



BROWN COUNTY GOVERNMENT
Plan Commission

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

Phone: (812) 988-5490
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MAJOR SUBDIVISION - SECONDARY PLAT
APPLICATION CHECKLIST

Applications for secondary plat approval for a major subdivision must include all the required items listed below.

Applications that do not include all the required items are incomplete and will NOT be docketed. Complete applications must be submitted by 2:30 p.m. of the submission deadline day. Complete applications and all checklist items must be delivered in person.

SUBDIVISION NAME: _____

- _____ Completed application form – signed by all property owners (Provided by Plan Commission)
- _____ Filing fee (\$300) – 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
 - _____ soil evaluation 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)
- _____ *Provided by Plan Commission **ON DOCKET DATE**.* List of the names and addresses of all property owners within 600 feet of the proposed site (250 feet in the Cordry Sweetwater Conservancy District and Nashville). . It is highly recommended the applicant review the **public terminal** (located in the Recorder or Treasure’s Office) to confirm current owner information. The Plan Commission office is not responsible for incorrect addresses or property owners. Please see Procedure to file for Hearing handout for information about mailing certified letters.

_____ 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 100th 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