



**APPLICATION
REQUEST FOR WAIVER
OF THE SUBDIVISION CONTROL ORDINANCE**

CASE: _____ DATE FILED: _____

DATE OF HEARING: _____

NUMBER OF LOTS: _____ AREA (IN ACRES): _____

APPLICANT OR APPLICANTS: (PLEASE PRINT)

ADDRESS:

PHONE: _____

ADDRESS:

PHONE: _____

ENGINEER OR SURVEYOR: _____

REGISTRATION NUMBER: _____

ADDRESS: _____

PHONE: _____

SEWAGE: _____ WATER: _____

SURFACE WATER: _____

**** PLEASE RECEIPT TO ACCOUNT: 101.2101**

**** ATTACH A LEGAL DESCRIPTION OF THE PROPERTY**

The undersigned, being the owner or owners of record, certify/certifies that the above information is true and correct to the best of my/our knowledge.

(Print)

(Signature)

(Print)

(Signature)

(Print)

(Signature)

(Print)

(Signature)

SUBDIVISION WAIVER REQUEST
~CHECKLIST~

1. A complete and proper legal description of the property must be submitted. The legal description may be taken from the abstract, deed, survey of property, or obtained in the office of the Steuben County Recorder. The Recorder's office is located on the main level of the Steuben Community Center at 317 South Wayne Street in Angola.

2. The applicant shall supply the names and mailing addresses of all known property owners within 300 feet of the boundary of each parcel under consideration. The measurement shall include all properties within 300 feet and does not stop at natural barriers like roads, waterways, etc. This information can be obtained from the Steuben County Auditor's office, which is also located at the Steuben Community Center.

3. The applicant should provide an accurate drawing of the property to scale, showing the dimensions of the property, all structures existing and proposed, parking areas, the building setbacks from all lot lines and streets, the location and name or number of adjacent streets and roads, all easements and a north point arrow.

4. Copy of well, septic, and driveway permits as issued by the appropriate Steuben County offices.

5. Fees:

- (1) Appeal \$100
- (2) Change of Zoning \$100 + \$10 per acre
- (3) Detailed Development Plan \$200 + \$10/lot over 2 lots
- (4) Plan Commission Variance (Waiver) \$450**
- (5) Plat Vacation \$900
- (6) Primary Plat or Replat \$250 + \$20/lot over 2 lots
- (7) Secondary Plat or Replat \$175 + \$10/lot over 2 lots
- (8) Special Meeting \$400
- (9) In addition to the above fees, the applicant shall be charged for publication of the proposed action in the local media and for letters sent to interested property owners.

PUBLIC HEARING PROCEDURE

1. Prior to the public hearing the City Planning staff will prepare a report for the Plan Commission members. A copy of this report is available upon request.
2. Applicants shall present their application to the Plan Commission during the public hearing. The applicant or a designated representative may make presentations. Failure to appear without just cause shall result in the dismissal of the petition. All applicable fees will not be refunded. If unable to attend, please give at least 24-hours notice by calling the City Planner at 260-665-7465.

The Public Hearing procedure is as follows:

- A. Petitioner presents facts relating to case (approximately 15 minutes)
- B. Plan Commission members may direct questions to petitioner.
- C. The Chair shall recognize anyone wishing to speak for or against the issue before the Commission.
- D. Petitioner will have a chance for rebuttal. (approximately 5 minutes)
- E. Commission members may further discuss the case and ask questions of the petitioner or those in attendance.
- F. The Chair will entertain a motion from Commission members.

If you have any questions about this application or the hearing process contact the City Planner's office at 260-665-7465.