



SUBDIVISION APPLICATION

OFFICE USE ONLY

DOCKET #: \_\_\_\_\_ FILING DATE: \_\_\_\_\_
FILING FEE: \$ \_\_\_\_\_ FEE PLUS \$ \_\_\_\_\_ PER LOT (@ \_\_\_\_\_ LOTS) = \$ \_\_\_\_\_

PRE-FILING CONFERENCE

PRE-FILING CONFERENCE WITH: \_\_\_\_\_ (STAFF NAME) DATE: \_\_\_\_\_

PRIOR OR RELATED DOCKET NUMBERS

CHANGE OF ZONING: \_\_\_\_\_ AMENDMENTS: \_\_\_\_\_ DEVELOPMENT PLAN: \_\_\_\_\_

PRIMARY PLAT: \_\_\_\_\_ SECONDARY PLAT: \_\_\_\_\_ VARIANCE(S): \_\_\_\_\_

APPLICANT INFORMATION

APPLICANT'S NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

REPRESENTATIVE'S NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

COMPANY: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROPERTY AND PROJECT INFORMATION

- TYPE OF APPLICATION: [ ] PRIMARY PLAT [ ] SECONDARY PLAT (PRIMARY PLAT DOCKET #: \_\_\_\_\_)
[ ] PLAT VACATION [ ] PLAT AMENDMENT (REPLAT) (ORIGINAL PLAT #: \_\_\_\_\_)
[ ] CONDOMINIUM [ ] CERTIFICATE OF CORRECTION (ORIGINAL PLAT #: \_\_\_\_\_)

SUBDIVISION NAME: \_\_\_\_\_

ADDRESS OR PROPERTY LOCATION: \_\_\_\_\_

ACREAGE: \_\_\_\_\_ (ATTACH LEGAL DESCRIPTION) PROPOSED LAND USE: \_\_\_\_\_

COUNTY PARCEL ID #(S): \_\_\_\_\_

(a secondary plat shall include, at a minimum, the entire parent tract being subdivided)

EXISTING ZONING DISTRICT(S): \_\_\_\_\_ EXISTING LAND USE(S): \_\_\_\_\_

IS A WAIVER BEING REQUESTED? [ ] YES [ ] NO IF YES, DESCRIBE: \_\_\_\_\_

NUMBER OF LOTS: \_\_\_\_\_ NEW PUBLIC WAYS PROPOSED? [ ] YES [ ] NO LENGTH OF NEW STREETS: \_\_\_\_\_

AMOUNT OF OPEN SPACE: \_\_\_\_\_ ACRES



**APPLICANT AFFIDAVIT**

*IN WITNESS WHEREOF, the undersigned, having duly sworn, upon oath says that above information is true and correct as he/she is informed and believes and that Applicant owns or controls the property involved in this application.*

\_\_\_\_\_  
Applicant/Representative (signature)

\_\_\_\_\_  
Applicant/Representative (printed)

*Before me the undersigned, a Notary Public in and for said County and State, personally appeared the above party, who having been duly sworn acknowledged the execution of the foregoing Application.*

*Witness my hand and Notarial Seal this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.*

State of \_\_\_\_\_, County of \_\_\_\_\_, SS:

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

\_\_\_\_\_  
Notary Public (printed)

**PROPERTY OWNER AFFIDAVIT**

*IN WITNESS WHEREOF, the undersigned, having duly sworn, upon oath says they are the owners of the property involved in this application and that they hereby acknowledge and consent to the foregoing Application.*

\_\_\_\_\_  
Property Owner (signature)\*

\_\_\_\_\_  
Property Owner (printed)

*Before me the undersigned, a Notary Public in and for said County and State, personally appeared the Property Owner, who having been duly sworn acknowledged and consents to the execution of the foregoing Application.*

*Witness my hand and Notarial Seal this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.*

State of \_\_\_\_\_, County of \_\_\_\_\_, SS:

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

\_\_\_\_\_  
Notary Public (printed)

*\*A signature from each party having interest in the property involved in this application is required. If the Property Owner's signature cannot be obtained on the application, then a notarized statement by each Property Owner acknowledging and consenting to the filing of this application is required with the application.*

## SUBDIVISION APPROVAL (PRIMARY PLAT)

**GENERAL INSTRUCTIONS**

- A. **Pre-Filing Conference:** A pre-filing conference is required for all petitions. An appointment must be made with the Economic and Community Development Department (the “Department”) to discuss a petition prior to filing. An application will not be considered filed until a pre-filing conference has occurred. An applicant should have a draft of the primary plat for the pre-filing conference. Applicants are encouraged to incorporate the Department’s comments into the application prior to filing.
- B. **Filing Petition:** A petition shall be filed with the Department by the filing deadline in accordance with the Schedule of Meeting and Filing Dates. In order to be deemed a complete petition, a petition shall include the following:
- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Completed Application                                  | <input type="checkbox"/> | Legal Description   |
| <input type="checkbox"/> | Draft Public Notice                                    | <input type="checkbox"/> | List of Adjoining Property Owners (as provided by County) |
| <input type="checkbox"/> | TAC Delivery Affidavit                                 | <input type="checkbox"/> | Narrative Statement (describing nature of development)    |
| <input type="checkbox"/> | Property Owner Consent                                 | <input type="checkbox"/> | Vicinity Map (including property within 500 feet)         |
| <input type="checkbox"/> | Copy of Property Deed                                  |                          |   |
| <input type="checkbox"/> | Primary Plat (in accordance with the Zoning Ordinance) |                          |   |
- (one hardcopy and one digital copy (PDF format) is required for the Department)
- C. **Filing Fee Check:** After the filing of an application, the Department will advise the applicant of the applicable filing fee amount, which is due and payable (checks made out to “City of Westfield”) within two (2) weeks of filing.
- D. **Technical Advisory Committee (TAC):** The applicant is responsible for submitting a copy of the application and related information to Technical Advisory Committee members prior to filing. An affidavit confirming delivery of information is required to be completed and signed by the applicant and submitted with the petition. Technical Advisory Committee meetings are held in the City Services Building (2728 East 171st Street, Westfield, IN 46074) in accordance with the Schedule of Meeting and Filing Dates. A representative must be present at this meeting.
- E. **Public Hearing and Notice:** All primary plat applications require a public hearing by the Plan Commission. The hearing is held at the first Plan Commission meeting of the month, in accordance with the Schedule of Meeting and Filing Dates. Notice of the hearing is required in accordance with the Plan Commission’s [Rules of Procedure](#):
1. **Newspaper Publication:** Notice of the hearing will be published in the Hamilton County Reporter and The Times. The Department will handle the newspaper publication requirement.
  2. **Mailed Public Notice:** The applicant is responsible to send public notice by first class mail to all interested parties, postmarked at least ten (10) days prior to the hearing. A list of adjacent property owners may be obtained from the **Hamilton County Auditor, Office of Transfers and Mapping** (33 North 9th Street, Noblesville, IN 46060, (317) 776-9624), and shall include all owners of property to a depth of two (2) ownerships of no direct or indirect financial or other interest to the applicant or property owner or one-eighth of a mile (1/8), whichever is less.
  3. **Public Notice Sign:** The applicant is responsible to post a public notice sign(s) on the property at least ten (10) days prior to the public hearing. The Department will determine sign locations and will make signs available for the applicant to obtain in the office of the Department.
  4. **Affidavit of Notice of Public Hearing:** The applicant shall deliver a copy of the mailed notice and a signed affidavit, verifying that the notices were mailed and the public notice sign(s) was posted on the subject property, to the Department at least four (4) calendar days prior to the public hearing.
- F. **Revisions:** Following the hearing, the applicant will have an opportunity to make revisions to the petition as a result of the TAC review, staff comments and public hearing comments. Revisions must be submitted electronically (PDF format) to the Department pursuant to the Schedule of Meeting and Filing Dates (see “Revised Plans Submittal Deadline”).
- G. **Plan Commission:** Following the public hearing and submittal of revised plans (typically at the second Plan Commission meeting of the month), the Plan Commission may either approve or deny the petition.
- H. **Resource:** Please see the Plan Commission’s [Rules of Procedure](#) for more detailed procedural information.



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- B. **Filing Petition:** A petition shall be filed with the Department by the filing deadline in accordance with the Schedule of Meeting and Filing Dates. In order to be deemed a complete petition, a petition shall include the following:
- |   |   |
|---|---|
| <input type="checkbox"/> Completed Application                                    | <input type="checkbox"/> Legal Description                                      |
| <input type="checkbox"/> Draft Public Notice                                      | <input type="checkbox"/> Copy of Covenants (proposed or recorded)               |
| <input type="checkbox"/> TAC Delivery Affidavit                                   | <input type="checkbox"/> Narrative Statement (describing nature of development) |
| <input type="checkbox"/> Property Owner Consent                                   | <input type="checkbox"/> Vicinity Map (including property within 500 feet)      |
| <input type="checkbox"/> Copy of Property Deed                                    |   |
| <input type="checkbox"/> Secondary Plat (in accordance with the Zoning Ordinance) |   |
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- E. **Revisions:** Following the Technical Advisory Committee, the applicant shall submit revised plans with an accompanying letter responding to the Technical Review Committee members’ and Department’s review comments. The Department shall be copied on any correspondence with Technical Advisory Committee members.
- F. **Approval:** The Department will approve a secondary plat once it determines the secondary plat complies with the applicable ordinances and that Technical Advisory Committee comments have been adequately addressed.
- G. **Signing of Secondary Plat:** A secondary plat will not be signed until: (i) streets, curbs, gutters, sanitary sewers, fire hydrants, storm sewers and like infrastructure have been constructed and inspected in accordance with the City’s Construction Standards and financial sureties for the maintenance of all public improvements are secured in accordance with the applicable ordinances and approved construction plans; or (ii) financial sureties are secured assuring the installation and maintenance of all public improvements in accordance with the applicable ordinances and approved construction plans.
- H. **Recording of Secondary Plat:** Upon approval, the Applicant shall file the signed Secondary Plat for recording in the Office of the Recorder of Hamilton County, Indiana, as required by law, and shall provide the Department with a recorded copy. The recorded copy shall remain on file in the office of the Department.