

# **TOWN OF MORRISTOWN**

## **DEVELOPMENT PLAN PERMIT APPLICATION PACKAGE**

Morristown Plan Commission  
P.O. Box 389  
418 W. Main St.  
Morristown, IN 46161  
Phone: 765.763.6748  
Fax: 765.763.6245  
<http://www.morristown.in.gov>

(Last Revised February 2009)

# DEVELOPMENT PLAN PERMIT PROCEDURES AND PLATTING PROCESS

## GENERAL PROCEDURE

The following is an overview of the Development Plan platting process. A Development Plan Permit is required for the following:

- Multi-family residential (3 or more units)
- Industrial, commercial, and institutional development
- Subdivisions
- Planned Unit Development

## 1. SKETCH PLAN REVIEW

*(Sketch Plan Review is recommended but not required for Development Plan Permits.)*

- Application:** A complete Sketch Plan and required documents are to be submitted to the Plan Commission.
- Review & Comments:** The Plan Commission will provide comments on the proposed development and will advise the applicant on the development standards for the zoning district and discuss any special concerns.

## 2. PRELIMINARY PLAT REVIEW

- Application:** A complete Major Subdivision Preliminary Plat application, including required documents and fees, is to be submitted to the Plan Commission.
- Docketing:** The Plan Commission will place the application on docket for a hearing no more than 30 days after the receipt of the application.
- Agency Coordination:** The applicant corresponds with all applicable regulatory agencies for all other necessary approvals.
- Technical Review:** The Plan Commission will review the petition and either recommend changes and re-submittal or recommend the plat for public hearing. If re-submittal is required, no additional filing fees will be charged, and the Plan Commission will assign a new Plan Commission hearing date.
- Public Notice:** Notice of Public Hearing must be given.
- Plan Commission Hearing:** The Plan Commission will hold a public hearing on the application, in which they shall consider the application materials, a report from the Plan Commission, and testimony from the applicant and any interested parties. The Plan Commission will then make a determination on the Preliminary Plat.
- Determination:** If the Preliminary Plat is approved, the petitioner may move on to the Construction Plan/Final Plat Review process. The Preliminary Plat approval will expire 1 year from the date of approval if no application has been made for Construction Plan/Final Plat approval.

## 3. CONSTRUCTION PLANS/FINAL PLAT REVIEW

- Application:** A complete Development Plan Permit Application, including required documents and fees, is to be submitted to the Plan Commission.
- Technical Review:** The Plan Commission will distribute copies of the submittals to the review engineer and appropriate members of the Plan Commission for review.
- Determination:** The Plan Commission will make a final determination.
- Final Plat & Performance Surety Submittal:** The applicant submits the approved Final Plat and Construction Plans, as well as Performance Surety for all required development improvements, to the Plan Commission.
- Final Plat Review:** The Plan Commission will review all materials to verify that they are consistent with all previous approvals and to verify that all required modifications have been made to the Final Plat. If the Plan Commission determines that all materials are consistent, the Final Plat will be signed by the Plan Commission President.
- Recording:** The applicant is responsible for filing the approved and signed Final Plat with the Shelby County Recorder within 30 days of the date of signature by Plan Commission.
- Construction of Improvements:** The applicant constructs all required subdivision improvements consistent with the approved Construction Plans and policies and procedures of the appropriate inspecting agencies.
- Acceptance of Improvements:** Following the completion of public improvements and their certification by the appropriate inspecting agencies, the applicant must request that the matter be placed on the agenda of the Plan Commission. The applicant must supply the Commission with a set of "as-built" drawings of the development, an electronic version of the "as-built" drawings, and Maintenance Surety (as set forth in Article 6 of the Development Standards). If the condition of the public improvements and the surety are deemed acceptable, the Board shall accept them.

## SKETCH PLAN APPLICATION

Morristown Plan Commission  
P.O. Box 389  
418 West Main Street  
Morristown, IN 46161  
P: 765.763.6748 F: 765.763.6245

For Office Use Only

Case #: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
Fees: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

### 1. Applicant/Property Owner

#### Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

#### Owner:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

### 2. Applicant's Attorney/Contact Person and Project Designer (if any):

#### Attorney/Contact Person:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

#### Project Designer:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

### 3. Project Information:

Development Name: \_\_\_\_\_  
Section/Phase#: \_\_\_\_\_  
Area in Acres \_\_\_\_\_

Zoning Classification: \_\_\_\_\_  
Number of Lots: \_\_\_\_\_

### 4. Attachments:

Please see checklist for detailed information about the required attachments.

☐ Sketch Plan

☐ Contiguous Holdings Map

The undersigned states the above information is true and correct as (s)he is informed and believes.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

State of Indiana )

County of Shelby ) SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public - Signed

\_\_\_\_\_  
Printed

Residing in \_\_\_\_\_ County My Commission expires \_\_\_\_\_



# SKETCH PLAN CHECKLIST

## MORRISTOWN PLAN COMMISSION

Applicant: \_\_\_\_\_

Project Name: \_\_\_\_\_

All plans prepared for Sketch Plan approval shall be prepared in accordance with the following specifications and other applicable requirements of the Town of Morristown.

### GENERAL REQUIREMENTS

If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for quality reproduction or recording. Sketch plan application materials shall be prepared in pen, pencil, or electronic media; and shall make use of sheets not exceeding 24 inches by 36 inches.

#### 1. Sketch Plan

The Sketch Plan shall be at an appropriate scale and shall include the following:

##### Property Name

- \_\_\_\_\_ *Subdivision Name:* The name of the subdivision (if the subject property is within an existing subdivision); *or*
- \_\_\_\_\_ *Proposed Name:* A proposed name (if the property is not within a previously platted subdivision). The proposed name shall not duplicate the name of any subdivision in Shelby County that has been previously recorded; *or*
- \_\_\_\_\_ *Common Property Name:* The common name of the property if no subdivision name has been chosen (the name by which the property is locally known).

##### Property Description

- \_\_\_\_\_ *Location:* A written description of the location of the property, including street address and legal description (which must state the total area of the subdivision in acres).
- \_\_\_\_\_ *Parcels:* The size of all existing properties included in the proposed subdivision in acres. If properties to be included in the subdivision are less than 1 acre, they should also be described in terms of square footage.

##### Property Ownership

- \_\_\_\_\_ *Owner/Developer:* The name, street address, e-mail address, and telephone number of the legal property owner and developer of the property and his/her agent.
- \_\_\_\_\_ *Covenants & Easements:* An indication of any existing covenants, rights-of-way, and/or easements affecting the property.
- \_\_\_\_\_ *Professionals Involved:* The name, street address, e-mail address, and telephone number of any professional person(s) responsible for the preparation of Sketch Plan application materials.

##### Subdivision Drawing

- \_\_\_\_\_ *Site Features:* The location of any existing property lines, structures, streets, easements, and rights-of-way within or immediately adjacent to the property.
- \_\_\_\_\_ *Topography:* A description of the topography of the property, including streams, suspected wetlands (based on the National Wetlands Inventory), wooded areas, and 100-year floodplains. The topographic details may be based on USGS data, a field survey, and/or other suitable data sources (as determined by the Plan Commission).
- \_\_\_\_\_ *Zoning:* The current zoning of the property.
- \_\_\_\_\_ *Proposed Sidewalks:* The general layout of sidewalks and other pedestrian pathways.
- \_\_\_\_\_ *Utilities:* Preliminary proposals for connection with existing sanitary sewage and drainage systems.
- \_\_\_\_\_ *Proposed Drainage:* General provisions for collecting and discharging surface storm water.
- \_\_\_\_\_ *Proposed Lot Arrangement:* A general description of the size, dimensions, and number of lots to be created in the subdivision.

#### 2. Contiguous Holdings Map

Whenever the Sketch Plan covers only a part of an applicant's contiguous property holdings, the applicant shall also submit a map of all contiguous holdings, drawn at a convenient scale. This map shall include the following:

- \_\_\_\_\_ *Sketch:* A sketch of the proposed subdivision area and an indication of the likely future street and drainage system serving the remaining portion of the property.

# PRELIMINARY PLAT APPLICATION

Morristown Plan Commission  
P.O. Box 389  
418 West Main Street  
Morristown, IN 46161  
P: 765.763.6748 F: 765.763.6245

For Office Use Only

Case #: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
Fees: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

## 1. Applicant/Property Owner

### Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

### Owner:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

## 2. Applicant's Attorney/Contact Person and Project Designer (if any):

### Attorney/Contact Person:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

### Project Designer:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

## 3. Project Information:

Address/Location of Property: \_\_\_\_\_  
\_\_\_\_\_  
Proposed Name of Subdivision: \_\_\_\_\_  
Area in Acres: \_\_\_\_\_

Current Zoning: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
Proposed Number of Lots: \_\_\_\_\_

## 4. Waivers:

Are any waivers to the requirements, standards or specifications of the Shelbyville Subdivision Control Ordinance being requested?

☐ No ☐ Yes (specify request and Section Number): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 5. Attachments:

Please see checklist for detailed information about the required attachments.

- |  |  |
|--|--|
| <input type="checkbox"/> Preliminary Plat                | <input type="checkbox"/> Subdivision Covenants       |
| <input type="checkbox"/> Vicinity Map                    | <input type="checkbox"/> Drainage Plan & Report      |
| <input type="checkbox"/> Contiguous Holdings Map         | <input type="checkbox"/> Engineering Capacity Report |
| <input type="checkbox"/> Subdivision Phasing Description | <input type="checkbox"/> Application Fee             |

The undersigned states the above information is true and correct as (s)he is informed and believes.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

State of Indiana )  
County of Shelby ) SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public - Signed

\_\_\_\_\_  
Printed

Residing in \_\_\_\_\_ County My Commission expires \_\_\_\_\_



# PRELIMINARY PLAT CHECKLIST

## MORRISTOWN PLAN COMMISSION

Applicant: \_\_\_\_\_ Project Name: \_\_\_\_\_

### GENERAL REQUIREMENTS

Preliminary Plat application materials shall be prepared and certified by a land surveyor or engineer registered in the State of Indiana.

### 3. Preliminary Plat

The Preliminary Plat shall be at an appropriate scale; shall be prepared in pen or electronic media; and shall include the following:

#### Property Name

- \_\_\_\_\_ *Subdivision Name:* The name of the subdivision (if the subject property is within a previously platted subdivision); or
- \_\_\_\_\_ *Proposed Name:* A proposed name (if the property is not within a previously platted subdivision). The proposed name shall not duplicate the name of any subdivision in Shelby County that has been previously recorded.

#### Property Description

- \_\_\_\_\_ *Location:* A written description of the location of the property, including current zoning, street address and legal description (which must state the total area of the subdivision in acres).
- \_\_\_\_\_ *Dimensioned Drawing:* A dimensioned drawing of the parcel of land that is being subdivided, including any remaining tract. The drawing shall show the subdivision boundary with benchmarks, the legal description point of beginning, and all dimensions, including the size of all existing properties included in the proposed subdivision in acres. If any properties to be included in the subdivision are less than 1 acre in size, they shall also be described in terms of square footage.

#### Property Ownership

- \_\_\_\_\_ *Owner/Developer:* The name, street address, e-mail address, and telephone number of the legal property owner and developer of the property and his/her agent. The ownership information shall include the citation of the last instrument conveying the property titles to each property involved in the proposed subdivision, giving grantee, date, and book and page or instrument number reference.
- \_\_\_\_\_ *Covenants & Easements:* An indication of any existing covenants, rights-of-way, and/or easements affecting the property.
- \_\_\_\_\_ *Professionals Involved:* The name, street address, e-mail address, and telephone number of any professional person(s) responsible for the preparation of Preliminary Plat application materials.

#### Preliminary Plat Drawing

- \_\_\_\_\_ *Legend:* A legend and notes, including a graphic scale, north arrow, and date.
- \_\_\_\_\_ *Natural Features:* The location of existing burial grounds, watercourses, 100-year floodplains and floodways (including elevations), wooded areas, wetlands (certified by a professional possessing a U.S. Army Corps of Engineers Regulation 4 Jurisdictional Wetland Certification), and other natural features.
- \_\_\_\_\_ *Existing Structures:* The location(s) of any existing structure(s) on the site and a description of their future demolition or incorporation into the proposed subdivision.
- \_\_\_\_\_ *Topography:* Topographic contours consistent with the requirements of the Plan Commission, referenced to sea level and an established benchmark.
- \_\_\_\_\_ *Lot Arrangement:* The location, area (indicated in square feet and acres), and dimensions of each lot. The location of all monuments and the buildable area of each lot, per applicable zoning district setback requirements and any other regulatory or natural limitations, shall also be indicated.
- \_\_\_\_\_ *Easements & Rights-of-Way:* All existing and proposed easements and rights-of-way, including the location, width, and purpose of each.
- \_\_\_\_\_ *Street Systems:* All existing and proposed street systems on and adjoining the site of the proposed subdivision showing the proposed names, functional classifications, right-of-way widths, approximate gradients, types and widths of pavements, curbs, sidewalks, on-street parking areas, street signs, street trees, and streetlights.
- \_\_\_\_\_ *Pedestrian Systems:* All proposed sidewalks and/or proposed pedestrian pathways.
- \_\_\_\_\_ *Set-Aside Areas:* Any parcels of land proposed to be dedicated or reserved for common areas, natural areas, schools, parks, playgrounds, or other public, semi-public, or community purposes (including common areas and linear open space surrounding pedestrian paths).
- \_\_\_\_\_ *Utilities:* The location, size, slope, and invert elevation of existing and proposed utilities adjacent to and on the site, including storm and sanitary sewers; water mains (including fire hydrants); electrical, telephone, and cable television lines.
- \_\_\_\_\_ *Temporary Stakes:* The location of any temporary stakes to enable the Plan Commission to find and appraise features of the Preliminary Plat by visiting the property.



#### 4. Vicinity Map

On a separate sheet, at a convenient scale, a vicinity map must be included that includes the following information:

- \_\_\_\_\_ *Property Location:* The location of the proposed subdivision within the Town, referencing surrounding streets and subdivisions.
- \_\_\_\_\_ *Adjacent Property Owners:* Existing subdivisions and lots adjacent to or within 250 feet of the proposed subdivision. The owners of each of these properties shall be identified on the drawing with the date and book and page (or instrument number) of the last conveyance of ownership.
- \_\_\_\_\_ *Related Facilities:* Existing schools, parks, playgrounds, or other similar facilities that will serve the proposed subdivision.
- \_\_\_\_\_ *Utilities:* Location and size of all utilities adjacent to or within 250 feet of the subdivision site, including sanitary and storm sewers, gas lines, electric lines, telephone lines, water mains, fire hydrants, and cable television lines.
- \_\_\_\_\_ *Thoroughfares:* All public thoroughfares/rights-of-way adjacent to or within 250 feet of the site.
- \_\_\_\_\_ *Street & Pedestrian Systems:* Existing streets and rights-of-way on and adjoining the site of the proposed subdivision showing the names, functional classifications, roadway widths, surface types, widths of pavement, and presence of curbs, street trees, sidewalks, on-street parking, and street lights.
- \_\_\_\_\_ *Boundaries:* Any municipal, fire district, school district, utility service, or other boundaries lying within or contiguous to the subdivision property.

#### 5. Contiguous Holdings Map

Whenever the Preliminary Plat covers only a part of an applicant's contiguous property holdings, the applicant shall also submit a map of all contiguous holdings, drawn at a convenient scale. This map shall include the following:

- \_\_\_\_\_ *Sketch:* A sketch of the proposed subdivision area, with its proposed street and drainage system, and an indication of the likely future street and drainage system serving the remaining portion of the property.

#### 6. Subdivision Phasing Description

- \_\_\_\_\_ *Phasing:* If the Preliminary Plat is to be divided into sections for the phasing of the development, the preliminary boundaries and numbers of such sections shall be shown.

#### 7. Subdivision Covenants

Any protective covenants applicable to the subdivision shall be prepared by the applicant and shall be legally sound. Either the covenants, or a reference to the covenants, shall be incorporated on the plat.

- \_\_\_\_\_ *Maintenance:* At a minimum, covenants or other plat documentation shall provide a means for the maintenance and upkeep of drainage swales and other drainage facilities and any common areas or entry features. The covenants shall specifically provide that the maintenance of drainage swales and other drainage features shall be the responsibility of a lot owner's association and shall be enforceable by the Plan Commission.
- \_\_\_\_\_ *Consistency:* All covenants shall be consistent between all subdivision phases that result from a single Preliminary Plat.

#### 8. Drainage Plan & Report

The subdivider shall provide a drainage report describing the existing and proposed drainage conditions and evaluating the ability of proposed watercourses, channels, drainage tiles, farm tiles, storm sewers, culverts, and other improvements to accommodate the additional run-off generated by the proposed subdivision. The drainage plan shall include:

##### Drainage Report

A registered professional engineer or surveyor shall prepare the report, which shall include:

- \_\_\_\_\_ *Watershed Conditions:* The conditions of the watershed that may affect run-off, such as subsoil type, positive drainage, and obstructions.
- \_\_\_\_\_ *Drainage Tiles:* The location of all subsurface drainage tiles and a plan to preserve or relocate the tiles.
- \_\_\_\_\_ *Water Estimates:* Estimates of the water entering the subdivision
- \_\_\_\_\_ *Drainage Systems:* A description of minor and major drainage systems. The minor drainage system shall consist of storm sewers, drainage ditches, grassed swales, and storm inlets or infiltration structures. The major drainage system shall consist of roadways, culverts, bridges, and drainage flow-ways.

##### Watershed Map

On a separate sheet, a watershed map complementing the Drainage Report using USGS contour information shall be provided, showing:

- \_\_\_\_\_ *Drainage Area:* The delineation of the drainage area in which the subdivision is located.
- \_\_\_\_\_ *Drainage Courses:* The location of drainage courses and the existing direction of surface water flow within the drainage area.

##### Drainage Plan Description

On a separate sheet in the same scale and media as the Preliminary Plat, a description of drainage/topography/natural environment complementing the Drainage Report shall be provided that includes the following information:

- \_\_\_\_\_ *Natural Features:* The location of natural streams, regulated drains, 100-year floodplains and floodways (including elevations).

- \_\_\_\_\_ *Existing Structures:* The location of any existing or proposed subsurface drain tile, structures, culverts, or swales.
- \_\_\_\_\_ *Topographic Features:* A map noting significant physical and topographical features of the tract, showing the proposed direction of the flow of surface water runoff from the site.
- \_\_\_\_\_ *Preliminary Drainage Plan:* A preliminary drainage plan showing the proposed storm water drainage system to an improved outlet, including surface drainage systems, storm sewer systems, subsurface drainage systems, and storm water detention facilities. Arrows designating the general drainage of all streets and lots shall be included.

## **9. Engineering Capacity Report**

A report prepared by a professional engineer or land surveyor registered in the State of Indiana covering sewage, street, and drainage facilities for the subdivision shall be provided which includes but is not limited to the following:

- \_\_\_\_\_ *Utility Systems:* A description of the feasibility of connecting to existing storm, water and sanitary sewers, including the distance from the nearest public sewer and the capacity of the existing system intended to handle the additional waste load.
- \_\_\_\_\_ *Street Construction:* A preliminary report on the anticipated street construction.



**DEVELOPMENT PLAN PERMIT  
FINAL PLAT & CONSTRUCTION PLAN APPLICATION**

Morristown Plan Commission  
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P: 765.763.6748 F: 765.763.6245

For Office Use Only

Case #: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
Fees: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

**1. Applicant/Property Owner**

**Applicant:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Owner:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**2. Applicant's Attorney/Contact Person and Project Designer (if any):**

**Attorney/Contact Person:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Project Designer:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**3. Project Information:**

Address/Location of Property: \_\_\_\_\_  
Proposed Name of Development: \_\_\_\_\_  
Area in Acres: \_\_\_\_\_

Current Zoning: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
Proposed Number of Lots: \_\_\_\_\_

**4. Attachments:**

Please see checklist and Application Fees for detailed information about the required attachments.

- |  |   |
|--|---|
| <input type="checkbox"/> Final Plat                            | <input type="checkbox"/> Construction Plans |
| <input type="checkbox"/> Application Fees                      | <input type="checkbox"/> Stormwater Plan    |
| <input type="checkbox"/> Statement of Financial Responsibility |   |

**The undersigned states the above information is true and correct as (s)he is informed and believes.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

State of Indiana )  
County of Shelby ) SS:  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public - Signed

\_\_\_\_\_  
Printed

Residing in \_\_\_\_\_ County My Commission expires \_\_\_\_\_

## Development Plan Final Plat Checklist

All plans prepared for Final Plat approval shall be prepared in accordance with the following specifications and other applicable requirements of the Town of Morristown.

### GENERAL REQUIREMENTS

The applicant shall prepare and have certified, by a land surveyor or engineer registered in the State of Indiana, a Final Plat and complete set of Construction Plans. These materials shall either be prepared for the entire area included in the Preliminary Plat or for each section of that plat. Application materials for Final Plat & Construction Plan approval should include the following items.

### 10. Final Plat Drawing

All Final Plats shall substantially comply with the Preliminary Plat and Construction Plans for the subdivision. The Final Plat shall be prepared by a land surveyor or engineer registered in the State of Indiana, shall be shown at an appropriate scale, shall be drawn on reproducible mylar; and shall include the following information on a sheet meeting the size and clarity requirements of the Shelby County Recorder:

#### Property Name

\_\_\_\_\_ *Subdivision Name:* The name of the subdivision followed by the words "Major Subdivision Final Plat" (the name shall not duplicate the name of any subdivision in Shelby County that has been previously recorded).

#### Property Description

\_\_\_\_\_ *Legal Description:* An accurate metes and bounds description of the property boundary.

\_\_\_\_\_ *Boundary Lines:* An accurate property boundary line expressed in feet and hundredths of a foot, with dimensions and angles, and the bearing of all lines to a minimum of ½ minute.

\_\_\_\_\_ *Benchmark:* Accurate distances and directions to the nearest official monument, including reference corners.

#### Property Ownership

\_\_\_\_\_ *Owner/Developer:* The name, street address, e-mail address, and telephone number of the legal property owner and developer of the property and his/her agent. The ownership information shall include the citation of the last instrument conveying the property titles to each parcel of property involved in the proposed subdivision, giving grantee, date, and book and page or instrument number reference.

\_\_\_\_\_ *Professionals Involved:* The name, street address, e-mail address, and telephone number of the professional land surveyor or engineer responsible for the Final Plat.

#### Development Description

\_\_\_\_\_ *Legend:* A complete legend and notes, including a graphic scale, north arrow, and date.

\_\_\_\_\_ *Existing Features:* Accurate locations of all preexisting easements, rights-of-way, and other pertinent features on the property and/or intersecting the boundaries of the tract; including a description of their future use or abandonment.

\_\_\_\_\_ *Public Ways:* The location, width, and other dimensions of the existing and proposed rights-of-way and easements for all streets, alleys, and pedestrian pathways. Street rights-of-way shall include street names and setbacks or build-to lines.

\_\_\_\_\_ *Curve Table:* A complete curve table for all curves included in the plat.

\_\_\_\_\_ *Lots:* The location and dimensions (expressed in feet and hundredths of a foot), area, and the bearing of all lines to ½ minute for every lot and/or block created by the subdivision, including any remaining tract. All lots shall be consecutively numbered and all blocks shall be lettered in alphabetical order, consistent with the Preliminary Plat.

\_\_\_\_\_ *Easements:* Accurate locations, widths, and other dimensions of all easements, including a description of their use.

\_\_\_\_\_ *Monuments:* The location, type, material, and size of all existing and proposed monuments and markers included in the subdivision.

\_\_\_\_\_ *Set-Aside Areas:* Accurate locations and dimensions for any property to be dedicated or reserved for public, semi-public, or community use (including common areas and linear open space surrounding pedestrian pathways).

\_\_\_\_\_ *Setbacks:* All building lines and setback locations and dimensions throughout the development.

\_\_\_\_\_ *Covenants & Restrictions:* The text of, or references to, any restrictions that will run with the land and become covenants in the deeds for the lots. (Refer to Section 2.8 for PUD submittal requirements)

\_\_\_\_\_ *Explanations:* An explanation of all easements and reservations.

\_\_\_\_\_ *References:* Sufficient data to readily determine the location, bearing, and length of all lines for the reproduction of such lines on the property.

\_\_\_\_\_ *Endorsement:* A statement signed and dated by the property owner(s) endorsing the Final Plat.

\_\_\_\_\_ *Land Surveyor Certification:* Certification by a registered land surveyor.

\_\_\_\_\_ *Other Endorsements & Signatures:* Forms providing the necessary statements, signatures, and dates for the recording of the Final Plat in the Shelby County Recorder's Office.

### 11. Construction Plan Documents

Construction Plans shall be based on the approved Preliminary Plat and be consistent with the Final Plat. Construction plans shall be prepared for all required improvements and shall be designed on the state plane coordinates. The Construction Plans shall include the following:

\_\_\_\_\_ *Vicinity Map:* A map identifying the subject property, current zoning and use of adjacent properties.



\_\_\_\_ *Topographical Features Map:* A map noting significant physical and topographical features of the tract. For plats containing more than 2 lots, a topographical map at typical contour intervals that extends 100 feet beyond the boundary lines of the proposed tract must be submitted. This map should also show the direction of the flow of surface water runoff to and from the site.

\_\_\_\_ *Street Profiles:* Profiles showing existing and proposed elevations along centerlines of all streets

\_\_\_\_ *Street Cross-Sections:* Plans and profiles showing the location and typical cross-section of all streets, including curbs, gutters, sidewalks, rights-of-way, drainage facilities and easements, manholes, and catch basins.

\_\_\_\_ *Street Systems:* Plans showing the location of all street trees, street lights, street signs, sidewalks and/or pedestrian pathways, and permitted on-street parking areas.

\_\_\_\_ *Utility Systems:* Plans showing the location, size, and invert elevations of existing and proposed sanitary sewers, storm water systems (see Storm Water Plan Submittal below), water lines, gas lines, and fire hydrants, connections to existing or proposed utility systems, and the exact location and size of all underground utilities and structures.

\_\_\_\_ *Grading Plan:* A site grading plan for the entire development.

\_\_\_\_ *Erosion Control Plan:* Plans must be in accordance with 327 IAC 15-5 (Rule 5). Rule 5 plans must be submitted to the County SWCD for review and approval. When Rule 5 does not apply, at a minimum the plan must include erosion and sediment control measures and best management practices and a plan to restabilize exposed soils

\_\_\_\_ *Significant Features:* The location, size, elevation, and other appropriate descriptions of any other existing physical and natural features or facilities including 100-year floodplains and floodways, wetlands, water bodies, trees, the points of connection to proposed facilities and utilities, and the approximate high- and low-water elevations of all ponds, lakes and streams

\_\_\_\_ *Other Approvals:* Copies of any necessary approvals from other agencies, such as any required approvals from the U.S. Army Corps of Engineers, Indiana Department of Environmental Management, or Indiana Department of Natural Resources regarding modifications to wetlands or the regulatory floodway or floodplain.

\_\_\_\_ *Landscaping Plan:* proposed landscaping; buffer yards; size and spacing of plantings; trees to be preserved

\_\_\_\_ *Sign Plan:* A sign plan showing the location, height, method of illumination (if any) and dimensions of all permanent signs and indications of appropriate locations, heights, and sizes of any temporary signs.

\_\_\_\_ *Lighting Plan:* A site lighting plan, drawn to an appropriate scale, showing the type and location of all exterior lighting fixtures.

\_\_\_\_ *Other Features:* Any other construction details required to be shown by the Plan Commission, review engineer and Morristown Standards.

### 3. Storm Water Plan Submittal

\_\_\_\_ *2 sets Site/Drainage plans* which contain the following: Name and location map of proposed project; owner's name; seal and signature of professional engineer/land surveyor responsible for completing the design; date of plans; north arrow and scale; existing and proposed site conditions, including contours, elevations, entire storm water system with applicable inverts and elevations, storm sewer profiles, drainage flow arrows, pond cross section, utilities, building footprints and finished floor elevations, streets, drives, parking areas, easements, rights-of-way, property lines, bench marks, floodway/floodplain boundaries, all applicable construction/installation details, and erosion control measures and details.

\_\_\_\_ *Technical Specifications*

\_\_\_\_ *Technical Drainage Report* which contains the following:

\_\_\_\_ Summary of pre-developed and post-developed site conditions

\_\_\_\_ Storm water runoff calculations including: Drainage area calculation; weighted runoff coefficient or curve number calculations; time of concentration calculations showing overland (sheet) flow, shallow concentrated flow, and flow time in channel, gutter or pipe

\_\_\_\_ Inlet grate capacities

\_\_\_\_ Storm pipe and open channel design calculations including: Size of pipe and typical channel cross section; pipe and channel slopes; material and roughness coefficient; velocities in feet per second (fps); capacities in cubic feet per second (cfs)

\_\_\_\_ Storm pipe flow and hydraulic grade line calculations

\_\_\_\_ Name of computer model used where applicable

\_\_\_\_ Highlight pertinent data if computer printouts are submitted

\_\_\_\_ Detention/Retention Design summary with outlet control structure information (outlet structure discharge rating curve, stage/storage/discharge information during storm event)



## STATEMENT OF FINANCIAL RESPONSIBILITY

The undersigned of the proposed project to be known as

\_\_\_\_\_  
(project name and location or address)

do hereby agree to take full responsibility of financial payment of plan review fees incurred on the above project.

I am aware that the review fees apply for projects that require engineering review (for sanitary, storm water, transportation or drinking water design) and will begin upon the submittal of a Development Plan Application and continue until the project is approved and/or withdrawn. Review fees are charged according to the current hourly rate of the engineer performing the review (fees will not exceed \$120 per hour). I understand that if the project is withdrawn the review fees are still due and payable from the application date to the date on the letter of withdrawal. Final review fees are due within 30 days of notification of the fee.

All review fees are to be made payable to Town of Morristown.

The undersigned, having duly sworn upon oath, that the above information has been read and fully understood to be true and correct and is (undersigned) voluntary act and deed. The undersigned assumes responsibility for the aforementioned fees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Signature Printed

\_\_\_\_\_  
City, State, Zip Code

STATE OF INDIANA       )  
  )  
COUNTY OF \_\_\_\_\_)

Subscribed and sworn before me, a Notary Public, within and for said County and State, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires \_\_\_\_\_

Notary Public \_\_\_\_\_

(Notary Stamp or Seal)

<b>Development Plan Permit Application Fees</b>		
Multi-Family Residential Dwellings (3 or more units)	1st Unit	\$155.00
	Each Additional Unit	\$100.00
Industrial, Institutional, and Commercial Buildings	Each building	\$500.00 plus \$0.10/sq.ft. total floor area
	Addition to existing building	\$300.00 plus \$0.10/sq.ft. total floor area
	Service Stations (includes Car Wash, Auto Service Center, etc.)	\$500.00
	Apartments, Condominiums, Co-operatives, any type of Multi-Family Housing, Shopping Center, plus Enclosed Industrial Use Plans	\$500.00
	Other than above	\$500.00
Planned Unit Development (PUD)	Preliminary Plan	
	0-100 acres	\$500.00
	Over 100 acres	\$500.00 plus \$50.00 acre
Change in PUD	(which previously has been approved)	\$500.00
Preliminary Plat		\$500.00
Re-submitted Preliminary Plat (which has been previously rejected)		\$500.00
Final Plat		\$300.00

Note: Engineering review fees are in addition to application fees. Refer to Statement of Financial Responsibility.