



Department of Engineering and Planning

Subdivision Plat Procedure
Please refer to the Greenfield UDO
for all subdivision platting requirements

1. Set up a Sketch Plan Review meeting w City Engineer and Planner
2. File Subdivision Plat Application
 - a. Applications found here: <http://www.greenfieldin.org/government/planning-and-building/plancommission>
 - b. Submit 12 sets of a development plan sheet and the preliminary and final plat on 11x17 for staff reports to be submitted to the Plan Commission for approval.
 - c. File 45 days prior to Plan Commission meeting date.
 - d. Legal advertisement is required 14 days prior to Planning Commission meeting.
 - e. Plan Commission Meeting (Be present/Representative) (generally 2nd Monday of Month)
3. Filing Fees:
 - a. Plat: \$500 plus \$5 per lot
4. Technical Review:
 - a. Submit digital files plus 8 full paper sets of construction plans, 9 if there is a County legal drain on the site.
 - b. The required [City of Greenfield Public Improvements Design Standards & Specifications Manual](http://www.greenfieldin.org/government/planning-and-building/plancommission) can be found here: <http://www.greenfieldin.org/government/planning-and-building/plancommission>
 - c. Technical Review Committee meetings are set approximately one month prior to the Plan Commission or Board of Zoning Appeals hearing date. The owner and/or engineer must be present. The meetings are typically held on Tuesdays at 1:30 in the Engineer's Conference Room on the second floor of City Hall, room 210.
 - d. City Departments will offer technical comments at the meeting regarding the construction plans.
5. Construction Plan Approval:
 - a. Revised plans from Tech Review comments must be received by Plan Department 2 weeks after Tech Review or the petition will be continued to the next hearing date.



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- b. Satisfy each department and notify planning department of utility department's written construction plan approval prior to recording the plat. Staff will prepare agenda and staff reports and distribute prior to plan commission meeting
6. Preliminary Approval
7. Secondary Approval by Plan Commission
8. 30 Day waiting period after Plan Commission Secondary Plat approval for any legal appeals. Plats cannot be recorded prior to this 30 day period.
9. Submit record plat and certified engineer's cost estimate to Planning Department for preparation of a Subdivision Improvement Agreement and/or Subdivision Maintenance Agreement with the City of Greenfield Board of Public Works and Safety. The developer can:
 - a. Complete all the public Improvements and submitting a 20% maintenance surety (bond or letter of credit) as approved by City Engineer with a Subdivision Maintenance Agreement signed by the Board of Public Works and Safety and then record the plat; or,
 - b. Record the plat prior to all public improvements being accepted for public maintenance by submitting a 110% improvement surety (bond or letter of credit) with amounts certified by an engineer and approved by City Engineer, along with a Subdivision Improvement Agreement signed by the Board of Public Works and Safety.
 - c. Public Improvements include
 - i. streets
 - ii. sidewalks
 - iii. asphalt trails
 - iv. storm sewer
 - v. sanitary sewer
 - vi. water lines
 - vii. subdivision, centerline, and lot corner monuments
 - viii. street signs
 - ix. street trees
 - x. erosion control



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- xi. street lights (to be installed by Greenfield Power and Light, developer to pay P&L directly and attach receipt to Subdivision Improvement Agreement or post surety)

note: after acceptance, no maintenance surety is required for erosion control and/or street lights

- d. Documents to be presented:
 - i. Subdivision Improvement Agreement to construct Improvements and/or Maintenance Agreement to maintain completed and accepted improvements. Agreement is prepared by Planning Department and administered and accepted and released by Engineering Department.
 - ii. Performance Bond/Letter of Credit for Public Improvements installation or maintenance of accepted improvements.
 - iii. Plat (Original Mylar)

10. Record Plat Approval: (Planning Dept)

- a. Obtain Street name approval
- b. Obtain address assignments (but do not place on record plat)
- c. Submit Final plat for review
- d. Submit HOA Articles of Inc.
- e. Submit Availability Fees to be paid at time of plat recording
 - i. Sewer Availability: \$3,000 per acre
 - ii. Water Availability: \$1,300 per acre
 - iii. Electric Availability: \$1,300 per lot (MF – per bldg)

11. Plan Department will obtain necessary signatures to record plat.

12. Also note Utility Connection fees and Park Impact Fees to be paid when building permit is issued for residential developments.

13. Record Plat: (Hancock County ~ submit to County for review 2 weeks prior to record date)

- a. Recorder's Office-Hancock County Courthouse
- b. Hancock County recording requirements:
- c. Original document, with original signatures. Size limitations 18" X 24"
- d. If the original is on paper, a Mylar must accompany it. In the upper right corner of the plat leave a space (4" x 2") for the Recorder's Stamp, Cabinet Number and Slide Number. All plats are now scanned into a computer system and can be printed full size.



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14. Submit electronic file of record plat to Planning Department

- a. Official addresses will be assigned by the Planning Department after final plat approval and prior to plat recording
- b. Construction Permits: (Engineering Dept.)
- c. SS permit (IDEM required, city approved, city issued)
- d. SWPPP (IDEM required, city approved, IDEM issued)
- e. Rule 5 and water NOI
- f. Set Pre-con for construction activities/inspections of public improvements

15. Site and Building Permits: (Planning Dept)

- a. Obtain State Release for Building construction and
- b. Submit approved building construction plans with permit application
- c. Landscape and site plan review if applicable

16. Final acceptance of all Improvements by the Board of Works. (Engineering Dept.)

(If surety was posted and improvements are completed) Documents For bond release:

- a) Letter from Developer's Engineer/Land Surveyor certifying improvements have been completed per specifications and subdivision control ordinance
- b) Approved set of "AS-BUILT" Drawings for all Public Improvements
- c) Maintenance Bond (3 years for 20% of the cost of the improvements)
- d) Letter from City Engineer/Street Commissioner that improvements are satisfactory

17. **Recording a Plat** or Survey in Hancock County

Plats are recorded at the Hancock County Annex Building, 111 American Legion Place. Please review recording requirements located on the Hancock County website:

<https://hancockcoingov.org/hancock-county-indiana-recorder-plats-surveys>

Hancock County Approval Routing prior to recording:

- a) County Surveyor – Surveyor may or may not need to sign off on these projects. When you visit the office, they will either sign the routing sheets or mark through the Surveyor's section, indicating that a drain is not affected by these plats



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- b) Mapping and Transfer Dept. – reviews record plat and land descriptions
- c) County Treasurer –to verify that taxes are current. They will apply the Treasurer stamp directly to the plats.
- d) County Auditor - to apply the Auditor stamp to the plats.
- e) County Recorder ~ to record documents.

18. After Recording

Return 1 paper and a digital copy of the recorded plat and GIS shape files for GIS mapping to the Planning & engineering Department in order to begin permit issuance.