



PRIMARY 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.
- Document Submittal Standards:
 - The Primary Plat Map shall be prepared by a licensed land surveyor or engineer at a scale no smaller than one hundred (100) feet to one (1) inch.
 - It shall be prepared on paper and the sheets shall be numbered in sequence if more than one sheet is used.
 - 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 34 x 44 inches.
 - The Primary Plat Map shall show information for the property, which is proposed to be subdivided, and for adjoining properties for a distance of not less than five hundred (500) feet.
- Primary Plat document requirements
 - Location of property lines, existing easements, burial grounds, railroad rights-of-way, watercourses, and existing wooded areas or trees eight (8) inches or more in diameter, measured four (4) feet above ground level, and the location, width, and names of all existing or platted streets or other public ways within the tract.
 - The location of property, with respect to surrounding property and streets, including the names of all adjoining property owners of record, the names of adjoining developments, and names of adjoining streets.
 - Location, size, invert elevations, and slopes of existing sewers, water mains, culverts, and other underground structures within the tract and existing permanent buildings and utility poles on the tract.

- Approximate topographic contours shown at five (5) foot intervals in rolling or hilly terrain and two (2) foot intervals in level terrain, as determined by the Planning Director, and referenced to sea level datum and an established benchmark.
- The approximate location and width of proposed streets and rights-of-way.
- Proposals for connection with existing water supply and sanitary sewer systems, or alternative means of providing water supply and sanitary waste disposal and treatment; primary provisions for collecting and discharging surface water drainage.
- The approximate location, dimensions, and areas of all proposed or existing lots.
- The approximate location, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use, or for the use of property owners in the proposed subdivision.
- A vicinity map showing streets and other general development of the surrounding area. The primary plat shall show all school and improvement district lines with the districts properly designated.
- The location of temporary stakes to enable the local officials to find and appraise features of the proposed layout in the field, if needed.
- Soils Data - See Article 6, Part J, of this Ordinance.
- Graphic scale, north arrow, and date
- The names of the owners as shown in the Assessor's files. This information may be shown on a separate current tax map or plat reproduction from the Assessor's Office showing the subdivision superimposed thereon.
- Whenever the primary plat covers only a part of an applicant's contiguous holdings, the applicant shall submit, at the scale no smaller than one (1) inch equals two hundred (200) feet, a sketch of the entire holdings, including the proposed subdivision area, showing an indication of the probable future street and drainage system for the remaining portion of the tract.
- Supplemental Information
 - Subdivision Name - The name of subdivision if property is within an existing subdivision, or proposed name if not within an existing subdivision.
 - Name and address, including telephone number, email address, of legal owner (s) or agent of property.
 - Citation of any existing legal rights-of-way or easements affecting the property.
 - Existing covenants on the property, if any.
 - Name, address, telephone number, email address, and registration number of the professional engineer and surveyor responsible for subdivision design, public improvements, and for surveys.
 - Location of property by lot or section, township, range, and county (metes and bounds).
 - The presence or absence of any exceptions to the development standards for the zoning district in which it is located, any general development standards, or Article 6, Site Design and Improvement Standards as evidenced by the listing of any exceptions in the primary plat application.
 - The presence or absence of any protective covenants for the subdivision which would alter its impact from what would typically be permitted in the zoning district in which it is located as evidenced by the inclusion of any covenants in the primary plat application.