

**MINOR SUBDIVISION
DEVELOPMENT
IN JOHNSON COUNTY:**

**A GUIDE FOR THE SUBDIVISION
DEVELOPMENT PROCESS**

Prepared by:

**JOHNSON COUNTY
DEPARTMENT OF PLANNING AND ZONING**

May 10, 2002

MINOR SUBDIVISION PROCESS OUTLINE:

Described below are the basic procedures associated with the development of a minor residential and/or commercial subdivision in the unincorporated area of Johnson County.

1. Sketch plan filing by the petitioner;
2. Technical Review Committee review of the proposed sketch plan;
3. Drainage Board review and approval of the drainage plan;
4. Proposed Plat & Supporting Data filing by the petitioner;
5. Plan Commission review and approval of the proposed plat.

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.

MINOR SUBDIVISION PROCESS DETAILS:

1. Sketch Plan Filing

The first step in the development process of a minor residential and/or commercial subdivision is the filing of a sketch plan with the Johnson County Department of Planning and Zoning. The sketch plan represents the initial concept for the proposed subdivision. A filing fee is required upon submitting the sketch plan to the Department of Planning and Zoning. Form One from the Johnson County Subdivision Control Ordinance is required to be submitted at this stage. (Subdivision Control Ordinance Section 6-102-7.A lists the items to be included on the Sketch Plan.)

2. Technical Review of the Proposed Sketch Plan

The Johnson County Technical Review Committee will review the proposed sketch plan. The membership of the Technical Committee is composed of various County officials, representatives of utility companies, and others in the building industry. Comments about the proposed subdivision will be generated at this meeting. If technical flaws exist with the proposal, those deficiencies must be corrected before the filing of the plat & supporting data sheet. (A calendar of Technical Review Committee meetings is available from the Department of Planning & Zoning)

3. Plat & Supporting Data Filing/ Preliminary Plat Filing

The next step is to file the preliminary plat for the proposed subdivision and a supporting data sheet. The plat and supporting data sheet should incorporate the corrections and/or additions recommended during the Technical Review Committee meeting. A filing fee is required for preliminary plat submittal for minor subdivisions. (Subdivision Control Ordinance Section 6-102-7.E lists the items to be included on the Preliminary Plat)

4. Drainage Board Approval of Proposed Plat

Before the plat can be approved by the Johnson County Plan Commission it must receive approval from the Johnson County Drainage Board. The Johnson County Surveyor and the Planning Engineer act as advisors to the Drainage Board. The approved preliminary plat must receive both preliminary and final drainage approval. (Drainage Board filing information may be obtained from the Johnson County Surveyor's Office).

5. Plan Commission Review & Approval of Proposed Plat

The Johnson County Plan Commission will review the proposed plat. The Johnson County Plan Commission is a nine member board which approves platting requests for subdivisions. The Board is made up of five citizen members, three elected officials and the County Extension Agent. The Plan Commission will make a decision based on whether the proposed preliminary plat meets the requirements of the Johnson County Zoning and Subdivision Control Ordinances.

APPLICATION FOR SKETCH PLAN REVIEW

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

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: _____

APPLICATION FOR PRELIMINARY APPROVAL

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

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: _____

NOTICE OF PUBLIC HEARING

**TO BE PUBLISHED IN THE *DAILY JOURNAL*
AND SENT TO ADJOINING PROPERTY OWNERS**

Notice is hereby given that the Johnson County Board of Zoning Appeals, on the _____ day of _____, in the year _____, at 7:00 p.m. in the Auditorium of the Courthouse Annex Building at 86 West Court Street in Franklin, Indiana, will hold a public hearing on a request by (Petitioner) _____ for consideration of a request for a Use Variance on premises located at:

**(INSERT EITHER THE STREET ADDRESS OF THE SUBJECT PROPERTY
OR TAX IDENTIFICATION NUMBER AND GENERAL LOCATION DESCRIPTION, AS
PROVIDED BY THE DEPARTMENT OF PLANNING & ZONING)**

To allow:

(INSERT DETAILED DESCRIPTION OF THE ACTION REQUESTED)

Written suggestions or objections to the provisions of the request may be filed with the Secretary of the Board, at or before such meeting and will be heard by the Board at the time and place specified. Said hearing may be continued from time to time as may be necessary.

Interested persons desiring to present their views upon the request, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place. Copies of the petition may be examined at the Johnson County Department of Planning and Zoning, 86 West Court Street, Courthouse Annex, Franklin, Indiana. Office hours are Monday through Friday, 8:00 - 4:30 p.m.

Petitioner signature

CASE #: _____

AFFIDAVIT OF NOTICE OF PUBLIC HEARING BY CERTIFICATE OF MAILING

**FOR CERTIFICATE OF MAILING
FOR USE VARIANCE
BY JOHNSON COUNTY BOARD OF ZONING APPEALS**

I/ we _____ do hereby certify that notice of public hearing by the Board of Zoning Appeals of the County of Johnson to consider Case No. _____ was certified to be mailed to the last known address of each of the following persons, and that these persons represent all those required to be notified of this petition, and included in the most current records of the Johnson County Auditor’s Office, Mapping Department:

OWNER’S NAME:	ADDRESS:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

** Additional pages may be used for names and addresses*

AND THAT SAID NOTICES WERE SERVED BY CERTIFICATE OF MAILING on or before the _____ day of _____, being at least TEN (10) days prior to _____, _____ the date of the Public Hearing in the Auditorium of the Courthouse Annex Building at 86 West Court Street in Franklin, Indiana at 7:00 p.m.

State of Indiana)) SS: County of)	_____ Petitioner signature _____ NOTARY PUBLIC
Subscribed and sworn to before me this _____ day of _____,	_____
My commission expires: _____	_____
County of Residence: _____	_____