



AREA PLAN COMMISSION
EVANSVILLE - VANDERBURGH COUNTY

1 NW Martin Luther King Jr. Blvd. Evansville, IN 47708
Room 312 Civic Center Complex | Phone: (812) 435-5226

FOR OFFICE USE ONLY

DOCKET #:

PARCELIZATION APPLICATION - CITY

PARCELIZATION NAME: _____

Parent Parcel Address or Parcel ID Number: _____

INSTRUCTIONS

To comply with the requirements for parcelization in the City of Evansville, each parcel must be greater than 5.00 acres and shall not involve any new street or other means of access, Section 17.05.010. Residential properties must conform to the minimum lot width in the Zoning Code (Table A), Section 18.130.010, and have frontage on an existing public or private road (e.g. in Agricultural and R-1 districts, parcels must have at least 60 feet of frontage). An "existing" private road means one that has been constructed and an easement for right of way is recorded (either granted or dedicated by deed or plat or resulting from a court order such as quiet title or partition), and that expressly provides public access to all resulting parcels for all purposes, including emergency services, postal and delivery services, and access to all other resulting parcels.

There is no requirement for minimum lot width or road frontage for the following zoning districts: C-1, C-2, C-4, M-1, M-2, or M-3.

Steps in Filing a Parcelization:

1. A pre-application review with the APC staff is required before filing to discuss whether the conceptual plat would meet the parcelization requirements. Staff will need to verify that a public or private road exists for access/frontage to the proposed parcel(s). Private access must be verified by the 2000 aerial maps found on the GIS system at <http://dev.evansvilleapc.com/maps/zoningmobile/index.html> and easement documentation provided by the owner.
2. If the Code requirements can be met, a licensed land surveyor must create metes and bounds description(s) of the parcel(s) along with a proposed survey drawing of the parcelization plat.
3. Email a PDF and CAD file of plat prior to filing.
4. File a copy of a completed APC Parcelization Checklist along with the proposed plat drawing, deeds, and filing fee (in person or by mail).
5. Attend the technical review meeting to answer questions from technical review agencies. Note: owner, attorney in fact, or attorney at law (with submitted documentation) must attend, not just engineer or other representative.
6. Obtain written approvals from all technical review agencies in addition to the APC, namely:
 - a. City Engineer
 - b. County Surveyor
 - c. Building Commission
 - d. Evansville Water & Sewer Utility
 - e. Health Department
7. If the parcelization is approved, deeds must be stamped by the APC staff before recording. The applicant must record the deeds with a reduced copy of the plat drawing attached. Note: drawing must be legible for recording purposes.
8. A copy of the recorded deeds and plat must also be submitted to the APC for the office parcel records. Note: may be emailed.
9. Only after recorded copies have been received by staff, will an address be assigned for the parcel(s).

NOTE: the recording of the parcelization does not mean that the parcel is considered buildable. Prior to a building permit being issued, the owner will be required to provide documentation as to septic system approval/sewer connection and potable water well approval/water connection.

APC PARCELIZATION CHECKLIST

_____ **Letters of Transmittal:** must accompany all documentation filed for review and processing by the Area Plan Commission. A copy of the transmittal will be date stamped by APC staff and will serve as verification of APC receipt for any prints, deeds, checks for processing fees received by this office, etc. Submittals not accompanied by letters of transmittal will not be accepted.

_____ Submit one copy of proposed plat along with this checklist.

_____ Email a PDF and CAD file of plat on State Plane Coordinates (Note: CAD file must be in 2009 version, showing only the boundary and lot lines).

_____ Submit one copy of the existing recorded deed.

_____ **Plat:** Locate and label the true Point of Beginning (POB) and all ties to found section or quarter section corners. Line work for plat shall allow for easy identification of boundary lines, internal lot lines, ROW's, centerlines, easements, contours and all other line work shown. Indicate north direction and scale.

_____ **Geographic Location Map:** Locate site within section or quarter section with reference to roads, major landmarks, and any nearby corporation limit or County boundary. Indicate north direction and scale.

_____ **Boundary Description:** A metes and bounds description is required for all parcels. Include tier, range, section, township and reference to Vanderburgh County, Indiana. Include ties to found section or quarter section corners and identify the true Point of Beginning (POB). Written description(s) shall include all calls shown on plat (no inverse calls). Parcel description(s) shall accurately reflect field surveys and shall mathematically close. All straight-line segments shall include a bearing and distance. All curves shall include the radius, delta angle, chord bearing, chord distance, tangent, and arc length. Include totals for acres and square footage of entire parcelization plat and each parcel. Include existing easement descriptions, if any, for each parcel.

_____ **Parcel Data:**

- Plat title and verification of name as verified and approved by the APC staff.
- Current property lines symbolized by hatch or fine line detail.
- Include original parcel and all new parcels on plat. Show each lot as a parcel / NO REMAINDERS.
- Include all parcel owner's names, current parcel ID numbers and addresses.
- Identify all parcels with sequential numbers or letters.
- Show bearing, distances, and all curve data on all parcel lines.
- Show individual parcel sizes in acres and square feet.
- Show and label all existing structures such as buildings, wells, mines, towers, etc.
- Existing right-of-way and easements w/ widths (if applicable), with recording data cross references, must be shown on plat and added to each parcel deed.

We, the undersigned owner and surveyor of record, affirm, under penalties for perjury, that the foregoing representations on this application and all materials submitted with this application are true and correct and that the required parcelization plat, deeds, etc., submitted are in conformance with all applicable laws and ordinances. We understand that approval of the parcelization does not eliminate the need to obtain other permits that may also be required by applicable laws or ordinances. We further agree to hold harmless and indemnify the City of Evansville, Vanderburgh County, and the Area Plan Commission, for any claim against any of them arising from any act or omission on the part of the owner or the owner's agents or representatives.

Owner (Sign):		(Print):		Date:	
		(Email):		Phone:	
Surveyor of Record (Sign):		(Print):		Date:	
		(Email):		Phone:	