



## NOBLESVILLE PLANNING DEPARTMENT

16 S. 10th Street, Suite 150 Noblesville, IN 46060  
phone: 317-776-6325 www.cityofnoblesville.org/planning

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### CHECKLIST - REPLAT OR PLAT VACATION APPLICATION

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#### A. APPLICANT SUBMITTAL REQUIREMENTS:

- ☐ A completed application form, including notarized signatures of owner(s) and applicant(s);
- ☐ REPLAT: A check in the amount of \$300 plus \$35 per lot for residential plats or \$400 plus \$65 per lot for non-residential plats. PLAT VACATION: A check in the amount of \$300 plus \$35 per lot.
- ☐ One (1) complete set of the proposed scaled drawings (no larger than 34" by 44"), and one (1) reproducible 11" by 17" drawing, to include the following:
  - ☐ Graphic scale (no smaller than 40 feet to 1 inch), north arrow and date,
  - ☐ Name of the subdivision
  - ☐ Land Surveyor and Professional Engineer registration number and stamp,
  - ☐ Area to be removed or changed shall be highlighted and a written explanation of the change included.
  - ☐ Dimensions of all boundary lines of the property expressed in feet and hundredths of a foot; the bearings of all lines to a minimum of one-half minute.
  - ☐ Location, width or size of existing streets, easements, water bodies, and other pertinent features such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, tree preservation areas, bridges and culverts.
  - ☐ Location of wetlands, including total area and type.
  - ☐ Location of floodplains, indicating the floodway line and base flood elevation.
  - ☐ Locations, dimensions and areas of all proposed or existing lots, including dimensions of all lot lines expressed in feet and hundredths of a foot; bearings of all lines to a minimum of one-half minutes; and lots consecutively numbered and blocks lettered in alphabetical order;
  - ☐ The name and address of the owner of land to be subdivided; the name and address of the subdivider, if other than the owner; and the name and address of the land surveyor or engineer. Also a citation of the last instrument number conveying the title to each parcel of property involved, giving grantor, grantee, date and land record reference.
  - ☐ Indication of the use of any lot (single-family, two-family, multi-family, etc.) and all uses other than residential proposed by the subdivider.
  - ☐ The plat shall include notations to the explanation of drainage easements, site easements, reservation and/or the endorsement of owner with date and signature.
  - ☐ A block or space shall be set aside on the secondary plat to include the signatures of the Plan Commission President, Plan Commission Secretary, Board of Public Works and/or Board of County Commissioners, and the Director of Planning and Development.

#### A1. SUPPLEMENTAL SUBMITTAL REQUIREMENTS FOR REPLATS:

- ☐ The plat (paper copy only) shall have incorporated all modifications as previously required by the Plan Commission or members of the Technical Advisory Committee and the approved primary plat and may constitute only that portion of the overall primary plat which the subdivider proposes to record and develop at this time, provided that such portion conforms to the Unified Development Ordinance and adopted primary plat.
- ☐ Accurate dimensions of any property to be dedicated or reserved for public, semi-public or community use. Common Open Space Documents (mark and provide documentation)
  - ☐ a. conveyed to a municipal or public corporation
  - ☐ b. conveyed to a not-for-profit corporation or entity established for the purposes of benefiting the owners and tenants of the subdivision or adjoining property owners
  - ☐ c. guaranteed by restrictive covenants describing the open space and its maintenance and improvements

- ☐ Plans and specifications for all public improvements required in the Unified Development Ordinance, as well as, any other applicable standards.
- ☐ Restrictions of all types, which will run with the land and become covenants in the deeds with the lots
- ☐ Profiles, typical cross sections, location, specifications and other explanatory data for the installation of sanitary and storm sewers or private well and septic systems, roads, and water distribution
- ☐ Certification seals and signatures as required for the dedication of land and recording of the plat as set forth in the Unified Development Ordinance, Noblesville Standards or as required by the County as per jurisdiction.
- ☐ Four (4) copies of the Drainage report for Planning, Engineering, County Surveyor and MS4.
- ☐ Location of all proposed and existing monuments
- ☐ Location and width of all proposed streets, easements, alleys, and other public ways, and proposed street rights-of-way and building setback lines.

**A2. SUPPLEMENTAL SUBMITTAL REQUIREMENTS FOR PLAT VACATIONS:**

- ☐ Location of all existing monuments.
- ☐ Location and width of all streets, easements, alleys, and other public ways, and proposed street rights-of-way and building setback lines.

**B. PROCESSING:**

1. Application shall be date stamped on the date received.
2. The application will be presented to the Technical Advisory Committee. Modifications as requested by the TAC or staff shall be incorporated into the final drawing.
3. The posting of bonds for infrastructure improvements shall be required. Contact the Engineering Department.
4. Three (3) mylars with signatures of owners and surveyors shall be submitted for acceptance by either the Board of Public Works and/or the Hamilton County Commissioners.

**C. FEES:**

1. REPLAT: A fee of \$300 plus \$35 per lot for residential plats or \$400 plus \$65 per lot for non-residential plats shall be paid when the application is submitted.  
PLAT VACATION: A fee of \$300 plus \$35 per lot.
2. The TAC filing fee (separate check) is due with the submittal of the TAC application and associated documentation.

<u>Number of Sheets</u>	<u>Review Fee</u>
1 to 20	\$1,325.00
21 to 40	\$1,590.00
41 to 60	\$1,855.00
61 to 80	\$2,120.00
Each additional 20 sheets	\$265.00

**D. FOR INFORMATION & QUESTIONS:**

City of Noblesville, Indiana  
Department of Planning & Development  
16 South 10th Street, Suite 150  
Noblesville, IN 46060  
Phone: (317) 776-6325  
Fax: (317) 776-4638  
[www.cityofnoblesville.org/planning](http://www.cityofnoblesville.org/planning)



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Date Stamp  
Office Use Only

## APPLICATION - REPLAT OR PLAT VACATION

APPLICATION NUMBER: \_\_\_\_\_

### 1. PROPERTY INFORMATION

Select One: ☐ Plat Vacation ☐ Replat

Property location: \_\_\_\_\_

Existing/Proposed name of subdivision plat: \_\_\_\_\_ Section No: \_\_\_\_\_

16-digit parcel ID: \_\_\_\_\_ Acreage: \_\_\_\_\_

Township Name: \_\_\_\_\_ Section #: \_\_\_\_\_ Township #: \_\_\_\_\_ Range #: \_\_\_\_\_

Present Zone District: \_\_\_\_\_ Proposed Zone District: \_\_\_\_\_ Existing Land Use: \_\_\_\_\_

Proposed open space %: \_\_\_\_\_ Acreage of open space: \_\_\_\_\_ Miles of public dedicated streets (new): \_\_\_\_\_

### 2. APPLICANT INFORMATION

Applicant's name: \_\_\_\_\_

Applicant's address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

### 3. OWNER INFORMATION

Property owner's name: \_\_\_\_\_

Property owner's address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

### 4. ATTORNEY INFORMATION

Company name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Attorney's address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

### 5. ENGINEER INFORMATION

Company name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Engineer's address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

## 6. SURVEYOR INFORMATION

Company name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Surveyor's address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ Email address: \_\_\_\_\_

## 7. PROJECT CONTACT

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ Email address: \_\_\_\_\_

## 8. ATTEST & SIGNATURES

State of Indiana )  
 ) SS:  
County of Hamilton)

*I attest that all of the above information is true and correct to the best of my knowledge and belief. I understand that any materially false, misleading, or incomplete statement on this Application shall constitute grounds for denial of this application and/or revocation of my request.*

\_\_\_\_\_  
Signature of Owner\* (REQUIRED) Name printed

\_\_\_\_\_  
Signature of Applicant Name printed

*\*If the owner's signature cannot be obtained on the application, then a notarized statement acknowledging his/her knowledge of the proceedings is required at the time of filing.*

*Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_*

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Name Printed

*My commission expires on \_\_\_\_\_, 20\_\_\_\_*

(Owners Signature)

*Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_*

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Name Printed

*My commission expires on \_\_\_\_\_, 20\_\_\_\_*

(Applicant Signature)