

# **CHECKLIST**

## **SUBDIVISION PRIMARY PLAT/REPLAT**

The developer shall follow all the requirements for a public hearing

The Primary Plat shall contain all the information required in the subdivision ordinance unless waived by planner or plan commission. If this is a Replat the name of the replat following the words "replat" is needed on the cover sheet

These are:

### A . Location map showing

- 1 . Location within the city ;
- 2 . Zoning of tract and adjacent property; and
- 3 . Existing related streets including the distance there from

### B . Site map of the subdivision and land within 100 feet of its boundaries showing:

- 1 . Contours of the site at vertical intervals of two feet if the general slope is less than 10 percent, and at intervals of five feet if the general slope is greater than ten percent.
- 2 . Character and location of natural or artificial features existing on the land which would affect the design of the subdivision, such as wooded areas, streams, direction and gradients of ground slope, embankments, retaining walls, buildings or non residential usage of land.
- 3 . Names of owners of properties contiguous to the subdivision
- 4 . Existing and proposed streets and right-of-way, including dedicated widths, roadway widths, approximate gradients; types and widths of pavements, curbs and sidewalks
- 5 . Existing and proposed easements, including widths and purposes
- 6 . Utilities, including the size, capacity and location of sanitary sewers, storm sewers, drainage facilities, water lines, gas lines, gas mains, power lines and telephone lines
- 7 . Areas subject to periodic overflow of flood or storm waters
- 8 . Subsurface conditions, including information about ground water levels and stability of subsoils
- 9 . Tract boundary lines by calculated distances and bearings; and
- 10 . Title, graphic scale, north point, and date

### C . A Subdivision Plat or Replat

- 1 . Subdivision/Replat name; and legal description

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- 2 . Name and address of owner, subdivider, engineer or surveyor who prepared the plat. The signature and seal of a licensed land surveyor or engineer must appear on the primary plat/replat if work is to commence on public improvements prior to secondary plat approval
- 3 . Street pattern, including the names (which shall not duplicate existing streets in the city unless it is an extension of an existing street) widths of right-of-way of streets, width of easements for alleys, and approximate grades of streets;
- 4 . Layout of lots, including dimensions, total acreage and number of dwelling units, building setback lines or front yard lines, and street addresses. All lots intended for sale shall be consecutive throughout the several additions. Where all lots are of the same dimensions, it shall be sufficient to so state and mark the precise length and width upon tier thereof. All triangles or other lots which are neither square nor parallelograms shall have the length on each side plainly defined by figures.
- 5 . Parcels of land to be dedicated or reserved for schools, parks, playgrounds or other public or community use. Parcels of land reserved for use of all property owners of the subdivision/replat with the proposed conditions, if any, attached to such dedication or reservation. Such private parks and excluded parcels shall be designated as such in printing upon the plat and shall be lettered respectively or given name.
- 6 . Key plan, legend, notes, graphic scale, north point and date
- 7 . *In the case of a replat, all descriptive lines of the original plat being replaced shall be shown by dotted lines in their proper position in relation to the new arrangement of the plat, the new plat being clearly shown in solid lines so as to avoid ambiguity or confusion.*

D . Engineering plans for showing :

- 1 . Centerline profiles of all proposed streets or roads, with typical cross sections indicating proposed crowns and slopes. Such profiles shall display the locations and typical cross sections of street pavements including curbs, gutters, sidewalks, drainage easements, servitudes, right-of-ways, manholes and catch basins; the location of street trees, street lighting, and street signs; the location size and invert elevations of existing and proposed sanitary sewers, stormwater drains and fire hydrants, showing connection to any existing or proposed utility systems; and the exact location and size of all water, gas or other underground utilities or structures.
- 2 . Statement of proposed uses of lots, stating type of residential buildings with number or proposed dwelling units; type of business or industry; so as to reveal the effect of the development on traffic, fire hazards or congestion.
- 3 . Proposed covenants and restrictions, set out in full
- 4 . Proposed zoning plan for the area, if any zoning changes are proposed
- 5 . Statement of the date upon which it is proposed to commence and complete development, once approved; and such other information as may be deemed necessary for proper review.

- 6 . If connection to a public sewerage system is not feasible, a report on the feasibility of a separate sewerage system and treatment works for the subdivision, including the design, population, type and location of the treatment plant and the receiving stream;
- 7 . If the connection to a public or private sewage system is not feasible, a report on the feasibility of on-lot sewage disposal, including a detailed map of the physical conditions of the site, contours, finished grades, water courses, ground water table elevations, and the results of soil percolation tests for each individual lot conducted in accordance with the recommended practices of the state board of health
- 8 . A landscape plan pursuant to city code
- 9 . All infrastructure in any subdivision in the city must comply with the existing requirements of the ADA and be compliance certified by the engineer for the subdivision.

E . Restrictions – A draft of the protective covenants or private restrictions to be adopted in the secondary subdivision plat

F . Certificates of approval – A certificate for completion by the plan commission shall be shown on the primary plat/ replat as follows:

In accordance with the Subdivision Control Ord nance of the City of Gary, this plat was given conditional approval as a Primary Plat by the Plan Commission at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ day o f \_\_\_\_\_ , \_\_\_\_\_ .

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Public Works Director

Void unless secondary approval is received by \_\_\_\_\_ , \_\_\_\_\_ .

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

\_\_\_\_\_  
Notary Public (Seal)

G . Land Surveyor's Certificate

I, \_\_\_\_\_, hereby certify that I am a Land Surveyor licensed in compliance with the laws of the State of Indiana, and certify that this plat correctly represents a survey completed by me on \_\_\_\_\_, \_\_\_\_\_, and that all monuments shown actually exist and that their location, type and material are accurately shown.

\_\_\_\_\_  
Land Surveyor

\_\_\_\_\_  
Ind. Reg. No.