



**AREA PLAN COMMISSION**  
**EVANSVILLE | VANDERBURGH COUNTY, INDIANA**

**SUBDIVISIONS**

**INFORMATION PACKET AND FORMS**

**SUBDIVISION FEE SCHEDULE:**

**Major Subdivision**

**Major Subdivision Replat**

Filing Fee

\$500.00 + \$10.00 per lot

Plat Release Fee

\$250.00 + \$10.00 per lot

**Minor Subdivision**

**Minor Subdivision Replat**

Filing Fee

\$250.00 + \$25.00 per lot

Plat Release Fee

\$125.00 + \$25.00 per lot

Recording Fee

As Set by Vanderburgh Co.  
Recorder

Subdivision Waiver of Sub. Standard

\$300.00 + \$50.00 per Added  
Waiver

Sidewalk Waivers Requiring APC Public Mtg.

\$100.00

Amendments, Continuances or Corrections

Half of (original) filing fee

Plat Vacations

\$375.00 + \$15.00 per lot

Plat Deficiency/Re-review Fee (if required)

Amount of Filing Fee for Each  
Plat Review After the Second  
Review

**FORMS**

1.	Subdivision Application	APC Form 101SUB
2.	Application for Waiver of Sub. Standards & for Sidewalk Waiver	APC Form 102SUB
3.	Owner's Affidavit	APC Form 201SUB
4.	Abutting Property Owners List	APC Form 202SUB
5.	Subdivision Affidavit of Notice	APC Form 203SUB
6.	USPS Certificate of Mailing	PS Form 3665
7.	Notice of Minor Subdivision	APC Form 301SUB
8..	Notice of Public Hearing (for Sub. Going to APC Public Mtg.)	APC Form 302SUB
9.	Notice to Property Owner of Sub. Ordinance Violation	APC Form 303SUB
10.	Subdivision Comment Form	APC Form 401SUB
11.	Engineer's Cost Estimate	APC Form 501SUB
12.	Irrevocable Letter of Credit – Automatic Extension	APC Form 601SUB

**PROCEDURES, CHECK LIST & STANDARD LANGUAGE FOR SUBDIVISION PLATS**

Procedures for Filing Primary & Secondary Plats

Pages 1 - 9

Primary & Secondary Plat Review Check Lists

Pages 1- 4

Standard Language with Examples & Instructions

Pages 1 - 9

# PROCEDURES FOR FILING PRIMARY SUBDIVISION/REPLAT/APC CONDITIONS AMENDMENT PLATS

**DUTY TO DISCLOSE** - The Area Plan Commission may rely on the truth of all representations made concerning the subdivision plat and supporting documents. If any condition exists or arises, or if any event occurs after filing the subdivision which makes any representation false, inaccurate, misleading or incomplete, and such fact is known by the applicant or a representative of the petitioner (collectively known as "the applicant"), it is the responsibility of the applicant to disclose such fact promptly to the Area Plan Commission. Failure to make such disclosure may result in subdivision denial or delay in APC action on the subdivision.

## **PRIMARY PLAT APPROVAL**

**Step 1. Pre-Application Consultation** – Contact the Area Plan Commission Executive Director and/or staff about scheduling a pre-application consultation to discuss the conceptual subdivision plan and how it relates to the Subdivision Ordinance objectives/requirements as addressed in Sections 17.05.040 and 16.08.010 of the City and County Subdivision Codes. Information provided by staff in these concept planning discussions can be highly valuable to applicants in avoiding delays in the subdivision review process, and/or in saving time/money through learning upfront about possible subdivision design options to meet Code standards/requirements.

**Step 2. Information Needed to File** – The filing of a completed APC Form 101SUB: Subdivision Application signed by the property owner with the Area Plan Commission office shall include all required attachments specified in the Primary Plat Review Checklist. A licensed Land Surveyor must prepare the Subdivision Plat as determined by an accurate survey in the field physically located by monumentation.

**Step 3. Filing Primary Plat and Subdivision Modification or Waivers** – The filing of an application and primary plat by an applicant and the administration of the project review are subject to the following procedures:

**A.** All Major subdivisions are subject to the deadline dates shown on the Application Deadlines and Meeting Schedule. These applications must be filed in their entirety on or before the posted filing deadline for them to be heard at the meetings listed on the schedule. Omission of any required items will result in a delay of the review process. Application fees are not subject to refund.

**B.** The Filing Deadlines for Minor subdivisions are at 4:30 pm on Monday of any given week, as they are considered by the Subdivision Review Committee on a weekly basis, and are heard by the Subdivision Review Committee on the following Monday morning after the Site Review Committee meeting (unless the applicant is informed in the Pre-Application meeting that the Minor subdivision shall be heard at an APC public meeting, and as such, is subject to the filing deadlines for a Major subdivision). When holidays dictate a different schedule, the APC shall post advanced notice of the change.

**C.** To request a subdivision modification or waiver, APC Form 102SUB: Application for Modification/Waiver of Subdivision Standards and Application for Sidewalk Waiver must be filed. This application can be filed before, with or after the filing of the associated subdivision plat.

1. A request for modification/waiver of a subdivision standard must be considered for a recommendation by the Subdivision Review Committee and for final action by the APC in a public meeting. Therefore, these requests are subject to the filing deadline schedule for Major subdivisions.
2. All requests for modification/waiver of sidewalks must also be made by filing APC Form 102SUB: the Application for Modification/Waiver of Subdivision Standards and Application for Sidewalk Waiver.
  - a. For Major subdivisions, sidewalk waiver requests shall abide by the filing deadline for Major Subdivisions and shall be reviewed as follows:
    - i. They first are to be considered by the Subdivision Review Committee for a recommendation, and then are heard at the next regularly scheduled APC public meeting;
    - ii. Depending on the proposed subdivision lot sizes, sidewalk waivers in the City could need approval from the APC, or both the APC and the Board of Public Works;
    - iii. In the County, the Area Plan Commission is just a recommending body for sidewalk waivers, as they proceed on to the County Commissioners for consideration and final approval/denial.
  - b. Sidewalk waivers involving Minor subdivisions follow the same procedures as the Minor plats themselves, in that they are heard and decided on by the Subdivision Review Committee. Waiver denials by the Committee may be appealed to and heard at an APC public meeting in accordance with the review procedure outlined in C.2.a.ii. & iii. above.

**D.** Upon receipt of a subdivision application and plat, the Area Plan Commission staff shall:

1. Assign a docket number for the project which shall be referenced by both the applicant and staff on all subsequent documents/communications for the project;
2. Review the sufficiency/completeness of the submittals, and within 5 working days from the filing date, inform the applicant of the sufficiency status of the application based on the evaluation of the information provided in Sections #1 - #28 of the Primary Plat Review Check List;
3. If the application/plat is determined to be sufficient, assign a meeting date for the plat to be considered by the Subdivision Review Committee, and for Major subdivisions, set a tentative date for the plat to be considered at an APC public hearing for primary approval;
4. If the application/plat is determined to be insufficient, the applicant shall be notified of the required information that is lacking, and the application must be resubmitted and pass a sufficiency review, before a hearing date is assigned.

**Step 4. Subdivision Review Committee** – The Subdivision Review Committee (or Technical Review Committee) is established by the Area Plan Commission to assist with the technical evaluation of subdivisions and to make technical recommendations to the Area Plan Commission. The Committee meets monthly for Major subdivisions, and weekly for Minor subdivisions. The applicant or a representative must attend the Subdivision Review Committee meeting at which the plat will be discussed to answer questions that might arise

and to be informed of any required plat changes or recommendations made by the Committee. The APC Executive Director, as part of the Subdivision Review Committee, may grant primary plat approval for Minor subdivisions once they are approved by the Committee.

**A.** The APC staff and the review agencies shall review the plat for, among other things, conformance with the following:

1. the Subdivision Code requirements;
2. the requirements of the Zoning Ordinance, Floodplain Management Ordinance and other applicable codes;
3. the Primary Plat Review Checklist;
4. information on record concerning the property including deeds, County Assessor data, aerial photos, topographic contours, etc.;
5. the layout requirements provided on the approved sample plat drawing and the APC Standard Language for Subdivision Plats (available on [APC Website](#)).

**B.** The review agencies including the APC shall provide comments on proposed plats, and for items determined to be deficient, the comments shall distinguish between:

1. any Code **requirements** that the plat does not comply with; and
2. any suggested **conditions of approval** (a recommendation but not a direct Code requirement).

**C.** For Major subdivisions, the Subdivision Review Committee may determine that:

1. The subdivision proceeds forward to the Area Plan Commission as proposed;
2. The subdivision proceeds to the Area Plan Commission with recommended plat changes;
3. By simple majority vote, the subdivision needs major changes and the revised plat must return to the Committee for further consideration, before proceeding to APC.

**D.** For Minor subdivisions, the Subdivision Code authorizes the Executive Director to determine, based on the Subdivision Review meeting, whether:

1. Primary plat approval is granted with or without conditions, and notice of this decision shall be provided by the Executive Director in writing.
2. The Minor subdivision plat must be heard at an Area Plan Commission hearing. The Executive Director shall consider the review agency comments, any public comments, and other relevant information. It shall be automatic that the Minor Plat be heard at an APC meeting, if any of the following conditions apply:
  - a. The plat requires the creation of a new street;
  - b. The plat requires the extension of municipal facilities;
  - c. The plat requires creation of public improvements; or
  - d. The available information about the subdivision, the site area, and/or the specific circumstances warrant a public hearing; or
3. By simple majority vote of the Subdivision Review Committee, the subdivision needs major changes and the revised plat must return to the Committee for further consideration.

**F.** For plats that must return to the Subdivision Review Committee, revised plats shall be submitted to APC by the filing deadlines for Major and Minor subdivisions to be heard at the next meeting following the deadline.

**Step 5. Drainage Plan** – If applicable, submit a drainage plan in accordance with the deadlines of the City Board of Public Works or the County Drainage Board, whichever has jurisdiction. Drainage plans for property in the City are reviewed for approval by the Board of Public Works, and by the County Drainage Board for property in the County (check with these offices for their meeting schedules). **Preliminary drainage plan approval is required for a subdivision to be heard by the Area Plan Commission.**

**Step 6. Notice** – Notice of the Area Plan Commission meeting must be provided by the applicant to adjacent property owners in accordance with the following requirements:

**A.** Notice shall be postmarked by the Deadline to Mail Notice Letters shown on the APC Meeting Schedule.

**B.** Notice must be sent by USPS Certificate of Mailing – PS Form 3665 to each landowner whose property abuts the proposed subdivision or any additional land owned by the applicant adjacent to the subdivision [use the wording of the appropriate sample letter – APC Form 302SUB for: Notice of Public Hearing for Major and Minor Subdivisions or Waivers Going to Public Hearing; APC Form 301SUB for: Notice of Minor Subdivision Going to APC Technical Review Meeting; and APC Form 303SUB for: Notice to Property Owner of Subdivision Ordinance Violation]. Abutting property is defined as any property which would touch at any point the property that contains in whole or in part the subdivision, disregarding separations caused by streets, alleys, easements, etc. (meaning owners across streets and alleys must be notified).

**C.** Names and tax codes of abutting property owners must be obtained from the official owners of record on file at the Assessor's office. The mailing addresses for the owners of record can be found by referencing the tax codes at the Treasurer's office. [Occasionally the names of the owners of record in the Assessor's office do not correspond with the names in the Treasurer's records; if this situation occurs, send notice to both parties.] Staff shall inform the applicant of any needed revisions to the abutting owners list at the Subdivision Review Committee meeting.

**D.** Please contact the APC staff of any issues or problems you might have PRIOR to mailing your notice letters.

**E.** Check with the City Clerk's office or the County Commissioners' office to determine if the subject property lies within or contiguous to a Registered Neighborhood Association. If a neighborhood association is involved, notice to the contact person for the neighborhood association must also be sent.

**F.** All subdivisions shall notify of the meeting date except for Minor subdivisions that are not heard by the APC in a public meeting. The APC Form 401SUB: Subdivision Comment Form, and a reduced copy of the plat that is legible shall be enclosed with all notice letters.

If changes to the plat are being made after the Subdivision Review Committee meeting, the copy of the plat that is mailed to abutting property owners must be the revised version. APC Form 303SUB: Notice to Property Owner of Subdivision Ordinance Violation (or “Red Flag” notice letter) shall also be used when staff indicates to the applicant that an abutting property has been split or modified in a manner that does not conform with the Subdivision Code.

**Step 7. Documenting Notice** – Submit a notarized affidavit using APC Form 203SUB: Subdivision Affidavit of Notice, along with one copy of the notice and the USPS Certificate of Mailing to the APC **by 12:00 noon the Monday before the APC meeting**. This form must be filled out completely, signed, and stamped by the Post Office at the time of mailing. The Post Office will verify that all of the information listed on each sheet matches the items to be mailed. If everything is correct and accounted for, each sheet should then be **postmark stamped and signed by the Post Office agent**. The Certificate of Mailing is not valid proof of notice without both the signature and stamp. If these requirements are not met, the subdivision will be continued until the next regularly scheduled meeting, and the notification process must be repeated for that meeting. The applicant shall also pay a continuance fee to get back on the APC agenda.

IF ALL OF THESE STEPS ARE NOT COMPLETED AS DETAILED IN THESE INSTRUCTIONS, THE PROPOSED SUBDIVISION CANNOT BE HEARD AT THE REGULARLY SCHEDULED MEETING.

**Step 8. APC Meeting** – The conduct of the hearing on primary plat approval is as follows:

**A.** The applicant or a representative is required to attend the Area Plan Commission meeting at which the proposed subdivision will be heard.

**B.** Consideration of each subdivision plat will begin with a report by staff. The applicant will then have the opportunity to speak; followed by any remonstrators. The applicant will be offered a chance to present a response to remonstrators and/or a summation. Throughout the proceedings, the Area Plan Commission may ask questions; and may determine that more information is needed before taking action resulting in a continuance of the agenda item; or may proceed to a vote.

**C.** In order for a final action to occur on a proposed plat, it must receive at least 7 votes for approval or denial. Any plat that receives less than 7 votes for or against (a no action vote), will automatically return to the APC for reconsideration the following month. The APC has sole authority for approving or denying subdivisions.

**D.** In their consideration of a proposed plat, the APC may determine that:

1. Primary plat approval is granted;
2. Primary plat approval is granted with requirements/conditions;
3. The plat must be reconsidered at the next meeting due to a no action vote;
4. The plat is continued at the request of the applicant or the APC, or due to the plat not meeting notice or drainage approval requirements; or
5. Primary plat approval is denied.

# **PROCEDURES FOR SECONDARY SUBDIVISION/REPLATS/APC CONDITIONS AMENDMENTS/ PLAT APPROVAL**

**Step 1. Submittal of Secondary Plat** – A plat submitted for secondary approval to record all or a portion of a primary plat must be drawn by the applicant's surveyor and filed with the Area Plan Commission. The initial secondary plat shall be an electronic copy (AutoCAD “DWG” or compatible and an Adobe “PDF” file) for review by the APC and the other subdivision review agencies. This administrative review process does not involve approval at a public meeting. The APC delegates secondary plat approval to the Executive Director. Staff will distribute the electronic copy of the secondary plat to the subdivision review agencies within 3 working days of submittal. For the purposes of tracking revisions, the Surveyor’s Certificate must be signed and sealed for the plat to be reviewed.

## **Step 2. Secondary Plat Review**

**A.** The APC staff reviews the plat for conformance with the following:

1. the Subdivision Code requirements;
2. the Secondary Plat Review Checklist;
3. the primary plat;
3. any conditions placed on the plat by the Area Plan Commission;
4. any commitments offered by the applicant in the process or in public meeting;
5. County Assessors records, deeds and other information relevant to the accuracy of the technical information on the plat, and
6. the layout requirements provided on the approved sample plat drawing and the APC Standard Language for Subdivision Plats (available on [APC Website](#)).

**B.** Based on the secondary plat review, staff determines whether or not any additional plat corrections are necessary for the APC review items, and the applicant's surveyor is notified via e-mail punch list of the required changes in a timely manner. Additional plat changes could also be required by the other subdivision review agencies in their written secondary plat comments. These comments shall be checked by the applicant directly with the Department representatives or by checking the APC website Plat Review App to see any agency comments. It is the surveyor’s responsibility to revise the secondary plat in accordance with any required changes, and resubmit the plat on mylar with the required signatures for a final plat review.

**C.** The Area Plan Commission Plat Release Fee covers the initial review by Staff of the secondary plat. Another review for the version of the secondary plat responding to agency comments is also covered by the Plat Release Fee. For any additional plat reviews resulting from the submittal of a subsequent version(s) of the plat, the Area Plan Commission will charge a separate Secondary Plat Re-review Fee for each additional version of the plat requiring a review by staff. The plat will not be recorded until all fees are paid.

## **Step 3. Construction of or Surety for Public Improvements**

**A.** Prior to secondary plat approval, the Subdivision Ordinance requires that public improvements in a subdivision must either be constructed and approved or accepted by the

appropriate government entity, or a letter of credit in favor of the Area Plan Commission must be filed with the APC as proof of financial responsibility.

**B.** For the subdivision public improvements, excepting sidewalks, the agency comments for primary plat approval specify whether a letter of credit is required. This information is also included in the staff field reports and expressed again at the APC meeting for all major subdivisions. Sidewalks are required unless waived pursuant to the Subdivision Code. The applicant has the option to have sidewalks constructed on a lot-by-lot basis prior to issuance of a Certificate of Occupancy for any structure on each lot, or post a letter of credit for sidewalks.

**C.** When a letter of credit (LOC) is filed, the following procedures must be followed:

1. A cost estimate for the public improvements in the subdivision must be prepared by the applicant's engineer and submitted to APC, the City or County Engineer and the Water and Sewer Department (whichever is applicable). When necessary, the APC may also have cost estimates sent to other appropriate agencies. The format and information included in cost estimates shall be submitted as shown on APC Form 501SUB: the Engineer's Cost Estimate. Cost estimates that do not contain all the information required on the Engineer's Cost Estimate will be returned to the engineer for revisions.
2. Once the cost estimate is approved by the appropriate agencies, a letter of credit can be filed with the APC. A letter of credit must be written in the amount of the approved estimate and contain the exact language in APC Form 601SUB: Irrevocable Letter of Credit – Automatic Extension. The letter of credit form is for letters that automatically renew until the improvements are accepted. Letters of credit that do not comply with the form; are written for amounts that do not reflect the approved cost estimate; or are based on unacceptable cost estimates, will be returned to the financial institution. In the event a letter of credit is not accepted by the Area Plan Commission and is returned, an acceptable letter must be filed with the APC before the plat will be recorded.
3. The approved cost estimates and Letter of Credit will be required to be recorded and cross referenced to the plat along with any subsequent reductions if any.

**D.** If a letter of credit is not filed, the applicant must:

1. Complete the basic public improvements necessary for the subdivision, and submit "as built" road and sewer plans (if applicable) to the appropriate agency, along with any additional information required to request City or County inspection of the improvements.
2. Obtain acceptance of improvements for maintenance at a public meeting of the appropriate board, or obtain approval of the improvements by the local agency with jurisdiction before secondary plat approval will be granted.
3. Show proof of acceptance by providing a signed acceptance form from the appropriate Board, minutes of the public meeting at which the acceptance occurred, a letter or an engineer's cost estimate showing a zero dollar amount



(\$ 0.00) signed by the appropriate agencies. When there is no formal acceptance of improvements, provide a letter or e-mail from the local agency with jurisdiction for approving the improvements (see agencies identified in Step 3.E.) based on inspection, or other approval documentation.

4. Have wording on the plat concerning construction of any required sidewalks on a lot-by-lot basis prior to issuance of a Certificate of Occupancy for each lot, or wording that the required sidewalks were waived by the appropriate entity and the date of such action (see APC Standard Language for Subdivision Plats).

**E.** The following agencies/individuals are responsible for determining whether subdivision improvements have been satisfactorily completed and accepted for maintenance or approved:

Sanitary Sewers & Water Lines – accepted by Utility Board (with Water & Sewer Engineering as staff);

Streets & Storm Sewers – accepted by Board of Public Works (City Engineer) or County Commissioners (County Engineer);

Drainage Facilities outside right-of-way – construction approved by City Engineer or County Engineer/County Surveyor;

Sidewalks – construction approved by City Engineer or County Engineer.

#### **Step 4. Recording the Plat**

**A.** A secondary plat that is suitable for recording shall be resubmitted on mylar. Any other required submittals as itemized on the Secondary Plat Review Check List shall also be provided to the APC. These items include sufficient documentation from the appropriate agency that any requirements or conditions of approval imposed by the APC at public meeting, or by the Subdivision Review Committee for Minor plats, have been satisfied or otherwise addressed.

**B.** Based on the final review of the secondary plat, staff shall:

1. Determine whether the plat and supporting documents are on file and ready for recording, and inform the surveyor of the determination;
2. Assign addresses to each new lot within the subdivision (proposed addresses will not be made available for distribution until the plat is recorded);
3. Grant secondary plat approval, as delegated to the APC Executive Director by the Area Plan Commission, once it is determined that the secondary plat and all other supporting information have been filed and are suitable to comply with these requirements; and
4. Hand deliver the mylar to the County Recorder's office to start the recording process.

#### **Important Notices –**

1. The process of recording the plat and assigning Tax ID Numbers for each new lot involves the County Auditor's, the County Recorder's and the County Assessor's Offices, and can take several days to complete. This creates some lag time between the recording

of a plat and when Improvement Location Permits can be issued. The Area Plan Commission will not issue permits until the APC can verify that the Tax ID Numbers have been issued for the subdivision lots. Developers should allow for up to four working days for the process to be completed before applying for Improvement Location Permits for newly recorded lots.

2. The Subdivision Code requires that secondary plats for major subdivisions must be recorded within 5 years of the date primary approval was granted by the APC or the approval is null and void. Minor subdivision plats must be recorded within one year of the primary approval date. Plat expiration dates may be extended by the APC at a public meeting. Requests for expiration date extension shall be made in writing to the APC, **and submitted in accordance with the filing deadlines on the APC Meeting Schedule.** Plats that are expired will not be recorded. If the applicant wishes to pursue an expired plat, it must be resubmitted, proceed through the subdivision review process again, and obtain a new primary plat approval before it can be recorded.

3. Secondary plat approval does not supersede requirements for federal, state or local permits. Improvement Location Permits from the Area Plan Commission and all other permits needed must still be acquired. In some instances, permits could be required for construction of the public improvements in a subdivision (e.g. DNR permit for construction in a floodway).

FOR ANSWERS TO QUESTIONS OR OTHER INFORMATION ABOUT THE SUBDIVISION PROCESS, PLEASE CONTACT THE AREA PLAN COMMISSION STAFF AT (812) 435- 5226.

## PRIMARY PLAT REVIEW CHECK LIST

The colored boxes indicated by ☐ ☐ are reserved for APC use only.

Items checked ☐ indicates a deficiency that require further attention prior to review or recording.

Items checked ☐ indicates the information is suitable for an APC Docket Number and further review.

Subdivision: \_\_\_\_\_ Docket No: \_\_\_\_\_

Plat Date: \_\_\_\_\_ First APC Review: \_\_\_\_\_ Second APC Review: \_\_\_\_\_

Duty to disclose: The Area Plan Commission may rely on the truth of all representations made concerning the subdivision plat and supporting documents. If any condition exists or arises or if any event occurs after filing the subdivision which makes any representation false, inaccurate, misleading or incomplete, and such fact is known by the applicant or a representative of the petitioner (collectively known as "the applicant"), it is the responsibility of the applicant to disclose such fact promptly to the Area Plan Commission. Failure to make such disclosure may result in subdivision denial or delay in APC action on the subdivision.

\*\*\*\*\*

**SUFFICIENCY STATEMENT FOR FILING A SUBDIVISION PLAT:** Upon receipt of an application for primary plat approval an APC Docket Number will be assigned, however, meeting date assignments will be determined by the Area Plan Commission based upon the completeness of Sections 1.00 through 28.00.

### Section 1.00 PRE-FILING CONFERENCE [EMC 17.05.040](#) or [VCC 16.08.010](#)

- \_\_\_\_\_ 1.01 ☐ ☐ A pre-filing conference with the Area Plan Commission was held on \_\_\_\_\_
- \_\_\_\_\_ 1.02 ☐ ☐ The conference was attended by the owner(s)
- \_\_\_\_\_ 1.03 ☐ ☐ by an authorized representative of the owner(s)
- \_\_\_\_\_ 1.04 ☐ ☐ by the land surveyor

### Section 2.00 LETTER OF TRANSMITTAL (Required with all submittals)

- \_\_\_\_\_ 2.01 ☐ ☐ Document the items submitted, including those items noted in the headings of Sections 3 through 11 below
- \_\_\_\_\_ 2.02 ☐ ☐ The subdivision name is shown on the transmittal

### Section 3.00 PRIMARY PLAT REVIEW CHECK LIST [APC Forms](#)

- \_\_\_\_\_ 3.01 ☐ ☐ This completed check list has been submitted along with the Subdivision Application

### Section 4.00 SUBDIVISION APPLICATION FORM [EMC 17.05.050](#); [EMC 17.05.060](#) or [VCC 16.08.020](#); [VCC 16.08.030](#) [APC Forms](#)

- \_\_\_\_\_ 4.01 ☐ ☐ A completed SUBDIVISION APPLICATION FORM
- \_\_\_\_\_ 4.02 ☐ ☐ A completed OWNER'S AFFIDAVIT(s) signed by all owners within the plat and properly notarized
- \_\_\_\_\_ 4.03 ☐ ☐ A completed ATTACHMENT "A" properly signed and notarized, if required (for authorized agents only, not the surveyor)
- \_\_\_\_\_ 4.04 ☐ ☐ Applicant ensures that ALL information provided on the application **EXACTLY** matches the information shown on the subdivision plat

### Section 5.00 MODIFICATION/WAIVER OF SUBDIVISION STANDARDS [EMC 17.05.145](#) or [VCC 16.08.100](#) [APC Forms](#)

- \_\_\_\_\_ 5.01 ☐ ☐ An application for Modification/Waiver of Subdivision Standards is not being requested by the applicant
- \_\_\_\_\_ 5.02 ☐ ☐ A modification/waiver of subdivision standards is being requested by the applicant and the completed application has been provided
- \_\_\_\_\_ 5.03 ☐ ☐ The standard modification/waiver statement has been provided on the plat

### Section 6.00 APC FEES [EMC 17.05.070](#) or [VCC 16.08.040](#) [APC Forms](#)

- \_\_\_\_\_ 6.01 ☐ ☐ The required subdivision filing fees have been provided
- \_\_\_\_\_ 6.02 ☐ ☐ The required waiver fees have been provided, when required

### Section 7.00 DEEDS

- \_\_\_\_\_ 7.01 ☐ ☐ Copies of the current deeds for all parcels within the proposed plat have been provided (hard copy or PDF acceptable)

### Section 8.00 PAPER PLATS

- \_\_\_\_\_ 8.01 ☐ ☐ Two paper copies of the proposed subdivision plat have been submitted with this application
- \_\_\_\_\_ 8.02 ☐ ☐ The paper copies have been **FOLDED** as required by the Area Plan Commission (plats that are not folded will not be accepted)
- \_\_\_\_\_ 8.03 ☐ ☐ The paper copies have been submitted on one of the following acceptable sheet size:
  - \_\_\_\_\_ (a) ☐ ☐ Architectural "C" - 18" x 24" (plats that are not trimmed to exact dimensions will not be accepted)
  - \_\_\_\_\_ (b) ☐ ☐ Architectural "D" - 24" x 36" (plats that are not trimmed to exact dimensions will not be accepted)

### Section 9.00 AUTOCAD DWG FILE FOR PRIMARY REVIEW (may also be filed electronically)

- \_\_\_\_\_ 9.01 ☐ ☐ A DWG or DXF file compatible with AutoCAD Version 2000, has been submitted and spatially located to State Plane Coordinates.
- \_\_\_\_\_ 9.02 ☐ ☐ All objects and their properties, within the CAD file should ONLY include the Subdivision boundary, lot lines and street centerline layers.

### Section 10.00 ADOBE PDF FILE FOR PRIMARY REVIEW (may also be filed electronically)

- \_\_\_\_\_ 10.01 ☐ ☐ An Adobe PDF file suitable for printing to scale has been submitted for the proposed subdivision plat
- \_\_\_\_\_ 10.02 ☐ ☐ The Surveyor's Certificate is signed, dated and sealed by the Surveyor (required for revision tracking)

### Section 11.00 ADJOINER'S LIST [EMC 17.05.050](#); [EMC 17.05.060](#) or [VCC 16.08.020](#); [VCC 16.08.030](#) [APC Forms](#)

- \_\_\_\_\_ 11.01 ☐ ☐ The required adjoiner's list has been submitted with this application
- \_\_\_\_\_ 11.02 ☐ ☐ The list includes any registered Neighborhood Association(s) affected by this proposed development
- \_\_\_\_\_ 11.03 ☐ ☐ The list includes the State PIN's, and the names and complete mailing addresses of all adjoining owners
- \_\_\_\_\_ 11.04 ☐ ☐ The names and addresses of the adjoiner's have been verified with the County Treasurer

Section 12.00	<b>PLAT TITLE</b> <a href="#">APC Example Plat</a> 12.01 <input type="checkbox"/> <input type="checkbox"/> The name of the subdivision has been shown exactly the same as designated in the Owner's Certificate
Section 13.00	<b>OWNER'S CERTIFICATE</b> <a href="#">Subdivision Search</a> <a href="#">Standard Language</a> <a href="#">INDIANA SOS</a> 13.01 <input type="checkbox"/> <input type="checkbox"/> The subdivision name as designated has been verified and approved by the APC Staff 13.02 <input type="checkbox"/> <input type="checkbox"/> The ownership status of the property being subdivided has been verified with the County Auditor/Assessor 13.03 <input type="checkbox"/> <input type="checkbox"/> Transfer deeds may be required if current ownership does not match names as listed. 13.04 <input type="checkbox"/> <input type="checkbox"/> The plat includes the standard Owner's Certificate language 13.05 <input type="checkbox"/> <input type="checkbox"/> The Certificate properly identifies all of the owner(s) by the exact name(s) as in their respective deeds 13.06 <input type="checkbox"/> <input type="checkbox"/> The complete mailing addresses of all owners have been shown 13.07 <input type="checkbox"/> <input type="checkbox"/> The designated name does not include the words "subdivision", "minor subdivision", "replat", etc. 13.08 <input type="checkbox"/> <input type="checkbox"/> If applicable, any new or additional rights-of-way have been properly dedicated 13.09 <input type="checkbox"/> <input type="checkbox"/> All proposed easements have been defined and properly dedicated 13.10 <input type="checkbox"/> <input type="checkbox"/> If the title is held by a corporation, provide printed verification that the corporate registration is currently active 13.11 <input type="checkbox"/> <input type="checkbox"/> If the owner's signature is by a trustee, the recorded Affidavit of Trust instrument number must be referenced
Section 14.00	<b>NOTARY CERTIFICATE</b> <a href="#">[EMC CODE]</a> or <a href="#">[VCC CODE]</a> <a href="#">Standard Language</a> 14.01 <input type="checkbox"/> <input type="checkbox"/> The standard language and format for certificates(s) have been shown on the plat 14.02 <input type="checkbox"/> <input type="checkbox"/> The Certificate(s) properly identifies all of the owner(s) by the exact name(s) as in their respective deeds
Section 15.00	<b>SURVEYOR'S CERTIFICATE</b> <a href="#">[EMC CODE]</a> or <a href="#">[VCC CODE]</a> <a href="#">Standard Language</a> 15.01 <input type="checkbox"/> <input type="checkbox"/> The standard language for a Surveyors Certificate has been shown on the plat 15.02 <input type="checkbox"/> <input type="checkbox"/> The Surveyor's Certificate is signed, dated and sealed by the Surveyor (required for revision tracking)
Section 16.00	<b>AFFIRMATION STATEMENT</b> <a href="#">[EMC CODE]</a> or <a href="#">[VCC CODE]</a> <a href="#">Standard Language</a> 16.01 <input type="checkbox"/> <input type="checkbox"/> The standard language for the Affirmation Statement has been shown on the plat 16.02 <input type="checkbox"/> <input type="checkbox"/> The printed name of the signatory is included with the statement
Section 17.00	<b>AREA PLAN COMMISSION CERTIFICATE</b> <a href="#">[EMC CODE]</a> or <a href="#">[VCC CODE]</a> <a href="#">Standard Language</a> 17.01 <input type="checkbox"/> <input type="checkbox"/> The standard language for the APC Certificate has been shown on the plat
Section 18.00	<b>AUDITOR'S STAMP</b> (optional) 18.01 <input type="checkbox"/> <input type="checkbox"/> The Stamp (an AutoCAD block provided by APC) has been located appropriately in the upper right hand corner of the plat
Section 19.00	<b>RECORDER'S STAMP</b> (optional) 19.01 <input type="checkbox"/> <input type="checkbox"/> The Stamp (an AutoCAD block provided by APC) has been located appropriately in the upper right hand corner of the plat
Section 20.00	<b>BOUNDARY DESCRIPTION</b> <a href="#">865 IAC 1-12-7 Measurements</a> <a href="#">APC Example Plat</a> 20.01 <input type="checkbox"/> <input type="checkbox"/> The heading for this section has been labeled <b>BOUNDARY DESCRIPTION</b> 20.02 <input type="checkbox"/> <input type="checkbox"/> The preamble and the body of the Boundary Description meets all of the requirements shown in the APC Example Plat 20.03 <input type="checkbox"/> <input type="checkbox"/> The description reflects dimensions and bearings as determined by an accurate field survey 20.04 <input type="checkbox"/> <input type="checkbox"/> The total acreage for the proposed subdivision has been indicated to the nearest 1/100 of an acre
Section 21.00	<b>SURVEY PLAT</b> <a href="#">865 IAC 1-12-7 Measurements</a> <a href="#">APC Example Plat</a> 21.01 <input type="checkbox"/> <input type="checkbox"/> Line type and line weight for the plat boundary have been symbolized by a bold, solid line 21.02 <input type="checkbox"/> <input type="checkbox"/> The Point of Commencement (POC), if required by the survey, and the Point of Beginning (POB) have been shown and labeled 21.03 <input type="checkbox"/> <input type="checkbox"/> The POC, if required by the survey, and the POB are dimensionally tied to County Monumentation 21.04 <input type="checkbox"/> <input type="checkbox"/> Boundary dimensions and bearings accurately match all calls in the Boundary Description 21.05 <input type="checkbox"/> <input type="checkbox"/> Parcel Identification Numbers (State PIN's) are shown for all represented parcels 21.06 <input type="checkbox"/> <input type="checkbox"/> Owners names and deed references are shown for all represented parcels 21.07 <input type="checkbox"/> <input type="checkbox"/> All existing utilities (water/sewers/gas/etc.) and their respective easements are shown, if any 21.08 <input type="checkbox"/> <input type="checkbox"/> All proposed easements are shown and dimensionally tied to the plat 21.09 <input type="checkbox"/> <input type="checkbox"/> All existing permanent structures, buildings, wells, grain bins, towers, cemeteries, etc., have been shown and labeled 21.10 <input type="checkbox"/> <input type="checkbox"/> The high water mark or edge of water for all existing lakes or ponds are shown, if any 21.11 <input type="checkbox"/> <input type="checkbox"/> Existing contours have been delineated and elevation values are shown 21.12 <input type="checkbox"/> <input type="checkbox"/> Historical lot lines and related information of previous subdivisions are shown, if any 21.13 <input type="checkbox"/> <input type="checkbox"/> If applicable, the 100 Year Special Flood Hazard Areas (SFHA) Zones "A" or "AE" have been delineated and labeled 21.14 <input type="checkbox"/> <input type="checkbox"/> Mailbox cluster location. 21.15 <input type="checkbox"/> <input type="checkbox"/> Adjainers names, parcel numbers & parcel address.

## Section 22.00

### LOTS [APC Example Plat](#)

- \_\_\_\_ 22.01 ☐ ☐ Line type and line weight for all proposed lot lines have been symbolized according to the Example Plat
- \_\_\_\_ 22.02 ☐ ☐ All proposed lots are identified by sequential lot numbers
- \_\_\_\_ 22.03 ☐ ☐ The calculated square footage has been shown on all lots that are equal to or less than 6000 square feet (to nearest square foot)
- \_\_\_\_ 22.04 ☐ ☐ The calculated net acreage to the nearest 1/100 of an acre have been shown on all lots greater than 6000 square foot
- \_\_\_\_ 22.05 ☐ ☐ All Outlots are identified by sequential Outlot letters and labeled "Non-Buildable"
- \_\_\_\_ 22.06 ☐ ☐ All internal lot line dimensions are shown
- \_\_\_\_ 22.07 ☐ ☐ Lot frontages have been dimensioned along the right-of-way
- \_\_\_\_ 22.08 ☐ ☐ Where permissible, lot frontages have been dimensioned along the Building Setback Line, i.e. 25' on curves and 20' on cul-de-sacs.
- \_\_\_\_ 22.09 ☐ ☐ Additionally, BSL are to be shown on lots where the setbacks are designed to be more restrictive than Table "A" minimums
- \_\_\_\_ 22.10 ☐ ☐ If applicable, all affected lots within SFHA Zones "A" or "AE" have been labeled with BFE and FPG values

## Section 23.00

### STREETS, PUBLIC WAYS, RIGHTS-OF-WAY, ETC.

- \_\_\_\_ 23.01 ☐ ☐ All abutting streets are designated by their existing names or by proposed names approved by APC
- \_\_\_\_ 23.02 ☐ ☐ All streets are dimensioned across their width and across the radii on cul-de-sacs
- \_\_\_\_ 23.03 ☐ ☐ All street center lines are symbolized or labeled, and are dimensionally tied to the plat
- \_\_\_\_ 23.04 ☐ ☐ Existing pavements, travel ways, drive cuts onto proposed lots, etc. are shown

## Section 24.00

### THOROUGHFARE SETBACKS [18.150 Thoroughfare Regulations](#) [17.34 Thoroughfare Plan](#)

- \_\_\_\_ 24.01 ☐ ☐ This subdivision is not affected by thoroughfare setbacks
- \_\_\_\_ 24.02 ☐ ☐ This subdivision is affected by a classified thoroughfare and the required setback has been delineated on the plat

## Section 25.00

### GENERAL NOTES [Standard Language](#)

- \_\_\_\_ 25.01 ☐ ☐ The heading for this section has been labeled **GENERAL NOTES** (see Standard Language for details)

## Section 26.00

### BAR SCALE & NORTH ARROW

- \_\_\_\_ 26.01 ☐ ☐ The orientation of the North Arrow is in accordance with the plat
- \_\_\_\_ 26.02 ☐ ☐ Bar Scale is appropriately scaled to the plat
- \_\_\_\_ 26.03 ☐ ☐ The dimensions on the plat can be directly measured with one of the following engineer's scale:  
1"=10 Feet, 1"=20 Feet, 1"=30 Feet, 1"=40 Feet, 1"=50 Feet, 1"=60 Feet or 1"=100 Feet

## Section 27.00

### LOCATION MAP

- \_\_\_\_ 27.01 ☐ ☐ The site of the proposed subdivision has been shown in a Location Map
- \_\_\_\_ 27.02 ☐ ☐ The orientation of the Location Map is in accordance with the plat
- \_\_\_\_ 27.03 ☐ ☐ The remaining acreage of the parent parcel has been shown within the Location Map, when applicable

## Section 28.00

### LEGEND

- \_\_\_\_ 28.01 ☐ ☐ The legend identifies only the symbology shown on the plat
- \_\_\_\_ 28.02 ☐ ☐ The legend identifies all abbreviations shown on the plat that are not elsewhere defined on the plat

**NOTICE REQUIREMENTS:** For minor subdivisions that are not required to go to a public meeting use **APC FORM 301SUB: NOTICE OF MINOR SUBDIVISION**, for the notice letter to the adjoiner's. The items in **Section 29.00** must be provided to the Area Plan Commission prior to or along with the secondary plat.

For major and minor subdivisions or waiver requests that are required to go to an APC Public Hearing, use **APC FORM 302SUB: NOTICE OF PUBLIC MEETING**, for the notice letter to the adjoiner's. The items in **Section 29.00** must be filed in the Office of the Area Plan Commission by 12:00 noon, the Monday before the APC meeting.

## Section 29.00

### PUBLIC NOTICE

- \_\_\_\_ 29.01 ☐ ☐ The APC FORM 203SUB: SUBDIVISION AFFIDAVIT has been properly signed and notarized
- \_\_\_\_ 29.02 ☐ ☐ One copy of a completed Notice letter has been provided
- \_\_\_\_ 29.03 ☐ ☐ All Green Receipts that were sent by Certified Mail/Return Receipt Requested have been provided
- \_\_\_\_ 29.04 ☐ ☐ One copy of each "Red Flag" letter has been provided, if applicable

## SECONDARY PLAT REVIEW CHECK LIST

The colored boxes indicated by ☐ ☐ are reserved for APC use only.

Items checked ☐ indicates a deficiency that require further attention prior to review or recording.

Items checked ☐ indicates the information is suitable for secondary plat approval.

Subdivision: \_\_\_\_\_ Docket No: \_\_\_\_\_

Plat Date: \_\_\_\_\_ First APC Review: \_\_\_\_\_ Second APC Review: \_\_\_\_\_

\*\*\*\*\*

**SECONDARY PLAT REVIEW:** Upon receiving primary plat approval by the Area Plan Commission, the completion of Sections 29.00 through 38.00 are required in addition to the information provided for Sections 1.00 through 28.00 of the Primary Plat Review Check List:

### Section 30.00

#### SECONDARY PLAT SUBMITTALS

- \_\_\_\_ 30.01 ☐ ☐ Original mylar, properly signed and notarized (must be trimmed to exact Architectural "C" or "D" sizes)
- \_\_\_\_ 30.02 ☐ ☐ If applicable, signed cost estimates, Letter of Credit, deeds, sales disclosure, any other related documents supporting the plat
- \_\_\_\_ 30.03 ☐ ☐ Plat release fees, recording fees and, if applicable, plat deficiencies/re-review fees, Auditor fees

### Section 31.00

#### AUTOCAD DWG FILE FOR SECONDARY REVIEW (may also be filed electronically)

- \_\_\_\_ 31.01 ☐ ☐ A DWG or DXF file compatible with AutoCAD Version 2000, has been submitted
- \_\_\_\_ 31.02 ☐ ☐ All objects and their properties, within the CAD file, conform to the specifications outlined on the Example Plat

### Section 32.00

#### ADOBE PDF FILE FOR SECONDARY REVIEW (may also be filed electronically)

- \_\_\_\_ 32.01 ☐ ☐ An Adobe PDF file suitable for printing to scale has been submitted for the proposed subdivision plat
- \_\_\_\_ 32.02 ☐ ☐ The Surveyor's Certificate has been signed and dated by the Surveyor

### Section 33.00

#### SECONDARY PLAT APPROVAL AND APC CONDITIONS

- \_\_\_\_ 33.01 ☐ ☐ APC Conditions are not applicable to this phase or section of the plat
- \_\_\_\_ 33.02 ☐ ☐ APC Conditions are applicable to this phase or section of the plat
  - \_\_\_\_ (a) ☐ ☐ Documented approvals from the regulatory agencies have been provided for each specified condition

### Section 34.00

#### PLAN APPROVAL STATEMENTS [Standard Language](#)

- \_\_\_\_ 34.01 ☐ ☐ Standard language for plan approvals have been provided, where applicable, for the following:
  - \_\_\_\_ (a) ☐ ☐ Drainage Plans (BPW/County Drainage Board)
  - \_\_\_\_ (b) ☐ ☐ Road Plans (BPW/County Commissioners)
  - \_\_\_\_ (c) ☐ ☐ Alternate Sidewalk Plans (APC & BPW/County Commissioners)
  - \_\_\_\_ (d) ☐ ☐ Modification/Waiver of Subdivision Standards and related statements including sidewalk C/O, etc., (APC)
  - \_\_\_\_ (e) ☐ ☐ Municipal Sewer Plans (EWSU/Utility Board or the Town of Darmstadt)
  - \_\_\_\_ (f) ☐ ☐ Municipal Water Plans (EWSU/Utility Board or German Township Water District)
  - \_\_\_\_ (g) ☐ ☐ Private On-site Sewage Disposal System (Health Department)
  - \_\_\_\_ (h) ☐ ☐ Commercial On-site Sewage Disposal System (State Board of Health)
  - \_\_\_\_ (i) ☐ ☐ Private On-site Water Well System (State Board of Health)
  - \_\_\_\_ (j) ☐ ☐ Cost Estimates and Letter of Credit with recorded instrument number

(Provide a copy of these recorded documents – Do NOT record until APC staff has reviewed and approved the documents)

### Section 35.00

#### OWNER'S CERTIFICATE

- \_\_\_\_ 35.01 ☐ ☐ The printed names of each owner is shown and the names exactly match their deed
- \_\_\_\_ 35.02 ☐ ☐ The complete mailing address of all owners have been shown
- \_\_\_\_ 35.03 ☐ ☐ The plat has been signed and dated by all of the owner(s)
- \_\_\_\_ 35.04 ☐ ☐ If applicable, Power of Attorney or Trusteeship have been properly shown and referenced

### Section 36.00

#### NOTARY CERTIFICATE

- \_\_\_\_ 36.01 ☐ ☐ Verify that the Certificate(s) properly identifies all of the owner(s)
- \_\_\_\_ 36.02 ☐ ☐ Verify that the Certificate(s) is properly signed, dated and sealed by the Notary

### Section 37.00

#### SURVEYOR'S CERTIFICATE

- \_\_\_\_ 37.01 ☐ ☐ Verify that the Certificate bears the standard certification language
- \_\_\_\_ 37.02 ☐ ☐ Verify that the Certificate is properly signed, dated and sealed by the Surveyor

### Section 38.00

#### INFORMATION TO BE REMOVED FROM SECONDARY PLATS

- \_\_\_\_ 38.01 ☐ ☐ Abutting ownership information
- \_\_\_\_ 38.02 ☐ ☐ Details for pavements, travel ways, drive cuts, utilities, fences, etc., and all supporting notation
- \_\_\_\_ 38.03 ☐ ☐ Contours and elevation values
- \_\_\_\_ 38.04 ☐ ☐ Historical lot lines and related information

**SUBDIVISION APPLICATION**  
FOR FILING MAJOR, MINOR, PUD, REPLAT, PLAT VACATION, ETC.

APC FORM 101SUB

**PROPOSED SUBDIVISION INFORMATION:**

The Information on this form must match exactly the information shown on the proposed subdivision plat, otherwise delays in the review will occur.

\_\_\_\_\_  
(Printed Name Of Proposed Subdivision As Designated In The Owner's Certificate)

APC Docket No.: \_\_\_\_\_

\_\_\_\_\_  
(Address Of Property Being Subdivided)

\_\_\_\_\_  
(Describe Location Of Subdivision From Existing Streets Or From Intersections)

\_\_\_\_\_  
(Number Of Lots)      (Total Acreage As Described)      (Civil Township)      (1/4, 1/2 Section)      (Section No.)      (Tier & Range)

**PARCELS BEING SUBDIVIDED:**

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

\_\_\_\_\_  
(Parcel Identification Number: State PIN Only)

**LAND SURVEYOR'S INFORMATION:**

\_\_\_\_\_  
(Printed Name Of Business)

\_\_\_\_\_  
(Printed Name Of Professional Land Surveyor)

\_\_\_\_\_  
(Indiana Registration Number)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(E-mail Address)

**FOR APC OFFICE USE ONLY**  
FILE DATE STAMP

**APPLICATION FOR MODIFICATION/WAIVER OF SUBDIVISION STANDARDS  
AND APPLICATION FOR SIDEWALK WAIVER**

APC FORM 102SUB

**AREA PLAN COMMISSION  
EVANSVILLE-VANDERBURGH COUNTY**  
Room 312 Civic Center Complex  
1 N.W. Martin Luther King, Jr. Blvd.  
Evansville, IN 47708  
Phone (812) 435-5226  
E-mail: [contactus@evansvilleapc.com](mailto:contactus@evansvilleapc.com)

**FOR APC OFFICE USE ONLY**

Date Filed: \_\_\_\_\_  
Waiver Docket No.: **WAV-** \_\_\_\_\_  
Fees Paid: \_\_\_\_\_  
Sub Review Date: \_\_\_\_\_  
APC Meeting Date: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_

_____ <small>(Printed Name Of Subdivision)</small>	_____ <small>(APC Docket No.)</small>	_____ <small>(Lot No.)</small>	_____ <small>(Parcel Identification Number: State PIN Only)</small>
_____ <small>(Complete Mailing Address, Including City, State And Zip Code)</small>			
_____ <small>(Printed Name Of Owner)</small>	_____ <small>(Printed Name Of Owner)</small>		
_____ <small>(Phone No.)</small>	_____ <small>(E-Mail Address)</small>	_____ <small>(Phone No.)</small>	_____ <small>(E-Mail Address)</small>
_____ <small>** (Signature Of Owner)</small>		_____ <small>** (Signature Of Owner)</small>	

No modification or waiver request shall be granted except on a finding that each of the following factors is true:

1. The waiver or modification will not be injurious to the public health, safety or general welfare;
2. The land use or value of the area adjacent to the property involved in the waiver will not be affected in a substantially adverse manner;
3. The strict application of the Subdivision Code standard at issue will result in practical difficulties in the use of the site;
4. The site is not within a PUD, and the standard in question is not already subject to modification or waiver under a different section of the Subdivision Code;
5. The need for the modification or waiver is due to special site characteristics or circumstances not generally applicable to other property;
6. The modification or waiver will not undermine compliance with other applicable local, state or federal laws, and if it pertains to the provision of public ways, public facilities, or private sewage disposal systems, there no objections from a public agency having jurisdiction over such laws, and
7. The requested modification or waiver will not constitute or have the practical effect of modification or waiver of any of the standards prescribed by the Zoning Ordinance.

Subdivision Control Ordinance Section Number requested to be waived: \_\_\_\_\_

Statement explaining waiver request (also attach drawing): \_\_\_\_\_

Statement of reasons supporting waiver request: \_\_\_\_\_

**NOTE:** Waiver requests are heard at the Area Plan Commission public meetings. If a waiver request is submitted before the filing of the subdivision plat for the same site, a drawing must be submitted showing how the relaxed standard affects the site.

**NOTICE REQUIREMENTS:** For minor subdivisions with a sidewalk waiver approved by the Technical Review Committee, use APC FORM 301SUB for the notice to adjoiner's. For major and minor subdivisions or waiver requests that are required to go to an APC Public Hearing, use APC FORM 302SUB for the notice to adjoiner's.

**\*\* This application will not be accepted without the owner of record signature.**



## OWNER'S AFFIDAVIT

APC FORM 2015UB

STATE OF INDIANA )  
 ) SS:  
COUNTY OF VANDERBURGH )

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

APC Docket No.: \_\_\_\_\_

I, \_\_\_\_\_, the undersigned owner of the real estate described on the attached  
(Printed Name Of Individual Land Owner)  
survey plat, do hereby make application to subdivide said described land into the number of lots as specified on the attached  
Subdivision Application, APC FORM 101SUB, in accordance with the requirements of the Evansville Municipal Code or the  
Vanderburgh County Code.

I hereby affirm, under penalty of perjury, that the information within this application is true and correct and that I will fully  
comply with all standards, specifications and conditions of approval as governed by the requirements of the code.

\_\_\_\_\_  
(Signature Of Land Owner, Include The Business Title Of Owner, If Applicable)

\_\_\_\_\_  
(Name Of Corporation If The Land Title Is Held By A Legal Entity With Equitable Interest)

\_\_\_\_\_  
(Complete Mailing Address, Including City, State And Zip Code)

\_\_\_\_\_  
(Phone No.)

\_\_\_\_\_  
(E-Mail Address)

### OWNER'S ACKNOWLEDGEMENT OF AUTHORIZED AGENT:

I do hereby further acknowledge that by signing this Owner' Affidavit below, that the following named person has been  
previously authorized to be my Attorney-In-Fact for real estate transactions and the management of my property. The Power  
of Attorney has been recorded in the Office of Vanderburgh County Recorder and this document and its Instrument Number  
has been properly shown and referenced in the Owner's Certificate of the proposed subdivision plat.

If, however, the named person below is a Trustee, then an Affidavit of Trust, or equivalent document, has been recorded in the  
Office of Vanderburgh County Recorder with sufficient information to identify the name of the Trust and the Trustee and  
sufficiently indicates what authority he or she holds. This document and its Instrument Number has been properly shown and  
referenced in the Owner's Certificate of the proposed subdivision plat.

\_\_\_\_\_  
(Signature Of Individual Land Owner)

\_\_\_\_\_  
(Printed Name Of Attorney-In-Fact, Indicate POA Or Printed Name Of Trustee, Indicate Trustee)

### NOTARY CERTIFICATE:

Subscribed and sworn to before me, a Notary Public in and for said County and State this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature Of Notary)

\_\_\_\_\_  
(Printed Name Of Notary)

My Commission Expires \_\_\_\_\_ Notary Resides in \_\_\_\_\_ County, State of \_\_\_\_\_.

(Notary Seal)

ABUTTING PROPERTY OWNERS/NEIGHBORHOOD ASSOCIATION(S)

APC FORM 202SUB

OWNER(S) OF RECORD	OWNER'S COMPLETE MAILING ADDRESS	PROPERTY ADDRESS	STATE PIN

NEIGHBORHOOD ASSOCIATION(S)	COMPLETE MAILING ADDRESS

CONTINUE ON ADDITIONAL SHEET(S) OF THIS FORM IF NECESSARY

## SUBDIVISION AFFIDAVIT OF NOTICE

APC FORM 203SUB

STATE OF INDIANA                     )  
  ) SS:  
COUNTY OF VANDERBURGH        )

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

APC Docket No.: \_\_\_\_\_

I, \_\_\_\_\_, hereby affirm under the penalties of perjury that I have mailed letters  
(Printed Name of Owner, Authorized Agent, or Petitioner)

containing the required information about the subdivision request located at \_\_\_\_\_,  
(Address of Proposed Subdivision)

to the abutting property owners and neighborhood association(s) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

I hereby certify that, to the best of my knowledge, the attached list is complete and accurate for all abutting property owners and neighborhood association(s), whose properties touch at any point, in whole or in part, the owner's property of the proposed subdivision identified above. The letters were mailed through the United States Postal Service, as documented on the attached **CERTIFICATE OF MAILING – PS FORM 3665**. ONE copy of the sample letter is also attached.

\_\_\_\_\_  
(Signature of Owner, Authorized Agent, Petitioner)

### NOTARY CERTIFICATE:

Subscribed and sworn to before me, a Notary Public in and for said County and State this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature Of Notary)

\_\_\_\_\_  
(Printed Name Of Notary)

My Commission Expires \_\_\_\_\_ Notary Resides in \_\_\_\_\_ County, State of \_\_\_\_\_.

(Notary Seal)

**Notice Requirements:** For subdivisions that are going to an APC public hearing, this affidavit must be filed in the Office of the Area Plan Commission by 12:00 noon, the Monday before the APC meeting. For all other minor subdivisions, this affidavit must be submitted prior to or along with the secondary plat. For Minor Plat not going to a public meeting, there is no deadline for filing this affidavit.



Name and Address of Sender	TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here <i>Postmark with Date of Receipt.</i>			
	Postmaster, per (name of receiving employee)					
USPS® Tracking Number Name of Recipient(s)	Address (Street, City, State, and ZIP Code™)		Postage	Fee	Special Handling	Parcel Airlift
1.						
2.						
3.						
4.						
5.						
6.						

**NOTICE OF MINOR SUBDIVISION**  
FOR MINOR SUBDIVISIONS GOING TO APC TECHNICAL REVIEW MEETING

APC FORM 301SUB

TO: Adjoining Property Owner

FROM: \_\_\_\_\_  
(Printed Name Of Owner, Developer)

DATE: \_\_\_\_\_  
(Date Of This Letter)

SUBJECT: \_\_\_\_\_  
(Printed Name Of Proposed Subdivision)

APC DOCKET NO.: \_\_\_\_\_

Notice is hereby given, in compliance with the local Subdivision Code, that the Area Plan Commission Technical Review Committee is considering the proposed subdivision identified above, for primary plat approval. The proposed subdivision involves \_\_\_\_\_ lots and is located at \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_, in Vanderburgh County, Indiana.  
(# Of Lots) (Street Address) (Cross Street) (Cross Street)

Minor subdivisions are not generally required to be heard at an Area Plan Commission public meeting, however, there may be circumstances that may warrant a public hearing.

A reduced copy of the proposed plat is enclosed along with an APC Subdivision Comment Form. The purpose of the comment form is to provide property owners adjoining the proposed subdivision with an opportunity to express any concerns they may have.

The Area Plan Commission can only consider comments that relate to the specific standards and technical requirements as provided by the Evansville Municipal Code <http://www.codepublishing.com/IN/Evansville/> or the Vanderburgh County Code <http://www.codepublishing.com/IN/VanderburghCounty/>. This Code is also available for review at the APC Office, located in Room 312 of the Civic Center Complex.

Your comments can be mailed, or e-mailed to the Area Plan Commission using the contact information shown on the form. Additional comment forms can also be downloaded from our website at [APC FORMS](#). You may also call us at 812.435.5226.

If you have any questions or concerns, please contact the Area Plan Commission within ten (10) days of the postmark date of this letter.

Developer of Subdivision:

\_\_\_\_\_  
(Printed Name Of Developer) (Developer's Phone Number)

Enclosures: Reduced copy of subdivision plat  
Subdivision Comment Form APC FORM 401SUB

**NOTICE OF PUBLIC HEARING**  
FOR MAJOR AND MINOR SUBDIVISIONS OR WAIVERS GOING TO PUBLIC HEARING

APC FORM 302SUB

TO: Adjoining Property Owner

FROM: \_\_\_\_\_  
(Printed Name Of Owner, Developer)

DATE: \_\_\_\_\_  
(Date Of This Letter)

SUBJECT: \_\_\_\_\_  
(Printed Name of Proposed Subdivision)

APC DOCKET NO.: \_\_\_\_\_

Notice is hereby given that the Area Plan Commission, on Thursday, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 3:00 p.m. in the City Council Chambers, Room 301 of the Civic Center Complex, Evansville Indiana, will hold a public hearing to consider the proposed subdivision identified above, for primary plat approval. The proposed subdivision involves \_\_\_\_\_ lots and is located at \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_, in Vanderburgh County, Indiana.

(Street Address) (Cross Street)

A reduced copy of the proposed plat is enclosed along with an APC Subdivision Comment Form. The purpose of the comment form is to provide property owners adjoining the proposed subdivision with an opportunity to express their concerns.

The Area Plan Commission can only consider comments that relate to the specific standards and technical requirements as provided by the Evansville Municipal Code <http://www.codepublishing.com/IN/Evansville/> or the Vanderburgh County Code <http://www.codepublishing.com/IN/VanderburghCounty/>. This Code is also available for review at the APC Office, located in Room 312 of the Civic Center Complex.

Your comments can be mailed, or e-mailed to the Area Plan Commission using the contact information shown on the form. Additional comment forms can also be downloaded from our website at [APC FORMS](#). You may also call us with any questions or concerns at 812.435.5226.

The Area Plan Commission is not the forum for the public to express drainage concerns. If you are interested in drainage issues in regard to this subdivision, please contact the following City or County Agencies: City Engineer at (812) 436-4990 or the County Surveyor at (812) 435-5210

Developer of Subdivision:

\_\_\_\_\_  
(Printed Name Of Developer) (Developer's Phone Number)

Enclosures: Reduced copy of subdivision plat  
Subdivision Comment Form APC FORM 401SUB

cc: Mike Labitzke, City Engineer  
or  
cc: John Stoll, County Engineer

## NOTICE TO PROPERTY OWNER OF SUBDIVISION ORDINANCE VIOLATION

APC FORM 303SUB

DATE:

(Date Of This Letter)

TO:

(Owner's Name Of Affected Property)

(Parcel Identification Number Of Affected Property: State Pin Only)

(Complete Mailing Address Of Affected Property)

SUBJECT:

(Printed Name Of Proposed Subdivision Or Parcelization)

APC DOCKET NO.:

FROM:

**AREA PLAN COMMISSION  
EVANSVILLE-VANDERBURGH COUNTY**  
Room 312 Civic Center Complex  
1 N.W. Martin Luther King, Jr. Blvd.  
Evansville, IN 47708  
Phone (812) 435-5226  
E-mail: [contactus@evansvilleapc.com](mailto:contactus@evansvilleapc.com)

DEVELOPER:

(Printed Name Of Developer For Proposed Subdivision Or Parcelization)

(Developer's Phone Number)

Dear Property Owner(s):

The Area Plan Commission (APC) has determined that your property at the address above is not in compliance with **Chapter 16.04** of the **Vanderburgh County Subdivision Control Ordinance** or **Title 17.05** of the **Evansville Municipal Code**, which sets forth procedures and requirements for the division of land. Your parcel is in violation of this ordinance.

This notice is being issued to you along with the required notice of the application for approval of the proposed subdivision/parcelization referenced above. The proposed subdivision/parcelization is near or adjacent to your property. The APC is notifying you at this time of the following:

1. The subdivision/parcelization plat identified above has been filed with the APC and is currently under review;
2. Your property, located at the address shown above, is not in compliance with the Subdivision Control Ordinance;
3. As a result, the APC has "red flagged" your property and no future permits will be issued by APC for improvements on your property, including any remodeling and/or reconstruction in the event structures are destroyed by flood, fire, tornado or other disaster;
4. This non-compliance with the Subdivision Control Ordinance, and the effects of non-compliance as set forth above and in the Ordinance itself, could also result in problems if you would ever want to sell or refinance your property;

The legal status of your property can be corrected by your participation and inclusion in a subdivision/parcelization involving your property. Here are two options that are available:

- A. If possible, you may join your property in with the proposed subdivision/parcelization that is currently under review; or
- B. You may file a subdivision/parcelization plat for just your property with the APC at some point in the future.

If you choose one of these options and the subdivision/parcelization plat is approved and recorded, the violation concerning your property would be eliminated and your property would be in compliance with the ordinance. However, please note that in order to be included in a subdivision/parcelization, your property must meet the standards set forth in the Subdivision Control Ordinance, for example, minimum lot size, road frontage, etc.

Please contact the Area Plan Commission staff at 812-435-5226 for further explanation or to schedule an appointment.

## SUBDIVISION COMMENT FORM

APC FORM 401SUB

DATE:

(Date Of This Letter)

TO:

**AREA PLAN COMMISSION  
EVANSVILLE-VANDERBURGH COUNTY**  
Room 312 Civic Center Complex  
1 N.W. Martin Luther King, Jr. Blvd.  
Evansville, IN 47708  
Phone (812) 435-5226  
E-mail: [contactus@evansvilleapc.com](mailto:contactus@evansvilleapc.com)

SUBJECT:

(Printed Name Of Proposed Subdivision)

APC DOCKET NO.:

FROM:

(Your Name)

(Your Complete Mailing Address)

(Your Phone Number)

(Your E-mail Address)

COMMENTS:

The Area Plan Commission can only consider comments that relate to the specific standards and technical requirements as provided by the Evansville Municipal Code <http://www.codepublishing.com/IN/Evansville/> or the Vanderburgh County Code <http://www.codepublishing.com/IN/VanderburghCounty/>.

Your comments can be mailed, or e-mailed to the Area Plan Commission using the contact information shown above. Additional comment forms can also be downloaded from our website at [APC FORMS](#).



**ENGINEER'S COST ESTIMATE**  
(Example Of Engineer's Cost Estimate To Be Presented on Company Letterhead)

APC FORM 501SUB

Date: (Insert Date)

Re: (Insert Name of Subdivision)  
(Insert APC Docket Number)  
**ENGINEER'S COST ESTIMATE**  
Our Project No.: (Insert Engineer's Project No.)

**Engineer's Cost Estimate "A"**

<b><u>MISCELLANEOUS</u></b>	<b><u>Quantity</u></b>	<b><u>Unit</u></b>	<b><u>\$/Unit</u></b>	<b><u>Line Item Amount</u></b>
Include, as individual line items, design & as-built drawings, surveying,				\$0,000.00
lot & construction staking, grading, seeding, compaction testing, erosion control,				\$0,000.00
rock dams, rip rap, silt fence, fertilizer, etc.				\$0,000.00
<b><u>Sub-Total Miscellaneous</u></b>				<b>\$0,000.00</b>
 <b><u>STREETS</u></b>				
Include, as individual line items, sub-surface material, surface material,				\$0,000.00
curbs & gutters, accel/decel lanes, road signs, etc.				\$0,000.00
<i>** If improvements have been accepted for maintenance, indicate approval date</i>				
<b><u>Sub-Total Streets</u></b>				<b>\$0,000.00</b>
 <b><u>STORM SEWERS</u></b>				
Include, as individual line items: RCP, HDPE, area drains, box curb inlets,				\$0,000.00
manholes, end sections, "J" box curb inlets, #5 stone, sand backfill, etc.				\$0,000.00
<i>** If improvements have been accepted for maintenance, indicate approval date.</i>				
<b><u>Sub-Total Storm Sewers</u></b>				<b>\$0,000.00</b>
 <b>Sub-Total for Cost Estimate "A"</b>				\$0,000.00
<b>15% Contingency</b>				\$0,000.00
<b>Total for Cost Estimate "A"</b>				<b>\$0,000.00</b>

**Engineer's Cost Estimate "B"**

<b><u>SIDEWALKS</u></b>				
Sidewalks, ADA ramps, ADA signage, etc.				\$0,000.00
<i>** If sidewalks have been waived, indicate approval date and who granted approval</i>				
<i>** If the Certificate of Occupancy statement is shown on the plat, indicate accordingly.</i>				
<b><u>Sub-Total Sidewalks</u></b>				<b>\$0,000.00</b>
 <b>Sub-Total for Cost Estimate "B"</b>				\$0,000.00
<b>15% Contingency</b>				\$0,000.00
<b>Total for Cost Estimate "B"</b>				<b>\$0,000.00</b>

**Engineer's Cost Estimate "C"**

<b><u>WATER LINES</u></b>	<b><u>Quantity</u></b>	<b><u>Unit</u></b>	<b><u>\$/Unit</u></b>	<b><u>Line Item Amount</u></b>
Include, as individual line items, C-900, hydrant, gate valves, valve box,				\$0,000.00
tees, bends, MJ plugs, chlorination taps, blow off assembly, automatic				\$0,000.00
flushing devices, metallic locator tape, hydrostatic testing, disinfection				\$0,000.00
of lines, granular backfill, bedding, etc.				\$0,000.00
<i>** If improvements have been accepted for maintenance, indicate approval date</i>				
<b><u>Sub-Total Water Lines</u></b>				<b>\$0,000.00</b>
 <b>Sub-Total for Cost Estimate "C"</b>				\$0,000.00
<b>15% Contingency</b>				\$0,000.00
<b>Total for Cost Estimate "C"</b>				<b>\$0,000.00</b>

## ENGINEER'S COST ESTIMATE (Continued)

APC FORM 501SUB

Date: (Insert Date)

Page Two

Re: (Insert Name of Subdivision)  
(Insert APC Docket Number)  
**ENGINEER'S COST ESTIMATE**  
Our Project No.: (Insert Engineer's Project No.)

### Engineer's Cost Estimate "D"

#### SANITARY SEWERS

Show linear footage & unit costs for each pipe size, quantity of manholes, etc.

*\*\* If improvements have been accepted for maintenance, indicate approval date*

#### Sub-Total Sanitary Sewers

Sub-Total for Cost Estimate "D"

15% Contingency

Total for Cost Estimate "D"

Quantity

Unit

\$/Unit

Line Item Amount

\$0,000.00

**\$0,000.00**

\$0,000.00

\$0,000.00

**\$0,000.00**

### Letter of Credit Summary

Total for Cost Estimate "A"

Total for Cost Estimate "B"

Total for Cost Estimate "C"

Total for Cost Estimate "D"

\$0,000.00

\$0,000.00

\$0,000.00

\$0,000.00

Grand Total of Cost Estimate

**\$0,000.00**

Cost Estimate Prepared by:

\_\_\_\_\_  
(Signature Above This Line, Printed Name Below Line)

Indiana Registration No.:

Date Prepared:

Cost Estimate "A & B" Approved By:

\_\_\_\_\_  
(Signature Above This Line, Printed Name Below Line)

Mike Labitzke, City Engineer

or

John Stoll, County Engineer

Cost Estimate "C & D" Approved By:

\_\_\_\_\_  
(Signature Above This Line, Printed Name Below Line)

Doug Ohning, EWSU

**IRREVOCABLE LETTER OF CREDIT – AUTOMATIC EXTENSION**  
(To Be Submitted on Bank Letterhead)

APC FORM 601SUB

Issue Date: \_\_\_\_\_ Irrevocable Letter of Credit No.: \_\_\_\_\_

**BENEFICIARY:**

Evansville-Vanderburgh County  
Area Plan Commission  
1 NW Martin Luther King Jr Blvd  
Room 312, Civic Center  
Evansville, IN 47708

**APPLICANT:**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Amount: \$ \_\_\_\_\_  
(Specify Total Amount) (Written Total Amount)

RE: \_\_\_\_\_ APC Docket No.: \_\_\_\_\_  
(Printed Name of Proposed Subdivision)

We hereby issue in your favor this Irrevocable Letter of Credit for the account of the Applicant which is available by payment of your draft drawn at sight, via certified mail, registered mail, or courier on us and bearing the following clause with information completed as indicated: "Drawn under Irrevocable Letter of Credit No.: \_\_\_\_\_ issued by [bank name] \_\_\_\_\_ dated \_\_\_\_\_" and accompanied by a signed statement of the Evansville-Vanderburgh County Area Plan Commission, Evansville, Indiana that the Applicant has failed to comply with statutory and ordinance requirements or the terms and conditions of primary plat approval with regard to basic public improvements.

The period within which the required basic improvements must be completed shall not exceed three (3) years from the date of secondary plat approval. The Area Plan Commission may, upon proof of difficulty in completing improvements, grant an extension of the completion date for a maximum period of one (1) additional year. Once the period, including any such extension, has expired, the Applicant will be in default of this Irrevocable Letter of Credit if and to the extent it has not been released by the Area Plan Commission.

We hereby agree that, in the event an extension of completion is granted, the amount of this Irrevocable Letter of Credit shall be made equal to the aggregate of all known costs of all basic improvements and installations remaining incomplete at the time of the extension plus a contingency equal to 20% of such aggregate costs.

This Irrevocable Letter of Credit is valid for one calendar year and is **automatically extended** for successive one-year periods, including periods after the deadline for completion of improvements as described above, unless we furnish the Evansville-Vanderburgh County Area Plan Commission at least sixty (60) days prior written notice of cancellation or intention not to extend by certified mail, return receipt requested or overnight courier. Upon receipt of such sixty-day notice, such notice shall be construed as default granting the Evansville-Vanderburgh County Area Plan Commission the right to draw the full amount of this Irrevocable Letter of Credit.

We hereby agree with drawers, endorsers, assignees and bona fide holders of all drafts drawn in compliance with the terms and conditions of this Irrevocable Letter of Credit that such drafts will be duly honored upon presentation, including by delivery by recognized national carrier without necessity of the physical presence of a Beneficiary representative, of the documents specified above to [bank name and address] \_\_\_\_\_, and we hereby waive any right to defer honor of such drafts prior to maturity.

The liability and obligations of [bank name] \_\_\_\_\_ for this Irrevocable Letter of Credit shall be governed by the laws of the State of Indiana. In the event of any dispute or controversy arising out of this Letter, we agree that the forum for any cause of action filed by any party shall be Vanderburgh County.

Name of Bank: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Signature of Authorized Bank Officer, Title Above Line, Printed Name Below Line)

Attest: \_\_\_\_\_  
(Signature of Authorized Attester Above Line, Printed Name Below Line)

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

(Corporate Seal)

## APC Standard Language For Subdivision Plats with Examples and Instructions

The Section Numbers, where shown, are relative to the APC Check List

### **SECTION 13.00 OWNER'S CERTIFICATE**

[EMC 17.05.100\(G\)\(2\)](#) or [VCC16.08.070\(G\)\(2\)](#)

**FOR MINOR SUBDIVISIONS** that provide additional right-of-way. If platting outside of right-of-way then no dedication is needed

Always include the printed name of the owner and the complete mailing address, i.e., city, state & postal zip code

Ensure that printed names, where ever they occur, remain legible once the document has been signed. See also Vanderburgh County Recording Requirements and IC 32-2-11-16)

**FOR MAJOR SUBDIVISIONS** that are providing new rights-of-way

**FOR PLANED UNIT DEVELOPMENT (PUD)** that are providing new rights-of-way

### **OWNER'S CERTIFICATE**

I, the undersigned owner of the real estate shown and described hereon, do hereby plat and subdivide said real estate as shown and designate the same as **WILLOW BEND**, a minor subdivision.

All additional road rights-of-way shown and not previously dedicated are hereby dedicated to public use.

---

**JOHN Q. OWNER**

101 Fast Lane  
Evansville, IN 47708

### **OWNER'S CERTIFICATE**

I, the undersigned owner of the real estate shown and described hereon, do hereby plat and subdivide said real estate as shown and designate the same as **VELVEETA TORTELLINI**, a major subdivision.

All road rights-of-way shown and not previously dedicated are hereby dedicated to public use.

---

**JOHN Q. OWNER**

101 Fast Lane  
Evansville, IN 47708

### **OWNER'S CERTIFICATE**

I, the undersigned owner of the real estate shown and described hereon, do hereby plat and subdivide said real estate and designate same as **PEACH STONE PUD**, a Planed Unit Development.

All road rights-of-way shown and not previously dedicated are hereby dedicated to public use.

---

**JOHN Q. OWNER**

101 Fast Lane  
Evansville, IN 47708

## APC Standard Language For Subdivision Plats with Examples and Instructions

The Section Numbers, where shown, are relative to the APC Check List

### SECTION 13.00 OWNER'S CERTIFICATE (continued)

Definitions for easements are to be dedicated within the Owner's Certificate as required . . .

#### PUBLIC UTILITY EASEMENTS

Strips or areas of land, of the dimensions shown on this plat and marked **PUE** (Public Utility Easement), are hereby dedicated for the installation, maintenance, operation, enlargement and repair of utility facilities, whether above ground or below ground, with the right to trim or remove, at the discretion of the public utility, trees, overhanging branches, bushes, underbrush and obstructions. No structures other than such utility facilities shall be located within said areas of land and any fence located within said areas of land is subject to removal by a public utility, without liability, in the use of said easements by said utility.

#### DRAINAGE EASEMENTS

Strips or areas of land, of the dimensions shown on this plat and marked **DE** (Drainage Easement), are hereby dedicated for conveyance of surface water and/or subsurface water; provided however, that public utilities are hereby permitted to cross such Drainage Easements with utility facilities provided, that such facilities are not placed in such a manner as to impede the flow of water. The property owner is responsible for maintenance and erosion control of said easements and shall not place landscaping, earth berms, fences or other obstructions that impede or reduce the flow of water.

#### DRAINAGE AND UNDERGROUND PUBLIC UTILITY EASEMENTS

Strips or areas of land, of the dimensions shown on this plat and marked **D&UGPUE** (Drainage & Underground Public Utility Easement), are hereby dedicated for conveyance of surface water and/or subsurface water drainage and for the maintenance and operation of underground portions of public of public utility facilities, including flush with surface level manholes and vaults that do not impede drainage flow, access along the easement, or mowing and maintenance of the easement. No structures other than such utility facilities or drainage ways or systems shall be located within said areas of land and any fence located within said areas of land is subject to removal by the Drainage Board or a public utility without liability in the use of said easements.

#### LAKE MAINTENANCE AND STORM DETENTION EASEMENTS

Strips or areas of land, of the dimensions shown on this plat and marked **LM&SDE** (Lake Maintenance & Storm Detention Easement), are hereby dedicated for the maintenance of the storm drainage lake and maintenance, and storage of storm water. Any alterations to the land within these easements must have the approval of the Drainage Board. No structures of any kind along with fences may be extended into the Lake Maintenance and Storm Detention Easements.

#### General dedication for easements

All easements are dedicated with the right of ingress and egress over the lots within this subdivision to and from said easements for necessary construction, maintenance or reconstruction.

Other easements may be required . . .

## APC Standard Language For Subdivision Plats with Examples and Instructions

The Section Numbers, where shown, are relative to the APC Check List

### SECTION 14.00 NOTARY CERTIFICATE

[EMC 17.05.100\(G\)\(2\)](#) or [VCC16.08.070\(G\)\(2\)](#)

Identify the venue, i.e.: State and County and properly format with the scilicet . . .

)  
) ss:  
)

Always identify the owner by their proper name. Include the corporate title of the signatory if acting on behalf of a corporate entity

The names of the owners should be written the same as their names appears within their respective deeds

Use INDELIBLE INK suitable for use on mylar film. Embossed notarial seals or seals created within CAD files are also acceptable

### SECTION 15.00 SURVEYOR'S CERTIFICATE

[EMC 17.05.100\(G\)\(1\)](#) or [VCC16.08.070\(G\)\(1\)](#)

Indicate the completion date of the survey

Revise the WITNESS DATE within the certificate each time the plat is revised and submitted to APC. This date will be used for revision tracking and must appear on paper plats and in the PDF documents.

**NOTE: Plats submitted without current revision or submittal date appropriately shown within the Surveyor's Certificate, as requested, will not be reviewed.**

Include the printed name of the surveyor and a complete mailing address

### SECTION 16.00 AFFIRMATION STATEMENT

IC 36-2-11-15

For consistency, always include the affirmation statement along with the Surveyor's Certificate.

### NOTARY CERTIFICATE

STATE OF INDIANA )  
) ss:  
COUNTY OF VANDERBURGH )

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared **John Q. Owner**, the owner of the real estate shown and described hereon and acknowledged the execution of the foregoing plat with the dedications and restrictions thereon, express to be a voluntary act and deed for the uses and purposes therein set forth.

Witness my hand and seal this **25th day of December, 2040**

My commission expires \_\_\_\_\_

\_\_\_\_\_  
**JOHN Q. NOTARY**

Notary resides in Vanderburgh County, Indiana

Reserved For Seal

### SURVEYOR'S CERTIFICATE

I, **JOHN Q. SURVEYOR**, hereby certify that I am a land surveyor, licensed in compliance with the laws of the State of Indiana, and further certify that this plat correctly represents a survey completed by me on **JULY 4, 1776** and that all monuments shown exist at all locations as noted.

Witness my hand and seal this **25th day of December, 2040**

\_\_\_\_\_  
**JOHN Q. SURVEYOR, PLS**

Indiana Registration Number LS12345678

NAME OF MY BUSINESS

121 Closed Circuit Blvd.

Evansville, IN 47708

Reserved For Seal

### AFFIRMATION STATEMENT

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless it is required by law.

\_\_\_\_\_  
**JOHN Q. SURVEYOR, PLS**

## APC Standard Language For Subdivision Plats with Examples and Instructions

The Section Numbers, where shown, are relative to the APC Check List

### SECTION 17.00 APC CERTIFICATE

[EMC 17.05.100\(G\)\(3\)](#) or [VCC16.08.070\(G\)\(3\)](#)

**FOR MAJOR OR MINOR SUBDIVISIONS**  
approved at APC public meeting, use this certificate

Fill in the date of the primary approval

Include the APC Docket Number on all documentation and correspondence

Ask APC staff for electronic stamp

**FOR MINOR SUBDIVISIONS** approved at Subdivision Technical Review meeting, use this certificate

Fill in the date of the primary approval and always indicate that it was approved at SUBDIVISION REVIEW

Always include the APC Docket Number on all documentation and correspondence

Ask APC staff for electronic stamp

### SECTION 18.00 AUDITOR'S STAMP

### SECTION 19.00 RECORDER'S STAMP

### AREA PLAN COMMISSION CERTIFICATE

Under the authority provided by the Acts of 1981, Public Law #309, and enacted by the General Assembly of the State of Indiana, proper notice was given and this plat has been given Primary Approval by the AREA PLAN COMMISSION of Evansville and Vanderburgh County at a meeting held on **DECEMBER 25, 2040**.

\_\_\_\_\_  
President: **STACY STEVENS**

\_\_\_\_\_  
Attest Executive Director: **RONALD S. LONDON**

Reserved For Seal

### PLAT RELEASE for APC DOCKET NO.: 99-S-2017

The Secondary Plat complies with the Ordinance and is released for recording.

\_\_\_\_\_  
Executive Director: **RONALD S. LONDON**

\_\_\_\_\_  
Plat Release Date

### AREA PLAN COMMISSION CERTIFICATE

Under the authority provided by the Acts of 1981, Public Law #309, and enacted by the General Assembly of the State of Indiana, proper notice was given and this plat has been given Primary Approval by the AREA PLAN COMMISSION of Evansville and Vanderburgh County at a meeting held on **DECEMBER 25, 2040 (at SUBDIVISION REVIEW)**.

\_\_\_\_\_  
President: **STACY STEVENS**

\_\_\_\_\_  
Attest Executive Director: **RONALD S. LONDON**

Reserved For Seal

### PLAT RELEASE for APC DOCKET NO.: 99-MS-2017

The Secondary Plat complies with the Ordinance and is released for recording.

\_\_\_\_\_  
Executive Director: **RONALD S. LONDON**

\_\_\_\_\_  
Plat Release Date

Ask APC staff for location of Auditor's stamp

Ask APC staff for location of Recorder's stamp

## APC Standard Language For Subdivision Plats with Examples and Instructions

The Section Numbers, where shown, are relative to the APC Check List

### SECTION 25.00 GENERAL NOTES

**FLOOD PLAIN DATA:** Specify only one of the following options: **ALL**, **A PORTION** or **NONE**. Also designate the SFHA Zone "**A**", or Zone "**AE**", or indicate Zones "**A**" and "**AE**" if applicable

**REGULATED DRAIN RIGHT-OF-WAY:**  
IC 36-9-27 Drainage Law

#### PUBLIC UTILITIES:

A statement for the availability of public utilities for water and sanitary sewers must always appear on the plat. If either water or sanitary sewers are not available by a public utility, then a statement regarding private utilities must also appear on the plat

#### PRIVATE UTILITIES - WATER:

#### PRIVATE UTILITIES - OSDS:

#### ACCESS:

#### DOUBLE FRONTAGE LOTS:

Major subdivision must have approval at the APC public meeting.

#### NATURAL SURFACE WATERCOURSE:

For watercourses with lakes if no drainage easements are shown

For all other watercourses if no drainage easements are shown

**FLOOD PLAIN DATA: A PORTION** of the within described tract of land lies within that Special Flood Hazard Area (SFHA) Zone "**A**" as said tracts plots on Community Panel No. \_\_\_\_\_ of the Flood Insurance Rate Maps (FIRM) of Vanderburgh County, Indiana, dated \_\_\_\_\_.

**REGULATED DRAIN RIGHT-OF-WAY:** Subject to the rights and limitations as specified in Indiana Code 36-9-27-33, no permanent structures shall be placed within a regulated drain right-of-way without the express written permission of the Vanderburgh County Drainage Board. No trees, shrubs or woody vegetation shall be planted within a regulated drain right-of-way without the express written permission of the Vanderburgh County Drainage Board. Crops grown within a regulated drain right-of-way are at the risk of the owner and may be damaged or cut by Vanderburgh County in the course of the maintenance or reconstruction of a regulated drain right-of-way without any liability on the part of the County Surveyor, County Drainage Board or their representatives.

#### PUBLIC UTILITIES - WATER:

Water is not available by a Public Utility

Water is available and is provided by the German Township Water District

Water is available and is provided by the Evansville Water & Sewer Utility

Water is available by extension and will be provided by the Evansville Water & Sewer Utility

#### PUBLIC UTILITIES - SEWER:

Sanitary Sewer is not available by a Public Utility

Sanitary Sewer is available and is provided by the Town of Darmstadt Sewer Utility

Sanitary Sewer is available and is provided by the Evansville Water & Sewer Utility

Sanitary Sewer is available by extension and will be provided by the Evansville Water & Sewer Utility

#### PRIVATE UTILITIES - WATER:

Water will be provided by a private on-site water well system and must be registered with Indiana Department of Natural Resources (IDNR).

#### PRIVATE UTILITIES - OSDS:

Sewage disposal will be provided by a private on-site sewage disposal systems (OSDS) and must be approved and permitted by the Vanderburgh County Health Department and comply with Rule 410 IAC 6-8.3 for residential projects or Rule 410 IAC 6-10.1 for commercial projects.

**ACCESS:** (Provide access statement as directed . . .)

**DOUBLE FRONTAGE LOTS:** Lots \_\_\_\_\_ are not considered to be double frontage lots.

**NATURAL SURFACE WATERCOURSE:** The owner(s) shall remain responsible for lake maintenance and prevention of obstructions to creeks and natural surface watercourses.

**NATURAL SURFACE WATERCOURSE:** The owner(s) shall remain responsible for the prevention of obstructions to creeks and natural surface watercourses.



## APC Standard Language For Subdivision Plats with Examples and Instructions

The Section Numbers, where shown, are relative to the APC Check List

### SECTION 25.00 GENERAL NOTES (continued)

#### RESPONSIBILITY FOR DRAINAGE FACILITY MAINTENANCE WITHIN COUNTY . . .

[VCC 13.04.460\(B\(1\)\(a\), 13.04.460\(B\(1\)\(b\) and 13.04.460\(B\(1\)\(c\)](#)

#### PLAN "A" LOT OWNERS' ASSOCIATION:

The name of the legal entity forming the Lot Owners' Associations (LOA) should replace the parenthetical phrase "The Lot Owners' Association . . . as shown within the first line of the first paragraph of the standard language for Plan "A".

#### RESPONSIBILITY FOR DRAINAGE FACILITY MAINTENANCE PLAN "A":

'The Lot Owners' Association shall be responsible, including financially, for the maintenance and repair of the entire stormwater drainage system, its parts, and easements within or attached to this subdivision and outside of County accepted road rights-of-way including:

- (1) Mowing grass, controlling weeds, and maintaining the designed cover of the waterways, storage basins, and easements in accordance with applicable ordinances.
- (2) Keeping all parts of the stormwater drainage system operating at all times as designed and as constructed; and free of all trash, debris, and obstructions to the flow of water.
- (3) Keeping the channels, embankments, shorelines, and bottoms of waterways and basins free of all erosion and sedimentation.
- (4) Maintaining and repairing the stormwater drainage system in accordance with the conditions described on the approved street and/or drainage plans on file in the County Surveyor's Office, and/or the County Engineer's Office; and in compliance with the County Drainage Ordinance.
- (5) Preventing all persons or parties from causing any unauthorized alterations, obstructions, or detrimental actions from occurring to any part of the stormwater drainage system and easements within or attached to this subdivision.
- (6) NOTICE: Any pipe, fence, wall, building, pool, patio, planting, stored material, excavation, fill, or other construction, improvement, addition to, or alteration of the land within a drainage easement in this subdivision requires the prior written approval of the County Drainage Board.
- (7) In the event that the lot owner(s) association cease to exist, the responsibility for maintenance and repair of the stormwater drainage system and facilities outside of County accepted road rights-of-way, and within a subdivision's boundaries, together with any off-site facilities housed within easements acquired for the project drainage system shall become the responsibility of the individual lot owner on whose property those facilities lie  
The primary spillway or outlet pipe of the detention/retention basin located on lot(s) \_\_\_\_\_ is located on lot(s) \_\_\_\_\_ and in the event that the lot owner(s) association ceases to exist it shall be the sole responsibility of the owner of lot(s) \_\_\_\_\_ to maintain the primary spillway and/or outlet pipe to the design specifications of the approved Drainage Plan for this subdivision.  
The emergency spillway of the detention/retention basin located on lot(s) \_\_\_\_\_ is located on lot(s) \_\_\_\_\_ and in the event that the lot owner(s) association ceases to exist it shall be the sole responsibility of the owner of lot(s) \_\_\_\_\_ to maintain the emergency spillway to the design specifications of the approved Drainage Plan for this subdivision.  
The individual lot owner(s) shall be responsible, including financially, for maintaining that part of the stormwater drainage system and its easements which exists on his or her property in proper working order including:

## APC Standard Language For Subdivision Plats with Examples and Instructions

The Section Numbers, where shown, are relative to the APC Check List

### SECTION 25.00 GENERAL NOTES (continued)

#### INSTALLATION OF SIDEWALKS WITH CERTIFICATE OF OCCUPANCY WITHIN THE CITY . . . [EMC 17.05.100\(E\)\(1\)\(b\)](#)

Use this statement when a sidewalk plan has been approved and the installation cost is not provided in a Letter of Credit

#### INSTALLATION OF SIDEWALKS WITH CERTIFICATE OF OCCUPANCY WITHIN THE COUNTY . . . [VCC 16.08.070\(E\)\(1\)\(b\)](#)

Use this statement when a sidewalk plan has been approved and the installation cost is not provided in a Letter of Credit

#### INSTALLATION OF SIDEWALKS:

**EXISTING SIDEWALKS WITHIN CITY . . .**  
[EMC 17.05.150\(B\)\(2\)](#). Insert Sub Review Date

**EXISTING SIDEWALKS WITHIN COUNTY . . .**  
[VCC 16.12.020\(B\)\(2\)](#). Insert Sub Review Date

#### INSTALLATION OF SIDEWALKS WITH CERTIFICATE OF OCCUPANCY:

- (i) Each purchaser of, or successor in interest to, an individual lot or lots from the owner of record at the time the plat is recorded must install the required sidewalk(s) on the purchased lot or lots within five years from the date of purchase or acquisition of interest.
- (ii) The owner of record at the time the plat is recorded must install the required sidewalk(s) on all lots to which the owner still holds title within 10 years from the date the plat is recorded.
- (iii) No certificate of occupancy will be granted for any new building on any lot in the subdivision unless and until the required sidewalk on that lot is installed.
- (iv) Sidewalks installed in a new subdivision must be installed to the standards meeting the latest edition of the Evansville Municipal Code and all applicable standards required by the Americans with Disabilities Act (ADA) and regulations thereunder.
- (v) Failure to install a required sidewalk in accordance with all ordinances and in the time allotted in this subsection is an ordinance violation that may be corrected by City employees or contractors in accordance with the provisions of IC 36-1-6-2 and any amendment or recodification thereof, with both the direct and administrative costs of such correction being a lien against the property and being eligible to be placed on the tax duplicate by the County Auditor in accordance with the procedures prescribed by State law.

#### INSTALLATION OF SIDEWALKS WITH CERTIFICATE OF OCCUPANCY :

- i. Each purchaser of, or successor in interest to, an individual lot or lots from the owner of record at the time the plat is recorded must install the required sidewalk(s) on the purchased lot or lots within five (5) years from the date of purchase or acquisition of interest.
- ii. The owner of record at the time the plat is recorded must install the required sidewalk(s) on all lots to which the owner still holds title within ten (10) years from the date the plat is recorded.
- iii. No certificate of occupancy will be granted for any new building on any lot in the subdivision unless and until the required sidewalk on that lot is installed.
- iv. Sidewalks installed in a new subdivision must be installed to the standards meeting the latest edition of the Vanderburgh County Code and all applicable standards required by the Americans with Disabilities Act (ADA) and the regulations thereunder.
- v. Failure to install a required sidewalk in accordance with all ordinances and in the time allotted in this subsection is an ordinance violation that may be corrected by County employees or contractors in accordance with the provisions of IC 36-1-6-2 and any amendment or recodification thereof, with both the direct and administrative costs of such correction being a lien against the property and being eligible to be placed on the tax duplicate by the County Auditor in accordance with the procedures prescribed by state law.

**INSTALLATION OF SIDEWALKS:** Sidewalks exist at this location and it was determined at SUBDIVISION REVIEW on **DECEMBER 25, 2040** that this subdivision currently meets the minimum requirements for the installation of sidewalks as per the **Evansville Municipal Code 17.05.150(B)(2)**.

**INSTALLATION OF SIDEWALKS:** Sidewalks exist at this location and it was determined at SUBDIVISION REVIEW on **DECEMBER 25, 2040** that this subdivision currently meets the minimum requirements for the installation of sidewalks as per the **Vanderburgh County Code 16.12.020(B)(2)**.

**SECTION 25.00 GENERAL NOTES (continued)**

**APPLICATION FOR MODIFICATION/WAIVER OF SUBDIVISION STANDARDS:**

**MINOR SUBDIVISIONS SIDEWALK WAIVERS WITHIN CITY . . .**

Insert APC "WAV" Docket Number from APC Form 201. Indicate the approval status, i.e., **APPROVED, APPROVED WITH CONDITIONS, DENIED** or **WITHDRAWN**, and the date of the hearing. [EMC 17.05.150\(B\)\(2\)](#).

If the waiver is **DENIED** at **SUB REVIEW** it will continue to the **AREA PLAN COMMISSION** and the **BOARD OF PUBLIC WORKS** . . .

**MINOR SUBDIVISIONS SIDEWALK WAIVERS WITHIN COUNTY . . .**

Insert APC "WAV" Docket Number from APC Form 201. Indicate the approval status, i.e., **APPROVED, APPROVED WITH CONDITIONS, DENIED** or **WITHDRAWN**, and the date of the hearing. [VCC 16.12.020\(B\)\(2\)](#).

If waiver is denied at **SUB REVIEW** and continues to the **COUNTY COMMISSIONERS** . . .

**MAJOR SUBDIVISIONS SIDEWALK WAIVERS WITHIN CITY . . .**

Insert APC "WAV" Docket Number from APC Form 201. Indicate the approval status, i.e., **APPROVED, APPROVED WITH CONDITIONS, DENIED** or **WITHDRAWN**, and the date of the hearing. [EMC 17.05.150\(B\)\(2\)\(a\)\(ii\) or \(iii\)](#).

*NOTE: See 17.05.150(B)(2)(a)(ii) or (iii) for the considerations and approvals based on lot size*

**MAJOR SUBDIVISIONS SIDEWALK WAIVERS WITHIN COUNTY . . .**

Insert APC "WAV" Docket Number from APC Form 201. Indicate the approval status, i.e., **APPROVED, APPROVED WITH CONDITIONS, DENIED** or **WITHDRAWN**, and the date of the hearing. [VCC 16.12.020\(B\)\(2\)\(a\)\(ii\) or \(iii\)](#).

*NOTE: See 16.12.020(B)(2)(a)(ii) or (iii) for the considerations and approvals based on lot size*

**APPLICATION FOR MODIFICATION/WAIVER OF SUBDIVISION STANDARDS:** APC Docket Number **WAV-00-2040** requesting to waive the installation of sidewalks, as per **City Code 17.05.150(B)(2)**, was **APPROVED** at SUBDIVISION REVIEW on **DECEMBER 25, 2040**.

**APPLICATION FOR MODIFICATION/WAIVER OF SUBDIVISION STANDARDS:** APC Docket Number **WAV-00-2040** requesting to waive the installation of sidewalks, as per **City Code 17.05.150(B)(2)**, was **APPROVED** by the AREA PLAN COMMISSION at a meeting held on **DECEMBER 24, 2040** and by the BOARD OF PUBLIC WORKS at a meeting held on **DECEMBER 25, 2040**.

**APPLICATION FOR MODIFICATION/WAIVER OF SUBDIVISION STANDARDS:** APC Docket Number **WAV-00-2040** requesting to waive the installation of sidewalks, as per **County Code 16.12.020(B)(2)**, was **APPROVED** at SUBDIVISION REVIEW on **DECEMBER 25, 2040**.

**APPLICATION FOR MODIFICATION/WAIVER OF SUBDIVISION STANDARDS:** APC Docket Number **WAV-00-2040** requesting to waive the installation of sidewalks, as per **County Code 16.12.020(B)(2)**, was **APPROVED** by the COUNTY COMMISSIONERS at a meeting held on **DECEMBER 25, 2040**.

**APPLICATION FOR MODIFICATION/WAIVER OF SUBDIVISION STANDARDS:** APC Docket Number **WAV-00-2040** requesting to waive the installation of sidewalks, as per **City Code 17.05.150(B)(2)**, was **APPROVED** by the AREA PLAN COMMISSION at a meeting held on **DECEMBER 24, 2040** and by the BOARD OF PUBLIC WORKS at a meeting held on **DECEMBER 25, 2040**.

**APPLICATION FOR MODIFICATION/WAIVER OF SUBDIVISION STANDARDS:** APC Docket Number **WAV-00-2040** requesting to waive the installation of sidewalks, as per **County Code 16.12.020(B)(2)**, was **APPROVED** by the COUNTY COMMISSIONERS on **DECEMBER 31, 2040**.

## APC Standard Language For Subdivision Plats with Examples and Instructions

The Section Numbers, where shown, are relative to the APC Check List

### SECTION 25.00 GENERAL NOTES (continued)

#### APPLICATION FOR MODIFICATION/WAIVER OF SUBDIVISION STANDARDS: (continued)

##### STANDARD STATEMENT FOR CITY . . .

Insert APC "WAV" Docket Number from APC Form 201, state the ordinance that is to be modified or waived and cite the Section Number of the EMC Code. Indicate the approval status, i.e., **APPROVED**, **APPROVED WITH CONDITIONS**, **DENIED** or **WITHDRAWN**, and the date of hearing. [EMC 17.05.145](#).

##### STANDARD STATEMENT FOR COUNTY . . .

Insert APC "WAV" Docket Number from APC Form 201, state the ordinance that is to be modified or waived and cite the Section Number of VCC Code. Indicate the approval status, i.e., **APPROVED**, **APPROVED WITH CONDITIONS**, **DENIED** or **WITHDRAWN**, and the date of hearing. [VCC 16.08.100](#).

**NOTE:** For ALL waivers that are **APPROVED WITH CONDITIONS**, an additional statement must be added to further stipulate and explain the conditions of the approval.

##### VARIANCE: [EMC 18.165.010](#) [VCC 17.36.100](#)

Insert APC "BZA" Docket Number, cite the Section Number of the Zoning Code and the date of the hearing. Also indicate the purpose of the variance.

##### PRIOR COVENANTS AND RESTRICTIONS:

##### L.O.C, COST EST. STATEMENT:

**APPLICATION FOR MODIFICATION/WAIVER OF SUBDIVISION STANDARDS:** APC Docket Number **WAV-00-2040** requesting to waive \_\_\_\_\_, as per the **Evansville Municipal Code** \_\_\_\_\_, was **APPROVED** by the AREA PLAN COMMISSION on **DECEMBER 25, 2040**.

**APPLICATION FOR MODIFICATION/WAIVER OF SUBDIVISION STANDARDS:** APC Docket Number **WAV-00-2040** requesting to waive \_\_\_\_\_, as per the **Vanderburgh County Code** \_\_\_\_\_, was **APPROVED** by the AREA PLAN COMMISSION on **DECEMBER 25, 2040**.

**VARIANCE:** APC Docket Number **2040-999-BZA** requesting a variance of the Zoning Ordinance, as per \_\_\_\_\_, was **APPROVED** by the Board of Zoning Appeals on **DECEMBER 25, 2040**. This variance was to allow for the relaxation of: \_\_\_\_\_.

**PRIOR COVENANTS AND RESTRICTIONS:** The AREA PLAN COMMISSION does not participate in the creation or enforcement of private covenants and restrictions and therefore the recording of this plat has absolutely no effect on any private covenants and restrictions that may or may not exist.

**COST ESTIMATES AND IRREVOCABLE LETTERS OF CREDIT:** Cost Estimates and Irrevocable Letters of Credit that are required to be filed with the Area Plan Commission to be sufficient to complete the basic improvements and installations in compliance with the ordinance have been recorded and the instrument number(s) are as follows: