

CHECKLIST

SUBDIVISION SECONDARY (FINAL) PLAT/REPLAT

The developer shall follow all the requirements for a public hearing

The Secondary (Final) 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**

A . Secondary (Final) Plat that is clearly drawn with black ink on 24x36 sheet of paper. When more than one sheet is required all sheets shall be indexed in an orderly consecutive fashion and a small key drawing of the entire subdivision shall appear on the first sheet. Secondary Plat shall be drawn to a scale of not more than 100 feet to one-inch and shall show the following:

- 1 . Legal name of subdivision on the plat in prominent letters at the top of the sheet
- 2 . Location of the subdivision by section, township, and range, municipality, county and state
- 3 . Exact location of subdivision boundaries indicated on the plat drawings by distances and bearing, with reference to at least two of the nearest recognized permanent monuments of section corners.
4. Names of the owners and registered surveyor or registered engineer preparing the plat
5. Date of the survey, scale of map, and north arrow
6. All subdivision boundaries, showing length of courses to 1/100 foot and bearing to half minutes, and radii and angles of all curves and tangents.
7. Exact location, width and names of all streets within and adjoining the subdivision and the exact location and widths of all alleys and thru-walks.
8. Radii, internal angles, points in curvature, tangent bearings and lengths of all arcs, chord and chord bearings
9. All lot numbers and lot lines, with accurate dimensions in feet and hundredths, and with bearing or angles to street and alley or thru-walk right-of-way lines. When all lots are the same dimensions, it shall be sufficient to so state and mark the precise length and width upon one tier thereof. All gores, triangles or other lots which are neither square nor parallelograms shall have the length of each side plainly defined by figures. Blocks in numbered additions to subdivisions bearing the same name may be numbered consecutively through the several additions.
10. Accurate location of all monuments erected, corners and other points established in the field in their proper places. The material of which each permanent monument, corner or other point is made shall be noted by legend, symbol or otherwise
11. Complete legal description of parcel
12. legal description by course and extent, of any areas (not including streets, alleys or public utility easements) to be dedicated or reserved for public use, with the purposes indicated thereon; and of any area to be reserved by deed covenant for common use of all property owners
13. Building setback lines, with dimension
14. When lots are located on a curve or when side lot lines are at angles other than 90 degrees, the width at the building line shall be shown

15. All lake or stream shore meander lines established by the surveyor, the distances and bearings thereof, and the distance between the points of intersection of such meander lines with lot lines and the ordinary high water mark
16. Abutting, property, and state highway lines and streets of adjoining plats shown in their proper location, with names and widths

B . For the Secondary Plat to be recorded the following certificates shall be printed on the plat. Once all signatures have been collected on the secondary plat, the petitioner will convert the approved and signed secondary plat to Mylar (2) copies within 90 days of approval. (1) Copy will be filed with Planning Department, (1) copy will be filed with Lake County Recorder Office:

1. Restrictions – The protective covenants or private restrictions to be adopted in the secondary subdivision plat
2. Certificates of approval

Under authority provided by I.C. 36-7-4-700, Subdivision Control, and any amendments thereto, this plat was granted SECONDARY (FINAL) PLAT APPROVAL by the City of Gary, Indiana, as follows:

Approved by the City Plan Commission at a meeting held

President

Secretary

Public Works Director

Void unless Recorded by (within 90 days of approval) _____

Witness my hand and Notarial Seal this _____ day of _____

Notary Public (Seal)

3. 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.

4. Improvements and Installations - (When right-of-way is to be dedicated or when public improvements are to be made, the following certificate shall be on the plat)

IMPROVEMENT PLANS

This document contains or is a part of the approved improvement plans for the following subdivision: _____ The improvements to be installed in this subdivision will not be accepted for maintenance by the Board of Public Works and Safety unless and until all improvements shown hereon have been installed and are in substantial compliance with these plans.

Director of Public Works

Date

BOARD OF PUBLIC WORKS & SAFETY APPROVAL

Be it resolved by the Board of Public Works and Safety, City of Gary, Indiana, that the dedications shown on this plat are hereby approved and accepted this _____ day of _____.

President

Member Attest:

5. Owner Certificate (The applicable portions of this certificate shall appear on all plats)

We, the undersigned _____ (names) _____ owners of the real estate shown and described herein, do hereby certify that we have laid off, platted and subdivided, and do hereby lay off, plat and subdivide, said real estate in accordance with the within plat.

The subdivision shall be known and designated as _____ consisting of _____ lots and _____ blocks and containing _____ acres.

All streets and alleys shown and not heretofore dedicated are hereby dedicated to the public. Other public lands shown and not heretofore dedicated are hereby reserved for public use.

Clear title to the land contained in this plat is guaranteed. (Any encumbrances and special assessments are explained as follows):

The setback lines shall be determined by the regulations of the City of Gary, Indiana Zoning Ordinance of current adoption.

There are strips of ground shown on this plat and marked easement, reserved for the use of public utilities and subject to the paramount right of the utility or City to install, repair, maintain or replace its installation.

All drainage easements identified on the plat are specifically authorized to be used for drainage purposes. All grades shall be maintained as constructed. Additional cut and fill work within drainage easement areas is prohibited unless authorized by the Engineering Department.

WITNESS OUR HANDS AND SEALS this _____ day of _____, _____.

Before me, the undersigned Notary Public, in and for the County and State, personally appeared _____ and each separately and severally acknowledged the execution of the foregoing instrument as his or her voluntary act and deed, for the purposes therein expressed.

Witness my hand and Notarial Seal this _____ day of _____, _____.

Notary Public (Seal)

6. Recording Notation

- (a) Recording is hereby authorized by the owners: _____.
- (b) Entered for taxation this _____ day of _____, _____.
- (c) Recorded in Plat Book _____, page number _____, this the _____ day of _____, _____, at _____ O'clock.
Instrument No. _____ Fee Paid _____
_____, Recorder, Lake County.
- (d) Copy of plat received by _____, Assessor.

7. Private Street or access easement notation.

A. Those plats containing private access easements shall add the following notation to the owner's certificate:

The responsibility for maintenance of the private access easement(s) shown on this plat shall be assumed by the property owners and not by the city. Other public services such as snow removal and trash and leaf pick-up will not be provided to properties with sole access on the private easement(s).

B. Those plats containing private streets shall add the following notation to the owner's certificate:

The responsibility for maintenance of the private streets(s) shown on this plat shall be assumed by the property owners and not by the city. Other public services such as snow removal and trash and leaf pick-up will not be provided to properties with sole access on the private street(s).