

# **RE-PLAT OF MAJOR & MINOR SUBDIVISIONS:**

**A GUIDE FOR THE SUBDIVISION  
RE-PLAT PROCESS**

**Prepared by:**

**JOHNSON COUNTY  
DEPARTMENT OF PLANNING AND ZONING**

**June 10, 2013**

## **RE-PLAT PROCESS OUTLINE:**

### **REQUIRED RE-PLAT DOCUMENTS:**

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. One (1) signed and sealed survey showing the existing subdivision.
6. Four (4) copies of the signed and sealed sketch plan 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.

### **RE-PLAT PROCESS DETAILS:**

#### **1. Sketch Plan Filing**

The first step 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.

#### **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).

*The Director of Planning & Zoning may waive the Technical Review requirement.* In this case, the applicant shall submit letters of approval of the proposed re-plat from the Johnson County Highway Department, Johnson County Health Department, local fire department, and all utility providers. The Department of Planning & Zoning will submit any needed corrections within 15 days of submittal of the Sketch Plan.

#### **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. (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). *The Planning Engineer may waive Drainage Board Approval.*

#### **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. ***Re-plats of Major Subdivisions also require Commissioners' approval.***

**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 A RE-PLAT

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: \_\_\_\_\_

\_\_\_\_\_

**□ 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: \_\_\_\_\_

**NOTICE OF PUBLIC HEARING**

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