

BATESVILLE PLANNING COMMISSION

Application for Final Plat Approval Minor Subdivision

Please complete this form and provide all attachments as required. Failure to provide complete and accurate information may result in processing delays. *Note that this application must be satisfactorily completed and accepted for submission **at least ten (10) days prior** to the Planning Commission meeting at which action is requested. Your application will not be placed on the Planning Commission agenda until all required documentation is provided and determined to be complete.*

Developer

Name: _____ d.b.a. _____

Address: _____

Phone: _____

Proposed Subdivision

Type of Subdivision

Name: _____

Residential Commercial Industrial PUD

Required Attachments (see instructions for further information)

___ Final Plat Document

___ Certification of water supply and wastewater disposal

___ Digital copy in .dwg format

___ Floodplain analysis [if appropriate]

___ Bill of Assurance/Restrictive Covenants

___ Soils test [if appropriate]

___ Affidavit of notification of property owners

Certification

By signing this application, I declare that, to the best of my knowledge and understanding, the information contained herein is accurate and a truthful representation of the facts involved in this matter. I further understand that if any material misrepresentation of the facts contained herein is discovered, the application will be withdrawn from further consideration.

Owner/Developer: _____
Signed

Date: _____

FOR OFFICIAL USE ONLY

Date Received: _____
 Filing Fee Received: _____
 Date to PC: _____
 Date of PC: _____
 Date of Action: _____
 Date Recorded: _____

Comments:

FOR OFFICIAL USE ONLY	
Date Received: _____ Filing Fee Received: _____ Date to PC: _____ Date of PC: _____ Date of Action: _____ Date Recorded: _____	Comments:

Instructions for completing
Application for Minor Subdivision Final Plat Approval

Minor Subdivision Defined	Minor subdivision means a subdivision of less than four lots, intended for residential or commercial use and with no required dedication. <i>[BMC 15.02.01]</i>
Developer	✓ Type or legibly print the name and complete address of the developer. If the developer/owner is doing business as (d.b.a.) a corporation, provide the name of the corporation or business.
Proposed Subdivision	✓ Indicate the name of the proposed subdivision.
Required Attachments	<ul style="list-style-type: none">✓ See Section 15.02.22, 15.02.30, and 15.02.31 of the Batesville Municipal Code for the specific and detailed requirements of the final plat.✓ The digital file may be provided on a compact disc [CD] or attached to an email; check with staff to determine the appropriate email address to use.✓ Provide two (2) copies of the proposed Bill of Assurance or other form of restrictive covenant which is intended to be used as a condition of sale and use of property.✓ Affidavits from adjoining property owners. Applicants are required to notify owners of all lands contiguous to the proposed subdivision that approval for the subdivision will be requested by the developer to the Planning Commission. Notification consists of either certified or registered mail or a petition. See 15.02.22 for more details.✓ Certification of water supply and wastewater disposal. This is required only if the lots will <u>not</u> be connected to a public system.✓ Floodplain analysis. This is required if a portion of the property is suspected to flood prone, but is not shown as such on a Flood Insurance Rate Map. See 15.02.30(e)(2) for more details.✓ Soils Test. This may be required when it is suspected that soil conditions, as affected by steep hillsides, cuts and similar circumstances might adversely affect the structural or operational aspects of structures or utilities to be located here. See 15.02.30(e)(3).
Certification	✓ The Developer must sign and date the certification.