



**BROWN COUNTY GOVERNMENT  
Plan Commission/ Building Department**

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

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

**REPLAT APPLICATION CHECKLIST**

**Applications 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**

**RE-SUBDIVISION**

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

\_\_\_\_ **Application** - signed by all owners of the property (Provided by the Plan Commission)

\_\_\_\_ **Filing fee** \$125.00 – 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 (Available at the Recorder's Office)

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

\_\_\_\_ Septic System Specifications Worksheets from the Health Department for any lot(s) and a Visual Inspection of any existing septic systems conducted by the Health Department or:

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

\_\_\_\_ Documentation (e.g., permits) from the County Highway Department, Town of Nashville or INDOT that there are acceptable driveway accesses for any new lot.

\_\_\_\_ The original and ten copies of the plat for the proposed replat (provided by your surveyor). The signed, notarized certificate page of the plat must be submitted at least ten days prior to the hearing.

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

To be used by the Surveyor preparing the plat  
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  $\frac{1}{4}$  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

County Commission Certificate

Auditor's Certificate

Recorder's Certificate