

ADMINISTRATIVE RE-PLAT:

**A GUIDE FOR THE SUBDIVISION
REPLAT PROCESS**

Prepared by:

**JOHNSON COUNTY
DEPARTMENT OF PLANNING AND ZONING**

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ADMINISTRATIVE RE-PLAT PROCESS OUTLINE:

Re-plats that qualify for an Administrative Re-plat *must not* create new lots or alter exterior boundary lines of the subdivision. The Director of Planning and Zoning may require a public hearing before the Plan Commission for any re-plat at his or her discretion.

Documents Needed

1. Application
2. A copy of the recorded deed for all properties within the subdivision (with Recorder's Stamp) – available from the Johnson County Recorder's Office.
3. Notarized letter of consent from all property owners within the subdivision (attached).
4. Filing fee
5. Signed letter of consent from all utility companies servicing subdivision if easements are altered.
6. One (1) signed and sealed survey showing the existing subdivision.
7. Four (4) signed and sealed surveys showing the proposed re-plat.
 - a. The survey shall include lines for notarized signatures of the surveyor, all property owners, Plan Commission Chairman, Plan Commission Secretary, and Director of Planning & Zoning.

Outline of Process

1. The subdivider shall submit an application and fee before review of the re-plat.
2. The proposed re-plat shall receive approval from the Highway Department and GIS Department.
3. After 15 days, the surveyor will receive all comments.
4. The surveyor will make corrections and send a final plat back to the Department of Planning & Zoning.
5. The Department of Planning & Zoning shall obtain signatures from the Plan Commission Chairman, Plan Commission Secretary, and Director of Planning & Zoning.
6. The surveyor shall obtain all other signatures and record the final plat. The surveyor must submit a mylar copy of the final plat to the Department of Planning & Zoning within 10 days of recording the subdivision.

Note: This document is an informational packet and shall be used only as a guide. Complete details of subdivision development are outlined in the Johnson County Subdivision Control Ordinance.

APPLICATION FOR ADMINISTRATIVE REPLAT

CASE #: _____
DATE RECEIVED: _____
RECEIPT NO: _____ BY: _____

NAME OF SUBDIVIDER: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE AND FAX: _____

I do hereby apply for sketch plan review of the following described subdivision in accordance with the provisions of the Comprehensive Plan. I am the owner(s) or the agent of the owner (s) of the real estate included in said subdivision.

NAME OF SUBDIVISION: _____

CIVIL TOWNSHIP: _____

SECTION: _____ TOWNSHIP: _____ RANGE: _____ AREA (ACRES): _____ # OF LOTS: _____

Will there be public improvements other than sidewalks? _____

I hereby affirm, under the penalties of perjury, that the foregoing representations are true and correct.

SIGNATURE OF SUBDIVIDER(S)

SIGN HERE

PRINT NAME HERE

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC, ON THIS _____ DAY
OF _____, 20____.

Notary Public, _____
Resident of _____ County, Indiana

My commission expires: _____



AFFIDAVIT OF CONSENT OF PROPERTY OWNER

I (we) _____ and _____ after being first
duly sworn, depose and say:

1. That I/we are the owner(s) of the real estate located at:

(address - attach recorded legal description)

2. That I/we have read and examined the Petition Application, and are familiar with its contents.

3. That I/we have no objections to and consent to such request as set forth in the petition application form.

4. That such being made by the Petitioner is/ is not a condition to the sale or lease of the above referenced property.

Owner

Owner

State of Indiana)
) SS:
County of Indiana _____)

Subscribed and sworn to before me this _____ day of _____, _____

My Commission expires: _____ Signature of Notary: _____

County of Residence: _____ Printed name of Notary: _____