



**BROWN COUNTY GOVERNMENT**  
**Plan Commission**

201 Locust Lane  
P.O. Box 401  
Nashville, Indiana 47448

Phone: (812) 988-5490  
[www.browncounty-](http://www.browncounty-)

**MAJOR SUBDIVISION - SECONDARY PLAT**  
**APPLICATION CHECKLIST**

**Applications for secondary plat approval for a major subdivision  
should include the items listed below.**  
**Completed applications should be submitted by 2:30 p.m. on submission day**  
**Completed applications should be delivered in person**

**SUBDIVISION NAME:** \_\_\_\_\_

- \_\_\_\_\_ Completed application form – signed by all property owners (Provided by Plan Commission)
- \_\_\_\_\_ Filing fee (\$375) – due on docket date
- \_\_\_\_\_ Any conditions imposed by Primary Approval
- \_\_\_\_\_ Plans and specifications for all required improvements:
  - \_\_\_\_\_ roads and sidewalks where applicable
  - \_\_\_\_\_ road connection permit from County Highway Department
  - \_\_\_\_\_ drainage plans
  - \_\_\_\_\_ erosion control plans (Rule 5), when applicable
  - \_\_\_\_\_ septic approval for each lot
- \_\_\_\_\_ Complete list of protective covenants in proper form for recording
- \_\_\_\_\_ A statement of any limitations on easements
- \_\_\_\_\_ Written estimate of cost of all improvements required by the Plan Commission and not completed prior to secondary approval
- \_\_\_\_\_ Required financial guarantee (letter of credit for 125% of the estimated cost of all improvements required by the Plan Commission and not completed prior to secondary approval)
- \_\_\_\_\_ A copy of the plat prepared by the surveyor.  
After it has been approved by staff, please submit the original plat and 10 copies (drawn to a scale of fifty feet to one inch). The plat shall provide the following:
  - \_\_\_\_\_ Name of subdivision
  - \_\_\_\_\_ Township in which the subdivision is located
  - \_\_\_\_\_ Date

- \_\_\_\_\_ Bar scale and north arrow
- \_\_\_\_\_ Names and addresses of owners, developers, engineer, and land surveyor who prepared the plat
- \_\_\_\_\_ Accurate metes and bounds description of the boundary of the subdivision
- \_\_\_\_\_ Location of all existing and recorded streets and easements intersecting the subdivision
- \_\_\_\_\_ Street lines with accurate dimensions in feet and hundredths of feet, with angles to street, alley and lot lines, and street names
- \_\_\_\_\_ Accurate locations of easements for utilities and any limitations on such easements
- \_\_\_\_\_ Layout of lots, showing dimensions, net area and lot numbers; a lot area table may be used
- \_\_\_\_\_ Complete curve notes for all curves included in plat: delta, chord, radius, arc tangent
- \_\_\_\_\_ Accurate dimensions of property to be reserved for common use or public use
- \_\_\_\_\_ Building setback lines
- \_\_\_\_\_ Locations and type of all monuments and lot markers
- \_\_\_\_\_ Tract boundary lines showing dimensions to the nearest 100<sup>th</sup> decimal foot, with bearings or interior angles or deflection angles, and references to section, township, range lines and corners. The subdivision shall be tied to the nearest quarter or quarter-quarter
- \_\_\_\_\_ Flood plain designation, clearly showing the portions in floodway areas and flood fringe areas, and the regulator flood elevations'
- \_\_\_\_\_ Notary Signature
- \_\_\_\_\_ Surveyor's Certificate
- \_\_\_\_\_ Plan Commission Certificate
- \_\_\_\_\_ County Auditor Certificate
- \_\_\_\_\_ County Recorder