



## BROWN COUNTY GOVERNMENT Plan Commission

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

Phone: (812) 988-5490  
www.browncounty-in.gov

### MINOR SUBDIVISION APPLICATION CHECKLIST

Applications 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.**

**Please note: All lots in a Minor Subdivision must have a minimum of 150 feet of road frontage.**

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

\_\_\_\_ Completed Application - all property owners must sign the application

\_\_\_\_ Filing fee of \$100 – **due on docket date**

\_\_\_\_ Copy of the most recently recorded deed and a copy of any recorded covenants, easements or restrictions applying to the deed

\_\_\_\_ Septic System Specifications Worksheets from the Health Department for each vacant lot, and a Visual Inspection of any existing septic systems conducted by the Health Department

\_\_\_\_ For lots on public sewer, a letter from the utility that it can serve the lots

\_\_\_\_ Documentation of adequate water for the proposed subdivision

\_\_\_\_ Documentation of adequate electric service to the subdivision

\_\_\_\_ Documentation (e.g.) permits) from the County Highway Department or INDOT that there are acceptable driveway accesses for each lot

\_\_\_\_ A drawing locating any existing building, ponds, septic systems, or other significant features, on the proposed lots. (This drawing is provided by your surveyor.)

\_\_\_\_ 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 signed, notarized certificate page of the plat must be submitted at least ten days prior to the hearing

\_\_\_\_ **Provided by the Plan Commission** ON DOCKET DATE. Names and addresses of all property owners within 600 feet (CSCD and Nashville 250 feet) of the site. It is highly recommended the applicant review the **public terminal** (located in the Treasure or Recorder's Office) to confirm current owner information. The Area Plan Commission office is not responsible for incorrect addresses of property owners. **Please see Procedure to file for Hearing handout for information about mailing certified letters.**

## INFORMATION THAT MUST BE CONTAINED ON THE PLAT

Name of subdivision

County Township in which subdivision is located

Location map, with sufficient detail to locate the site in the field

Date, Name and Address of Surveyor

Bar scale and north arrow

Legend to show types of property corners, e.g. set or found

Dimensions on all lines to the nearest one-hundred decimal foot

Line direction shall be bearings, interior angles or deflection angles. The basis for the initial direction shall be noted, (assumed bearings, magnetic bearings)

Individual lot areas in acreage or square feet, showing net area of platted lot (exclusive of ponds and street, road or other right-of-way) and gross area

Lot numbers and Lot dimensions

Zoning of site and adjoining property

Building setback line

Adjacent county roads or state highways

Two corners of subdivision and/or one subdivision corner and the tie-in monument

The subdivision shall be tied into the nearest  $\frac{1}{2}$ , or  $\frac{1}{4}$   $\frac{1}{4}$  section corner

Flood plain designation, clearly showing any portions in floodway areas and flood fringe areas, and the 100 year flood elevations of those areas

Proposed access, utility, drainage, etc., easements and easements described in the property description

Owner's Certificate, with Notary signature and signatures of all owners

Surveyor's Certificate and Seal

Plan Commission Approval Certificate

Auditor's Certificate

Recorder's Certificate