F. Ripley County Area Planning Commission
P.O. Box 151
Versailles, IN 47041

Application for Subdivision Plats

This Application Subdivision Package consists of three parts: 1) the application form, 2) a set of instructions, and 3) an example subdivision plat. This form needs to be completed by printing clearly or by typing. It should be completed in English only.

I. Application Form

A. Personal Information:

1. Name _____
2. Address _____
   _____
3. Phone Numbers: home: _____
   business: _____
   cell: _____

B. Property Information

4. Location of Property: Sec _____Twp _____Rng _____
5. Tax ID Number: _____
6. Proof of ownership by deed recorded: _____
7. Acres involved with this petition: _____
8. Current Zone of Property: _____

C. Subdivision Information

9. Name of Subdivision _____
10. Type of Subdivision _____
11. Number of Lots _____
12. Are there Variances from the code included in this subdivision? _____
    a. type(s) of variance(s) _____
    b. number of variances _____
    c. reason(s) variance(s) is/are necessary_____
    _____

D. List of Necessary Items to be included with this application:

_____ 13. Copies of Subdivision
    a. One (1) reproducible copy (18" x 24")
    b. Six (6) paper copies (18" x 24")
    c. 1 Legal size copy (8 1/2" x 11")
_____ 14. List of Interested Parties, with their address
_____ 15. Proof of Closure for perimeter of Subdivision
_____ 16. Letter of Approval from the Soil & Water Conservation District if applicable
_____ 17. Soil Erosion Plan, if subdivision disturbs more than 1 acre of land
_____ 18. Topographical Map
_____ 19. Location Map
_____ 20. Letter from Municipal Sewer Company or from the Ripley County Health Dept. stating that septic has been approved
_____ 21. Letter of Adequate Water Supply
_____ 22. Letters from the Electric and/or Gas companies
_____ 23. Letter from County or State Hwy. Department
_____ 24. Statement of the proposed use of lots

_____ 25. Has application fees been paid?
_____ 26. Has proof of publication been provided?
_____ 27. Has proof of notification by mailing been provided?

E. Statements regarding Subdivision

_____28. The survey plat complies with the Ripley County Zoning Ordinances.
_____29. The Subdivision complies with the Area Subdivision Control Code.
_____30. If there are variances involved, the following questions need to be answered. These are the criteria that all variances must meet before the Planning Commission will approve the subdivision.

1. How will the approval of this variance not be injurious to the public health, safety, morals, and general welfare of the community?
   _____
   _____
2. How will the use and value of the area adjacent to the property included in the variance not be affected in a substantially adverse manner?
   _____
   _____
3. Will the strict application of the terms of the zoning code result in practical difficulties in the use of the property?
   _____
   _____
4. Are there exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or class of use in the same vicinity and district?
   _____
   _____
5. Is such variance necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and district but which is denied to the property in question?
   _____
   _____
6. Will the granting of such variance not alter the land use characteristics of the vicinity and district, or increase the congestion in the streets?
   _____
   _____

As applicant, I understand that this application is being submitted in accordance with the Ripley County Subdivision Control Code, and that I am responsible for the accuracy and completeness of the application.
I understand that incomplete or inaccurate information may result in delay or denial of the request.

_____ _____
(Applicant's Signature) (Date)

Check List

This checklist is to ensure that you have all the information needed to file for an application for the Area Plan Commission or the Board of Zoning Appeals.

- _____ Application form completed in full.
- _____ Green Cards are to be sent to all interested parties at least Ten (10) days prior to the meeting.
- _____ Public notice is to be published at least Ten (10) days prior to the meeting.
- _____ Green Cards, and or the receipts for the certified mailings are to be presented to the Executive Director prior to the meeting.
- _____ Proof of publication is to be presented to the Executive Director prior to the meeting.
- _____ Application fee is to be paid at the time of application.

_____ _____

Signature Date

II Instructions

A. Personal Information

1. Name: Indiana Law requires that a petition for a subdivision be made by an owner of at least 50% of the property.
2. Address: The current mailing address of the applicant.
3. Phone Numbers: These are necessary for communications between the Executive Director and the applicant during the hearing process.

B. Property Information

4. The Section, Township, and Range can be found at the beginning of your legal description on your deed or at the Ripley County Surveyor's Office.
5. This would be the tax parcel number of the parent parcel tract. It should be on the survey of the subdivision, but it can also be found on your tax statement, from the Auditor's Office, or the Surveyor's Office
6. Proof of ownership can be a deed or a land contract. If it is an unrecorded land contract, a copy of the contract will be necessary. The location of your deed or land contract is sometimes marked in the right-hand corner of the first page. If not, the information can be obtained in the Recorder's Office.
7. The total number of acres involved in the subdivision should be listed under the legal description shown on the subdivision plat.
8. The current zone of the property involved should be listed on the subdivision plat.

C. Subdivision Information

9. The applicant should check with the Plan Commission Office or the Surveyor's Office to make sure that the desired name of the proposed subdivision does not represent an existing subdivision.
10. The type of subdivision proposed can refer to the use of the lots, the size of the subdivision, or the condense nature of the lots. The Executive Director may be able to help you better describe the nature of the proposed subdivision.
11. This simply wants to know how many proposed lots will be created within the proposed subdivision.
12. Is there anything contained within the proposed subdivision that does not meet Ripley County Zoning Codes?
    a. How does is vary from the code?
    b. How many times does it vary from the code?
    c. Why did the applicant feel that to vary from the code was necessary in order to develop a more suitable subdivision?

D. List of Necessary Items to be included with this application

13. The copies requested are for the hearing.
14. Interested Parties are (according to the Rules of Procedure):
    a. All owners of the property within the area included in the Petition who

are not the Petitioners.

b. For unincorporated areas: All property owners whose land touch the petitioner's property lines, even if connected by only a single point.

c. For incorporated areas: all land owners of adjoining parcels to a depth of one (1) ownership surrounding the perimeter of the petitioner's property lines.

Interested parties and their addresses may be obtained from the Assessor's Office.

15. Proof of closure can be obtained by the surveyor of the proposed subdivision.
16. *Repealed*
17. Only one copy needs to be on file in the Executive Director's Office
18. A topographical map needs to be included with the Subdivision Plat, preferably on a separate sheet of paper.
19. A location map is needed that will include:
    a. the location of the thorough fares as they are related to the subdivision.
    b. the nearest existing school(s).
    c. the nearest parks and/or playgrounds.
    d. the location of Corporation lines.
20. If the building lots within the subdivision will be using a Municipal Sewer Company, a letter from the appropriate company stating that sewer service will be provided is required. A statement on the Subdivision Plat indicating sewer service will be provided will also be necessary. If the building lots within the subdivision will be using septic systems, two septic sites for each lot need to be shown on the subdivision plat and a letter from the Ripley County Health Department stating septic approval for each lot involved is required.
21. A letter from the appropriate water company stating that adequate water supply will be available for the subdivision is required. If the water supply will be furnished water by well or cistern, a letter from the Health Department is requested.
22. A letter from the appropriate electric company stating that electric service will be provided is required. If gas is to be furnished, a letter from the gas company will be requested also.
23. A statement of the intended use of all proposed lots are requested to be on the plat.
24. The fee for subdivisions are as follows:
    a. Subdivisions $125.00 + $25.00 per lot.
    b. High Density Subdivision $500.00 + $25.00 per lot
    c. Unit Development $300.00 + $5.00 per acre + $100.00 per phase.

    All fees must be paid at the time of application or the petition will not be place on the agenda. They are not refundable.
25. The Executive Director will give the applicant a form letter to be published.
    a. The applicant is responsible for giving a copy of the completed letter to at least one local newspaper (The Osgood Journal, The Versailles Republican, or The Herald Tribune) for publication. This notice must be published at least ten (10) days prior to the date of the public hearing.
    b. Proof of such publication will be given to the applicant by the newspaper office. The applicant is responsible for giving this proof to the Executive Director at least five (5) days prior to the public hearing.

26. Copies of the same completed form letter described in #27 shall be sent to every interested party as listed according to #22.
    a. The applicant is responsible for sending these notices by "Certified Mail" at least ten (10) days prior to the public hearing.
    b. Proof of such mailing (the "white cards") shall be given to the Executive Director at least five (5) days prior to the public hearing.
    c. All "green cards" from such mailing are to be given to the Executive Director prior to the meeting night.

* Proof of mailings and publication will not be accepted the night of the hearing.*

E. Statements regarding Subdivision

27. It is the responsibility of the applicant and/or the surveyor involved to understand and know the Ripley County Ordinances.
28. It is the responsibility of the applicant and/or surveyor involved to understand and know the Ripley County Area Subdivision Control Code.
29. If there are variances involved it is important to understand the following statements:

The definition of a Variance is: A modification of the specific requirements of the Code (Ripley County Area Zoning Codes) granted by the Board in accordance with the terms of this Code for the purpose of assuring that no property, because of special circumstances applicable to it, shall be deprived of privileges commonly enjoyed by other properties in the same vicinity and district.

Variances are adjustments to the code. The petitioner needs to prove that there are conditions or reasons that the applicant cannot adhere to the code or laws set forth by the County Commissioners. The Ripley County Zoning Ordinances cannot fit every situation so adjustments are allowed, but only if there is something unique or unusual about the property in question. Financial gain or just for convenience sake are not good reasons for an adjustment to the code.

The answers to these questions are the criteria upon which the Board must base their decisions. Below each question is slightly re-written to help the applicant understand the nature of the question. Along with the answer, try to state the reasoning behind the answers. The answers that the applicant gives at the hearing will be considered the "finding of facts" and will be the testimony of the applicant. Consider each question carefully.

1. The variance cannot hurt or be dangerous to anyone or their property.

2. A variance cannot affect the neighbor's property or their use of it in any negative way.

3. The situation or condition is such, that it does not make sense to obey the ordinance. It is not practical.

4. There is a condition or situation for the petitioner's property that is different from the neighbor's property that keeps the petitioner from being allowed to use his/her property in the same manner as his/her neighbor.

5. A variance is the only way that the petitioner can be allowed to use his property in the same manner as his/her neighbor's.

6. The granting of this variance will not change the look or feel of the community. No one will notice the difference.

Meeting Information

1. A subdivision will be heard by the Ripley County Area Plan Commission. Their meetings are held the first Tuesday of every month. They will either deny or approve the proposed subdivision at the first hearing.
2. If the proposed subdivision is approved, it will only be primary approval. The applicant must wait at least 30 days in order to gain secondary approval. If all conditions set forth by the Plan Commission has been met and no remonstrance has been filed, secondary approval will automatically be given.
3. At the end of the required waiting time, the applicant must pick up the signed approved plat and record them at the Recorder's Office and the Auditor's Office within six (6) months. If after 6 months of the date that the Subdivision has been signed and certified by the President of the Commission it has not been recorded, the subdivision may not be recorded and the plat becomes null and void.
4. The Deadline for filing for a subdivision is no later than 3:00 P.M. on a date, which is at least 15 business days prior to the initial hearing before the Plan Commission Meeting at which the Petition is to be considered.
5. No petitioner is to contact any member of the Ripley County Area Plan Commission in advance of a public hearing with the intent to influence the Plan Commission member's action on such petition. If there are any questions regarding the proposed subdivision, please contact the Executive Director.
6. It is the responsibility of the petitioner to "state his case" and convince the Plan Commission that the subdivision should be granted. Any other type of relevant information should be brought to the meeting. Be prepared.