

Department of Planning &  
Community Development  
CITY OF CRAWFORDSVILLE

**Procedure for Planning Commission**

In order to appear before the Plan Commission of the City of Crawfordsville, the following procedures must take place:

1. Contact the Director of Planning & Community Development to discuss your request to do the following:
  - Rezone
  - Subdivision (*Schedule Pre-Plat Conference with Director of Planning & Community Development*)
2. Complete application process which includes:

**REZONE Request**

- Complete and Sign necessary application
- Obtain and submit a legal description for the property being rezoned
- Provide a current zoning map of the area and the adjoining properties
- Obtain a list of adjacent and adjoining property owners from the Planning Department
- Submit all applicable fees by the filing deadline

**SUBDIVISION Request(s)**

- Complete and Sign necessary application
- Submit necessary plans per specifications attached for:
  - Primary Plat Approval (*See attached specifications*)
  - Secondary Plat Approval (*See attached specifications*)
- Obtain a list of adjacent and adjoining property owners from the Planning Department
- Submit all applicable fees by the filing deadline

**Filing Fees as prescribed by the Official Fee Schedule:**

- Rezoning Filing Fee	\$100.00
- Primary Plat - Lot Split	\$100.00
- Primary Plat - Subdivision	\$300.00
- Secondary Plat - Subdivision Only	\$300.00
- Legal Publication Fees ( <i>Required Fee</i> )	\$ 75.00
- Certified Letters ( <i>Required Fee</i> )	\$ 6.11 (x the number of property owners to be notified)

All applications require legal publication and certified notification fees.

*The completed application packet must be turned in by the filing deadline.*

3. Attend Plan Commission meeting
4. Attend Plat Committee meeting for Secondary Plat Approval (*if applicable*)
5. Attend City Council meeting (*if applicable, for Rezoning request only*)

The Plan Commission of the City of Crawfordsville meets on the Third Tuesday of each month at 5:00 p.m. in the  
Common Council Chambers of the City Building.

FILING DEADLINE: \_\_\_\_\_

Plan Commission Meeting Date: \_\_\_\_\_

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**Primary Plat**

The primary plat shall be prepared by a registered land surveyor at a scale of not more than 1"=100'. Standard engineering symbols shall be used, with a legend or explanation of all symbols provided on all submitted drawings. The primary plat shall be of a size not less than 17"x21" no more than 30"x36"; except that when the plat at the scale of 1"=100" requires more than the largest acceptable sheet (30"x17"), the plat may be drawn at a scale of up to 1"=200'. One copy reduced to 11"x17" shall be submitted for reproduction. In addition, all documents submitted as part of a primary plat application shall also be submitted electronically and include all CAD files. The primary plat shall show the following information:

- a. The proposed name of the subdivision.
- b. A Context Map showing the location of the proposed subdivision referenced to existing or proposed major streets and to township section lines.
- c. The name, address and telephone number of the owners of the land to be subdivided, and of the applicant if other than owner.
- d. Name, address, telephone number and registration number of the registered land surveyor responsible for the design of the subdivision, the design of public improvements, and for surveys.
- e. An accurate metes and bounds description of the tract and its title as shown by the records in the Office of the Montgomery County Recorder.
- f. Date, graphic scale bar and north point.
- g. Location, widths, dimensions, and names of all existing or prior platted streets or other public ways, railroad and utility rights-of-way or easements within and adjacent to the tract.
- h. Location and names of all existing or prior platted parks and other public and private recreation areas within and adjacent to the tract.
- i. Location of all existing buildings and structures within the tract.
- j. All section, corporation, school and other improvement district lines, with the districts properly designated within and adjacent to the tract.
- k. Location of subdivision property with respect to surrounding property owners, including the names of all adjoining property owners of record and the names of adjoining developments.
- l. Layout of proposed streets, their names, widths and type of surfacing material; the locations of alleys, crosswalks, and sidewalks; and the location of any construction access roads as required by the Plan Commission or as deemed necessary by the developer.
- m. Layout of proposed lots including their numbers, dimensions, and square footage.
- n. Parcels of land intended for dedication for public use, or which are to be set aside for the use of property owners in the subdivision.
- o. All building setbacks.
- p. Approximate topographic contours (existing and proposed), shown at vertical intervals of not more than five (5) feet, where the slope is greater than ten percent (10%). Elevations marked on such contours shall be based on a datum plane approved by the Crawfordsville Engineer, or on Seal Level Datum.

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- q. Location, dimensions, and types of all proposed easements.
- r. Preliminary sanitary sewer pipe locations, manholes locations and invert elevations at point of connections with existing facilities or alternative means of disposal.
- s. Preliminary storm sewer improvement locations, including pipe, manhole and catch basin locations, detention basin locations, and storm drainage flow lines.
- t. Preliminary water line and fire hydrant locations to the point of connection with existing facilities or alternative sources.
- u. Street lighting fixture locations, if applicable.
- v. Whenever the primary plat covers only a part of an applicant's contiguous holdings, the applicant shall submit, at a scale of no more than 1"=200', a sketch of the entire holding, including the proposed subdivision area, showing an indication of the probable future street and drainage systems for the remaining portion of the tract.
- w. A vicinity map showing streets and other general development of the surrounding area.
- x. A Certificate of Approval of Primary Plat by the Plan Commission.
- y. A dedication of roads, easements, buffers, or land, if applicable.
- z. Such other information as the Planning director may require.

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**Secondary Plat**

The secondary plat shall be prepared by a registered land surveyor at a scale of not more than one 1"=100'. Standard engineering symbols shall be used, with a legend or explanation of all symbols provided on all submitted drawings. It shall include all additions, corrections and deletions of the primary plat required by the Commission. The secondary plat shall be of a size not less than 17"x21" no more than thirty 30"x36"; except that when the plat at the scale of 1"=200. One copy reduced to 11"x17" shall be submitted electronically and include all CAD files. In addition to the information required for the primary plat, the secondary plat shall also show the following information:

- a. Accurate boundary lines, with dimensions and angles, which provide a survey of the tract, closing with an error of not more than one (1) foot in ten thousand (10,000) feet.
- b. Accurate distances and directions to the nearest established street corners of official monuments. Reference corners shall be accurately described on the plat.
- c. Accurate locations of all existing and recorded streets intersecting the boundaries of the tract.
- d. Accurate metes and bounds description of the boundary.
- e. Street names and addresses as assigned by the Area Plan Commission staff.
- f. Complete curve notes for all curves included in the plan.
- g. Street lines with accurate dimensions in feet and hundredths of feet, with angels to street, alley, and lot lines.
- h. Lot numbers and dimensions.
- i. Accurate locations of easements for utilities and any limitations on such easements.
- j. Accurate dimensions for any property to be dedicated or reserved for public, semi-public, or community use.
- k. Yard setback lines and dimensions.
- l. Locations, type, material and size of all monuments and lot markers.
- m. Plans and specifications for the improvements and lot markers.
- n. An Offer of Dedication, if applicable.
- o. A Certificate of Acknowledgment, if applicable.
- p. A Land Surveyor's Certificate.
- q. A Certificate of Inspections, if applicable.
- r. Either a Certificate of Approval of Secondary Plat by the Plat Committee or a Certificate of Approval of Secondary Plat by the Plan Commission.
- s. A description of the protective covenants or private restrictions to be incorporated in the plat of the subdivision, if applicable.
- t. Such other information as the Commission may require.

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Petition for Approval of Primary Subdivision Plat

Petition No. \_\_\_\_\_

Petitioner: \_\_\_\_\_

Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

**Name of Subdivision:** \_\_\_\_\_ **No of Lots:** \_\_\_\_\_

**General Location:** \_\_\_\_\_

Legal Description: \_\_\_\_\_

Name of Registered Engineer or Surveyor Preparing the Subdivision Plat: \_\_\_\_\_

Date Purchased: \_\_\_\_\_

Parcel Size: \_\_\_\_\_ Parcel No. \_\_\_\_\_

Zoning District: \_\_\_\_\_

I (We) hereby apply to the Plan Commission of the City of Crawfordsville for Primary Approval of the following described subdivision plat in accordance with the Subdivision Control Ordinance. I (We) are the owner(s) or authorized agent(s) of the real estate included in said subdivision. The proposed plat accompanies the petition.

\_\_\_\_\_  
Petitioner/Agent

\_\_\_\_\_  
Date

**IF THE OWNER IS NOT THE APPLICANT THE FOLLOWING STATEMENT MUST BE SIGNED:**

I (We) am (are) aware of the petition for subdivision of the land, and I (We) hereby authorize the above name applicant(s) to act as my (our) agent(s) for the purposes of the petition.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**NOTICE: An accurate legal description and map of the property shall be attached to the petition for Plan Commission consideration.**

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Petition Fee: \_\_\_\_\_ Legal Fee: \_\_\_\_\_ Certified Mail: \_\_\_\_\_ TOTAL: \_\_\_\_\_