



PRIMARY PLAT

TOWN OF FORTVILLE APPLICATION CHECKLIST

The following items must be submitted before a Primary Plat petition can be scheduled for a public hearing. Any questions regarding these items should be directed to the Fortville Planning & Building Director at (317) 485-4044 Ext. 105.

- ☐ **Application Form with original signatures (attached):**
If the petitioner is not the land owner, then the petition shall include a notarized affidavit and consent of the property owner(s) bearing the owner's original signature.
- ☐ **Primary Plat – Three (3) copies on 24" x 36" + .pdf of all documents**
 - ☐ Watershed Map
 - ☐ Drainage Plan
 - ☐ Preliminary Erosion Control Plan
 - ☐ Location of Existing Cemeteries, if any.
- ☐ **Affidavit of Notice of Public Hearing with list of adjoining land owners (attached):**
The petitioner must publish the public hearing in a local newspaper at least ten (10) days before the hearing date. The Proof of Publication and Certificate of Mailing Receipt must be submitted to the Planning & Building Director, Adam Zaklikowski (azak@fortvilleindiana.org) no less than 24 hours before the hearing date.
- ☐ **Notice of Public Hearing (attached):**
Notice of the public hearing must be sent to all owners of property for all adjoining parcels of land to a depth of two ownerships or 600 feet, whichever is less.
- ☐ **Legal Description of the Real Estate.**
- ☐ **Warranty Deed, Quitclaim Deed, or Contract:**
The deed or contract must be executed and recorded.
- ☐ **Filing Fee: \$ _____**
Cash, Check, or Money Order payable to the Town of Fortville. The filing fee is not refundable.
- ☐ **Plat Approval Process:**
After submittal of the complete application, as determined by the Planning & Building Director, the Primary Plat will be scheduled for review/comment by the Technical Review Committee. The Committee comments will be forwarded to the Plan Commission for final action.

Please Note: The public hearing for this project will automatically continue to the following month if supplemental information exceeding two pages (8.5" x 11") is submitted less than ten (10) days prior to the hearing date.

PRIMARY PLAT
TOWN OF FORTVILLE
APPLICATION

Petitioner's Contact Information:

Petitioner's Name: _____ Phone: _____

Address / City / Zip: _____

Email Address: _____

Project Description:

I (We), the above listed petitioner, request a Primary Plat for property located at:

_____.

Name of Subdivision: _____ Number of lots: _____

Township Name: Vernon (Section _____ Township _____ Range _____)

Present Use of Property: _____

Owner's Contact Information: *If the petitioner is not the land owner, then the petitioner must provide a notarized Letter of Owner's Consent bearing the owner's original signature.*

Name: _____ Phone: _____

Address / City / Zip: _____

Registered Engineer or Surveyor Contact Information:

Name: _____ Phone: _____

Address / City / Zip: _____

Email Address: _____

Petitioner or Agent Signature

Date

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

TOWN OF FORTVILLE ADVISORY PLAN COMMISSION

Legal Notice: I (We) understand that a public hearing will be held by the Town of Fortville Advisory Plan Commission to consider this petition and that I (we) will prepare and pay for a legal notice consistent with the requirements of IC 5-3-1 for publication in the local newspaper. The legal notice shall appear in the newspaper no less than one time at least ten (10) days prior to the public hearing, not including the date of the hearing. The legal notice shall include the information pursuant to the Fortville Zoning Ordinance.

Notice to Interested Parties: In addition, I (we) will prepare, pay for, and distribute written notice of the application to all interested parties. The written notice shall be distributed at least ten (10) days prior to the public hearing, not including the date of the hearing. In no instances shall streets, alleys, streams, or other features be considered boundaries for precluding notification. The notice shall contain the same information as the legal notice that is published in the newspaper as outlined in the Fortville Zoning Ordinance. The notices will be sent by certificate of mailing no later than the _____ day of _____, 20____, being at least ten (10) days prior to _____, 20____, the date of the public hearing.

Notification Requirements: I (We) will provide notification to owners of all parcels of land adjoining the subject property to a depth of two ownerships or 600 feet, whichever is less, from the exterior boundaries of the subject property. The most current list of property owners will be obtained from the Hancock County Area Plan Commission office in Greenfield and verified through the County Auditor's Office. Where any adjacent parcels of land are owned by me (us), subject property will include adjacent land owned by me (us). Attached is the list of the land owners. A "Notice of Public Hearing" sign, provided by the Town of Fortville, will be posted by the Town of Fortville on the property within 15 feet of the road easement and clearly visible from the road or street at least ten (10) days prior to the hearing.

Signature of Petitioner or Agent

Signature of Petitioner or Agent

Printed Signature

Printed Signature

Dated this _____ day of _____, 20____.

Subscribed and sworn before me, a Notary Public, in and for said County and State, this _____ day of _____, 20____.

Notary Public

County

Commission Expires

PRIMARY PLAT

NOTICE OF PUBLIC HEARING TOWN OF FORTVILLE ADVISORY PLAN COMMISSION

Notice is hereby given that on the _____ day of _____, 20____ at 6:30 P.M. a public hearing will be held by the Town of Fortville Advisory Plan Commission at Fortville Town Hall, 714 E. Broadway Street, Fortville, Indiana, for the purpose of considering a petition for a Primary Plat on the following described real estate:

Attach copy of legal description

Property Location: The subject site is located on the N/S/E/W side of _____ between roads _____ and _____ in Vernon Township with a street address/city/zip of _____. The purpose of the petition is to approve a subdivision plat for _____ lots at this location.

Petitioner's Contact Information: (Name / Mailing Address / Phone Number) _____

Supporting Information: Additional information is available for examination at Fortville Town Hall.

Written Comments: Written comments on the application will be accepted prior to the public hearing and may be submitted to the Fortville Planning & Building Director, Adam Zaklikowski (azak@fortvilleindiana.org).

All interested persons desiring to present their views on the petition will have an opportunity to be heard. Pursuant to the Americans with Disabilities Act, any individual interested in attending the hearing should contact the Town of Fortville and advise what, if any, accommodation is needed to attend the hearing. Said hearing may be continued from time to time without further notice.

For more information, contact the Fortville Planning & Building Director at 317-485-4044 Ext. 105.

Note to Publisher: This notice must appear at least one (1) time not less than ten (10) days prior to the hearing date.

CONSENT OF PROPERTY OWNER(S)

Comes now _____ ,
being the owners in fee simple of the real estate located at _____
_____ ,

in the Town of Fortville, Indiana, and by my (our) signature (s) below consent to granting of the
petition of _____
currently pending before the Town of Fortville Advisory Plan Commission.

Dated: _____

Dated: _____

Subscribed and sworn to before me, a Notary Public, this _____ day of _____ ,
20__ .

Notary

Commission Expires

Residing in _____ County