



ADMINISTRATIVE PLAT REVIEW PROCESS AND GUIDELINES

The following information is for guidance only. The information contained herein may not be complete. If you think something should be added, please contact the Planning Department.

All questions should be directed to Brad Newman (bnewman@madisoncounty.in.gov) or by phone: (765) 641-9540

ADMINISTRATIVE PLAT REQUIREMENTS

1. Parent Tract is defined as the parcel that existed as of July 2002.
2. Parent Tract must have at least 6 acres to be eligible to divide the parcel.
3. Minimum acreage for split is 2 acres in property zoned Agriculture or Conservation Residential (after dedicated ROW).
4. 6 to 10 Acres – 1 split (2 parcels total); 10 to 15 Acres – 2 splits (3 parcels total); 15 acres or more – 3 splits (4 parcels total)
5. Parcels with a habitable residence that was built prior to November 10, 1975 may have one additional split.
6. Administrative Plats are required for all splits made for the purposes of establishing a legal, “buildable” parcel in the following Zoning Classifications: AG (Agriculture), CR (Conservation Residential), R1, R2 (both are Single-Family Residential), and R3 (Single & Two-Family Residential).
7. Other requirements that must be met (such as width to depth ratio, lot width, lot frontage, etc.) should be viewed in Article 3 – Zoning District Intent, Permitted Uses, and Standards located at www.madisoncounty.in.gov/PlanningCommissionZoningOrdinance.html.

If standards are unable to be met (such as width to depth ratio, lot width, lot frontage, etc.), you may request a waiver from the Land Use and Development Code. This will require approval from the Madison County Planning Commission, which meets the 2nd Tuesday of each month. Filing deadline for each month's meeting is the date of the prior month's meeting. Applications are online at www.madisoncounty.in.gov.

For additional information, please contact the Planning Commission.

PROCEDURE

1. Submit a PDF of the Rural Development Concept Plan (Preliminary Plat) with fee and application (hard copy is not required) – fee is \$250 plus \$10 per lot (1 Lot Administrative Plat is \$260; 2 Lot Administrative Plat is \$270, etc.) – an Administrative Plat Number will be given to you at the time the application is received (Administrative Plats are numbered accordingly – 201X-P-XXX)
2. Planning Director will review, and if no edits are necessary, submit to the Plat Review Committee (Committee has 2 business days to review the plat)
3. Once the Plat Committee approves the plat, Planning Director will notify you that the plat is approved and that you may submit the Final Plat at any time.
4. Submit a PDF of the Final Plat with fee and application (hard copy is not required) – fee is the same as the Rural Development Concept Plan (Preliminary Plat)
5. Planning Director will review (may take 2 to 3 business days – if corrections or edits need to be made, Director will send back to surveyor for corrections/edits)
6. Planning Director submits the Final Plat to Plat Review Committee (Committee has 5 business days to review the plat)
7. Once the Plat Committee approves the plat, Planning Director will notify you that the Final Plat is approved and that you may submit the Administrative Plat for signatures at any time (do not have property owners sign the plat until the Final Plat is approved and you are notified you may submit for signatures)
8. Bring the plat in to the Planning Department for the Planning Director's signature; then to the Auditor's Office for signature; then to the Recorder's Office for signature and recording; then bring a hard copy of the Recorded Plat to the Planning Department.

NOTE: Drainage Board approval is required for all Administrative Plats with one exception: if the plat is a one (1) Lot Administrative Plat with an existing home, Drainage Board approval is not required.

The Drainage Board meets the 2nd and 4th Wednesday of each month at 9:00am in the Commissioner's Court located on the 1st floor of the Madison County Government Center. Final Plat approval will not be given until Drainage Board approval has been granted (if required).

RURAL DEVELOPMENT CONCEPT PLAN (PRELIMINARY PLAT) DRAWING REQUIREMENTS

1. Title "Rural Development Concept Plan for Administrative Plat 20XX-P-XXX, Part of the XXXX Quarter of Section XX, Township XX North, Range XX East, XXXXX Township, Madison County, Indiana"
2. Include an image of the FIRM map for that location
3. Include an image of the USGS quad map for that location
4. Include an image of the plat map for that location (county's GIS is located at www.mccog.net)
5. Indicate Right-of-Way to be dedicated based on the County's Thoroughfare Plan (we do not have a copy of the map posted online – contact Director Newman with the location, and he will let you know what the Right-of-Way should be)
6. Plat should clearly indicate the parent tract, the outside boundary of the area being platted, the Right-of-Way being dedicated, the building setback lines, the Special Flood Hazard Area (SFHA) boundary if pertinent, the Instrument Number (Deed Record) for the property owners, the Instrument Number for all adjacent property owners, the acreage of the proposed Lot(s), the acreage of the proposed dedicated ROW, appropriate dimensions, labeled road, labeled nearest intersection, a minimum of 2 section corner monuments with dimensions and bearings to the proposed plat, legal description of the parent tract, legal description of the outside boundary of the proposed plat, and all improvements
7. Owner's information should be reflected on the plat the exact way it is reflected on the deed

8. Zoning Classification of the parcel
9. Additional information may be required by the Planning Department

FINAL PLAT DRAWING REQUIREMENTS

1. Title “Final Plat of Administrative Plat 2017-P-XXX, Part of the XXXX Quarter of Section XX, Township XX North, Range XX East, XXXXX Township, Madison County, Indiana”.
2. Drawing clearly indicating the outside boundary of the entire Plat (including ROW)
3. Acreage and square footage of each Lot and ROW Dedication
4. Acreage breakdown that indicates the Acreage of each Lot, ROW and a total of all Acreages that matches the total acreage in the wording (acreage should be to the third decimal).
5. Owner and most recent Instrument Number (Deed Record) clearly indicated on the plat (if deeded to an estate, POA, or some other way, must indicate on plat with Instrument Number or Deed Record)
6. Instrument Number of Parent Tract the Plat was split from if applicable
7. Two Section Corner Monuments minimum labeled with dimensions and bearings
8. Road labeled
9. Instrument Number of Boundary Survey labeled on the plat (many surveyor’s record the boundary survey right before the plat is recorded, acquire the Instrument Number from the Recorder, and then write the Instrument Number in a designated location on the Plat)
10. Building Setback Lines clearly indicated on the Plat
11. Regulated Drain Easements, if applicable, indicated on the Plat and made one and the same as Building Setback Lines, where applicable
12. SFHA, if applicable, indicated on the Plat and made one and the same as Building Setback Lines, where applicable
13. Point of Commencement and Point of Beginning labeled on the plat
14. All boundary calls labeled with the same font and boldness
15. All interior dimensions labeled with the same font and boldness
16. North Arrow, Legend, Scale and Date
17. Title Box with Company name, address and phone number
18. Legal Description of outside boundary of Plat
19. Owner’s Certificate and Signed and Stamped Land Surveyor Certificate
20. Dedication and acceptance from county statement
21. Zoning Classification
22. Place for Planning Director’s Signature and Date (Brad Newman – please have name printed under signature line)
23. Place for Auditor’s Signature and Date (Rick Gardner – please have name printed under signature line)

24. Place for Recorder's Date, Time Stamp, Instrument Number and Signature (Linda Smith – please have name printed under signature line)
25. Protective Covenants if applicable
26. Private Roads must contain a maintenance agreement
27. Additional information may be required by the Planning Department

NOTE:

1. All PDF's of RDCP's and Final Plats should be emailed to Brad Newman at bnewman@madisoncounty.in.gov.
2. Please let Brad know who the point of contact should be (the person who should receive emails regarding necessary edits and/or corrections, the email notification of when the plats have been submitted to Plat Review, and the email when the Plat has been approved). The Planning Department will only work with one point of contact for each plat.
3. Please contact the Drainage Board Secretary, Anjie Cox, to be placed on the Drainage Board Agenda. You may reach Anjie at 765-641-5324 or by email at acox@madisoncounty.in.gov.
4. The Plat Review Committee consists of five (5) members: the Planning Director, the County Surveyor, the County Engineer, one County Commissioner, and a representative from the Soil and Water Conservation District. As of the date of this document, the Plat Review Committee members are as follows:

Brad Newman, Planning Director
Tom Shepherd, County Surveyor
Chuck Leser, County Engineer
Steffanie Owens, County Commissioner
Brandi Frazier, SWCD representative