

SUBDIVISION OF LAND

SECONDARY PLAT APPLICATION

A. Purpose and Intent: The Secondary Plat shall clearly define all construction matters and special conditions such as construction techniques, materials and the like, as well as prepare the plans and documents for recording.

B. Project Applicability: Proposals for new subdivisions of land shall meet the standards of this Section.

C. Prerequisites:

1. *Primary Plat:* The application for Primary Plat shall be approved by the Plan Commission prior to submitting a Secondary Plat. If the Primary Plat approval included commitments, those commitments shall be recorded in the Office of the Steuben County Recorder.
2. *Infrastructure:* A subdivision that is the subject of a Secondary Plat shall have all of the infrastructure improvements proposed in the Primary Plat installed to meet the City of Angola's Construction Standards, or the applicant shall have posted a performance surety for the cost of the infrastructure improvements that complies with *Section 7.31 Surety Standards*.

D. Filing Requirements:

1. *Application:* The applicant shall submit a letter stating the status of infrastructure improvements and requesting Secondary Plat. The original application for Primary Plat should be on file with the Zoning Administrator.
2. *Supporting Information:* The following information shall accompany the applicant's letter requesting Secondary Plat.
 - a. Accurate location of all survey monuments and markers.
 - b. Plans showing final dimensions for lots, right-of-ways, and easements.
 - c. If infrastructure improvements are complete, the supporting information shall include as-built drawings stamped by a certified engineer for each infrastructure system, and copies of any required inspections or certifications.
 - d. If infrastructure improvements intended to be dedicated to the City are not complete, the supporting information shall include detailed descriptions and locations of infrastructure to be installed, estimates from contractors for all infrastructure improvements, and a performance surety for the total amount of the infrastructure improvements yet to be completed plus twenty-five percent (25%).
 - e. Any other information necessary to support a thorough review of the project that is requested, in writing, by the Zoning Administrator or Plan Commission.
3. *Deadline:* Eight (8) hard copies of the letter requesting Secondary Plat; eight (8) hard copies of all supporting information; one (1) digital copy of the letter requesting Secondary Plat and all supporting information in .pdf (portable document format); and one (1) digital copy of any drawings in .dwg file format shall be filed within two (2) years of the approval of Primary Plat by the Plan Commission.
4. *Fees:* The applicable fee from the City's fee schedule shall be paid at the time the application for a Secondary Plat is filed. An application without the appropriate application fee shall not be considered substantially complete. Technical expertise necessary to review a Secondary Plat that the City of Angola does not have adequate proficiency may constitute hiring a professional consultant to conduct the review or portions thereof at the expense of the applicant and as per the City's fee schedule. Subdivision of Land: Secondary Plat

E. Formal Procedure:

1. *Assignment:* The Zoning Administrator shall review the letter requesting Secondary Plat and all supporting information. Based on the history and the complexity of the project, the Zoning Administrator shall determine if the Secondary Plat should be presented to the Plan Commission. Should the Zoning Administrator determine Plan Commission review is necessary, the Zoning Administrator shall assign the Secondary Plat a case number and place it on the first Plan Commission agenda that occurs twenty-eight (28) days after the Secondary Plat was submitted in its entirety. The Zoning Administrator shall notify the applicant in writing if Plan Commission review is necessary and the date of the meeting, if applicable.

2. *Review:* The Zoning Administrator shall provide the letter requesting Secondary Plat, the supporting information, and a comment sheet to all applicable departments and agencies. Each department shall determine if the infrastructure improvements installed or proposed to be installed meet the City of Angola's Construction Standards and if the improvements include adequate connection to existing and future systems. If applicable, each department shall also review applicable cost estimates for reasonableness. Each department shall return the comment sheet with any comments or concerns concerning the infrastructure or the project to the Zoning Administrator. If it has been determined that Plan Commission review is required, the Zoning Administrator shall forward the comment sheets to the Plan Commission for review at the meeting.

3. *Public Notice:* Notice and public hearing shall not be required for Secondary Plat.

4. *Review and Decision:* The Zoning Administrator shall, based on comments from departments, approve, approve with conditions, or deny Secondary Plat. In cases where the Secondary Plat is being heard by the Plan Commission, the Plan Commission shall review the comments from departments at a regularly scheduled public meeting and approve, approve with conditions, or deny Secondary Plat.

F. Duration: An approved Secondary Plat and any conditions shall be recorded in the Office of the Steuben County Recorder within six (6) months of the date of approval or become null and void.

1. 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 \$50.00 for publication of the proposed action in the local media and for letters sent to interested property owners.

SUBDIVISION APPLICATION
SECONDARY PLAT APPROVAL

CASE: _____ DATE FILED: _____

DATE OF HEARING: _____

SUBDIVISION NAME: _____

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

APPLICANT OR APPLICANTS: (PLEASE PRINT)

ADDRESS:

PHONE: _____

ENGINEER OR SURVEYOR: _____

REGISTRATION NUMBER: _____

ADDRESS: _____

PHONE: _____

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

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. I/we affirm that we have read and understand the provisions of the Unified Development Ordinance of the City of Angola, Indiana.

(Print)

(Signature)

(Print)

(Signature)

(Print)

(Signature)