



## BROWN COUNTY GOVERNMENT Plan Commission

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### MAJOR SUBDIVISION - PRIMARY PLAT APPLICATION CHECKLIST

**Applications for primary 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 (\$200 + \$25 per lot) – due on docket date
- \_\_\_\_\_ Copy of the recorded deed, and legal description of proposed subdivision (if different than deed description)
- \_\_\_\_\_ The results of a general soils evaluation using guidelines as set forth in the soil manuals and handbooks of the Soil Conservation Service, U.S. Department of Agriculture, or proof that the project can hook onto public sewer
- \_\_\_\_\_ Approval of any county access road by the Board of County Commissioners
- \_\_\_\_\_ Information concerning the impact of the subdivision on existing access roads, water utilities, school districts, public services including emergency services, law enforcement, fire departments, and any others as required by the Commission
- \_\_\_\_\_ Documentation that adequate water service is readily available to the lots
- \_\_\_\_\_ Documentation from the utility that electric service is readily available to the lots
- \_\_\_\_\_ Location map which includes the following: (this may be on the plat or a separate item)
  - \_\_\_\_\_ Location of the subdivision and general vicinity
  - \_\_\_\_\_ Existing streets and roads serving the area (note if paved or gravel)
  - \_\_\_\_\_ Existing shopping facilities, schools, subdivisions, or other large developments in the general vicinity
  - \_\_\_\_\_ Zoning of proposed site and adjacent properties

\_\_\_\_\_ *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. The plat must be drawn to a scale of 50 feet to one inch and contain the following:

\_\_\_\_\_ Name of subdivision

\_\_\_\_\_ Township in which the subdivision is located

\_\_\_\_\_ Date

\_\_\_\_\_ Bar scale and north arrow

\_\_\_\_\_ Names and addresses of owners, subdividers, engineer, and land surveyor who prepared the plat

\_\_\_\_\_ Streets and right-of-ways on and adjoining the site. (Show surfaced widths of roads, and approximate gradients and curves)

\_\_\_\_\_ Adjacent property owners to the proposed lots

\_\_\_\_\_ Location and width of utility and any other easements

\_\_\_\_\_ Layout of lots, showing dimensions, net area and lot numbers.

\_\_\_\_\_ Areas to be reserved for common use or public use

\_\_\_\_\_ Building setback line

\_\_\_\_\_ Contour at vertical intervals of ten feet if the general slope of the site is ten percent or less and at vertical intervals of five feet if the general slope is greater than ten percent

\_\_\_\_\_ Trace boundary line showing dimensions (scale to the nearest half foot), 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 section

\_\_\_\_\_ Flood plain designation, clearly showing the portions in floodway areas and flood fringe areas, and the regulatory flood elevations

\_\_\_\_\_ Base flood elevation data for developments of fifty or more lots or five acres, whichever is less