



SECONDARY PLAT

COMPREHENSIVE CHECKLIST OF APPLICATION REQUIREMENTS

All items listed in the checklist below are **mandatory** for filing and docketing of an application. At the City of Noblesville, we are committed to thoroughly and expeditiously reviewing your application, but your application must be submitted, **in complete form**, by the submittal deadline in order to maintain the review process timeline. All items listed below, unless otherwise specified by a staff member of the Noblesville Planning and Development Department, are required for acceptance and review of your application. We appreciate your cooperation and interest in the City of Noblesville.

CHECKLIST

- Completed pre-filing meeting.
- A completed application on a form prescribed by the Department of Planning with all required signatures.
- Payment of filing fees pursuant to the invoice that will be sent upon acceptance/docketing of the application. The fee must be paid within ten (10) business days of receipt.
- The secondary plat shall comply with the approved primary plat.
- Document Submittal Standards:
 - The secondary plat shall be prepared by a registered land surveyor or engineer at a scale no smaller than one (1) inch equals one hundred (100) feet.
 - All sheets shall be of such size as is acceptable for filing in the office of the County Recorder but shall not be larger than thirty-four (34) inches by forty-four (44) inches.
 - Electronic drawings shall be submitted upon recording of the secondary plat.
- The secondary plat map shall show the following:
 - The dimensions of all boundary lines of the property expressed in feet and hundredths of a foot, the bearings of all lines to a minimum of one-half minute.
 - The location, width or size of existing streets, easements, water bodies, and other pertinent features such as swamps, railroad, building, parks, public trails, cemeteries, drainage ditches, bridges and culverts, as determined by the Plan Commission.
 - The location and width of all proposed streets, easements, alleys, and other public ways, and proposed street rights-of-way and building setback lines.
 - The locations, dimensions, and areas of all proposed or existing lots including dimensions of all lot lines expressed in feet and hundredths of a foot, and bearings of all lines to minimum of one-half minute.

- The location and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the proposed thereof, and conditions, if any, of dedication or reservation.
- The name and address of the owner of land to be subdivided; the name and address of the subdivider, if other than the owner; and the name and address of the land surveyor or engineer. Also, citation of last instrument conveying title to each parcel of property involved, giving grantor, grantee, date, and land record reference.
- The date, north arrow, and scale.
- Sufficient data acceptable to the Engineer of appropriate jurisdiction to determine readily the location, bearing, and length of lines for reproduction of such lines upon the ground.
- The location of all proposed and existing monuments.
- Name of the subdivision.
- Indication of the use of any lot (single-family, two-family, multi-family, commercial, industrial, governmental, institutional, etc.)
- Lots shall be consecutively numbered, and blocks shall be lettered in alphabetical order.
- The plat should include the following notations (when necessary):
 - Explanation of drainage easements.
 - Explanation of site easements.
 - Explanation of reservations.
 - Endorsement of owner with date and signature.
- A block or space shall be set aside on the secondary plat to include the signatures of the Plan Commission President, Plan Commission Secretary, Board of Works and/or Board of County Commissioners, and the Director of Planning and Development.