



Department of Engineering and Planning

Subdivision Plat Procedure

**Please refer to Chapter 152 Subdivision Code of the Greenfield Code of Ordinances
for all subdivision platting requirements**

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



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6. Preliminary Approval & Secondary Approval by Plan Commission typically reviewed at one hearing
7. 30 Day waiting period after Plan Commission approval for any legal appeals. Plats cannot be recorded prior to this 30 day period.
8. Submit record plat and certified engineers cost estimate to Planning Department for preparation of Subdivision Improvement Agreement with the City of Greenfield Board of Public Works and Safety. The developer can:
 - a. Complete all the public Improvements and submitting a 10% maintenance surety (bond or letter of credit) as approved by City Engineer with a Subdivision Maintenance Agreement and then record the plat; or,
 - b. Submit an improvement surety (bond or letter of credit) with amounts certified by an engineer and approved by City Engineer with a Subdivision Improvement Agreement, and record the plat. This process will require all public improvements to be accepted and a maintenance agreement
 - c. Public Improvements include
 - i. streets
 - ii. sidewalks
 - iii. storm sewer
 - iv. sanitary sewer
 - v. water lines
 - vi. subdivision centerline and lot corner monuments
 - vii. street signs
 - viii. erosion control
 - ix. street lights (to be installed by Greenfield Power and Light, developer to pay P&L directly and attach receipt to Subdivision Improvement Agreement or post surety)

note: after acceptance, no maintenance surety is required for erosion control and/or street lights
 - d. Documents to be presented:



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- i. Agreement to construct Improvements and/or maintain completed and accepted improvements. Agreement is prepared by Planning Department and administered and accepted and released by Engineering Department.
 - ii. Performance Bond/Letter of Credit for Public Improvements installation or maintenance of accepted improvements.
 - iii. Plat (Original Mylar)
9. Record Plat Approval: (Planning Dept)
 - a. Obtain Street name approval
 - b. Obtain address assignments (but do not place on record plat)
 - c. Submit Final plat for review
 - d. Submit Covenants and restrictions for review
 - e. **Submit Availability Fees to be paid at time of plat recording**
 - i. Sewer Availability: \$1,900 per acre
 - ii. Water Availability: \$1,300 per acre
 - iii. Electric Availability: \$1,300 per lot (MF – per bldg)
10. Plan Department will obtain necessary signatures to record plat.
11. Also note Utility Connection fees and Park Impact Fees to be paid when building permit is issued for residential developments.
12. Record Plat: (Hancock County)
 - a. Recorder's Office-Hancock County Courthouse
 - b. Hancock County recording requirements:
 - c. Original document, with original signatures. Size limitations 18" X 24"
 - d. If the original is on paper, a Mylar must accompany it. In the upper right corner of the plat leave a space (4" x 2") for the Recorder's Stamp, Cabinet Number and Slide Number. All plats are now scanned into a computer system and can be printed full size.
13. Submit electronic file of record plat to Planning Department
 - a. Official addresses will be assigned by the Planning Department
 - b. Construction Permits: (Engineering Dept.)
 - c. SS permit (IDEM required, city approved, city issued)
 - d. SWPPP (IDEM required, city approved, IDEM issued)
 - e. Rule 5 and water NOI



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- f. Set Pre-con for construction activities/inspections of public improvements
14. Site and Building Permits: (Planning Dept)
- a. Obtain State Release for Building construction and
 - b. Submit approved building construction plans with permit application
 - c. Landscape and site plan review if applicable
15. Final acceptance of all Improvements by the Board of Works. (Engineering Dept.)
(If surety was posted and improvements are completed) Documents For bond release:
- a) Letter from Developer's Engineer/Land Surveyor certifying improvements have been completed per specifications and subdivision control ordinance
 - b) Approved set of "AS-BUILT" Drawings for all Public Improvements
 - c) Maintenance Bond (3 years for 10% of the cost of the improvements)
 - d) Letter from City Engineer/Street Commissioner that improvements are satisfactory

Recording a Plat or Survey in Hancock County

The following information was copied from the Hancock County website as of Wednesday, 10 August 2011 14:05 | Last Updated on Tuesday, 01 July 2014 14:31 | This information is being supplied as a courtesy but should not be construed to be up to date. Please check with Hancock County for any updates to this procedure. Please note the County will require additional time to review the plat and legal description so consider submitting prior to the date you are legally allowed to record the plat. Requirements for Recording a Plat or Survey:

Plats

- Must be an original, with original signatures.
- Size limitations 18" X 24".
- If the original is on paper, a Mylar copy must accompany it for the Recorder to retain.
- Paper copies are to be provided to the Assessor, Surveyor and the Auditor.
- Before recording, the plat must be presented to the Auditor and Treasurer for authorization and to obtain their official stamps.
- The Plat must be signed by the Subdivider, Plan Commission, the Board of Public Works and Safety, and the Zoning Administrator.
- Names should be printed under all signatures
- The "prepared by" and "affirmation statement" must appear on the plat. Both statements require a printed name.
- The Plat must be notarized.



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- In the upper right corner of the plat leave a space (approximately 4" x 2") for the Recorder's Stamp, Cabinet Number and Slide Number.
- All plats are now scanned into a computer system and can be printed full size.