

Requirements for Petitioning for a Rezoning or Subdivision Plat

The Kosciusko County Area Plan Commission meets once a month. Filing deadlines for the meetings are typically the month prior to the next meeting (i.e. must file in November to make the December meeting). All of the below information, documents, and fees must be submitted on or before the filing deadline in order to be placed on the requested agenda. All deadlines are available on the Kosciusko County Area Plan Commission Web site, www.kcgov.com, or in our office.

Applicants will need to provide the following when petitioning for a Rezoning:

- 1.) Filing Fee in the form of cash or check. The rezoning filing fee is \$300.00 per hearing. If the filing fee is being paid for by check, it should be made out to the Kosciusko County Treasurers Office.
- 2.) Exact written legal description of property in question.
- 3.) Property address where applicable.
- 4.) Property owners name, mailing address, and phone number.
- 5.) Agents name and phone number where applicable.
- 6.) Detailed Description of what the applicant wants to petition for.
- 7.) Due to the nature of the petition or property, additional materials or information may be required by the APC staff or Boards.
- 8.) For a rezoning petition, the Kosciusko County Area Plan Commission will make a recommendation to either the County Commissioners or respective Town Council for final action. The date of the Commissioner or Town Council meeting will be announced at the time of the petition.

Applicants will need to provide the following when petitioning for a Preliminary Plat:

- 1.) The filing fee for a subdivision plat or vacation is dependent on the size (major, \$350.00, or minor, \$150.00) of the proposed subdivision. If the filing fee is being paid for by check, it should be made out to the Kosciusko County Treasurers Office.
- 2.) For plats, all required information from the plat inspection list must be submitted in addition to other required information (See attached).
- 3.) After preliminary plat approval is given, a final plat must be submitted within the allotted time as specified within the Kosciusko County Subdivisions Ordinance along with. The submission to the APC office must be forty-eight (48) hours prior to the next APC meeting and include a copy of the proposed restrictive covenants, a Mylar of the plat, three additional paper copies, and the appropriate surety as specified under section 306.1.c of the Kosciusko County Subdivision Ordinance.

It should be noted that for either type of hearing that;

- 1.) If any of the above information or fees are not provided the petition may be continued or dropped.
- 2.) Once the advertised legal has been delivered, by staff, to the newspaper for publication, the filing fee is non-refundable regardless of outcome of the hearing.

Preliminary Plat Inspection

Form # 0115

This checklist must be complete at the time of filing in order for the plat to be considered at the next scheduled meeting. If all required information is not provided by such time the plat will not be heard until the following month.

Subdivision Name: _____

Name of Owner/Owners: _____

Surveyor/Engineer: _____ Telephone Number of Contact: _____

Key Number: _____

The property is zoned properly for the proposed development (Residential, Ag II, Commercial, or Industrial 1,2, or 3)

Four (4) Copies of the Following information:

Location Map, which shows: (Subdivision Control Ordinance Sec.403.1)

- 1. A site map showing subdivision location within the county
- 2. The zoning of the development tract and adjacent properties
- 3. The relationship of existing streets and the distance therefrom

A plan for the proposed subdivision and all lands within one hundred (100) feet of boundaries: (Subdivision Control Ordinance Sec. 403.2)

- 1. Elevations and contours
- 2. Character of natural or artificial features existing on land (ex. woods, streams, rivers, and buildings)
- 3. Existing and proposed streets, including but not limited to, names, widths, gradients, curbs, and side walks (Include cross sections & profiles).
- 4. Existing and proposed easements (ex. utility, drainage, emergency access) marked appropriately
- 5. Soils Map
- 6. Floodplain information and delineations
- 7. Tract boundary lines
- 8. Title, graphic scale, north arrow, and date

Preliminary Drainage Plan (Stormwater Runoff & Erosion Control Ordinance Article 4)

Report of Runoff Quantities and Storage Volume Determinations (Stormwater Runoff & Erosion Control Ordinance Article 6)

Subdivision Plat Which Shows: (Subdivision Control Ordinance Sec. 403.3)

- 1. Subdivision Name
- 2. Names of Owner/s, Subdivider, and Surveyor or Engineer
- 3. Street Pattern, street names, widths and grades
- 4. Layout of Lots, Dimensions, Numbers, and Setback Lines
- 5. Parcels to be dedicated or reserved for Public Use
- 6. Easement lines (utility, drainage, emergency access)
- 7. Key plan, legend, notes, graphic scale, north arrow, and date

Engineering Plans: (Subdivision Control Ordinance Sec.403.4)

Plat Restrictions to be recorded with final (Subdivision Control Ordinance Sec. 403.5)

Filing Fee Has Been Paid (\$150.00 Minor Plats, 1,2, or 3 lots / \$350.00 Major Plats 4 or more lots)

Legal description of the tract being subdivided on an eight and half by eleven (8.5" x 11") sheet of paper. (Subdivision control Ordinance 403.28)