional ___ Conservation ___ Traditional ___
Strip ___ Commercial District ___ Industrial Park ___
(Section 9.22)

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: _____
Mailing 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 ___

Name of Proposed Subdivision: _____

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

Address or Parcel ID # of property:

Legal description of property affected:

Proposed Use of Subdivision (i.e.: Single or Multi-Family Residential, Commercial or Industrial)

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)