

Corporate Town of Ellettsville, PO Box 8, 221 North Sale Street, Ellettsville, IN 47429
Clerk-Treasurer 812-876-3860

Planning Director, 102 South Park Street, Ellettsville, IN 47429
Phone: 812-876-8008, Fax: 812-876-8007

APPLICATION FOR PRELIMINARY APPROVAL OF SUBDIVISION PLAT

Date Received _____ Application Number _____

Name of Applicant _____

Address _____ Phone _____

I (we) do hereby apply for preliminary approval of the following described subdivision in accordance with the provisions of the Master Plan. I (we) am (are) the owner (owners) duly authorized agents or trustees for the owner (owners) of the real estate included in the subdivision.

Name of Subdivision _____

General Description:

Location _____

Area (Acres) _____ Number or Lots _____

Miles of new streets to be dedicated to the public _____

Name of Engineer and/or Surveyor preparing plat of the Subdivision

Applicant

NOTE: THIS APPLICATION MUST BE ACCOMPANIED BY A PROPOSED PLAT DRAWING AS DESCRIBED IN CHAPTER 854 OF THE ELLETTSVILLE TOWN CODE PERTAINING TO SUBDIVISION REGULATIONS—PLAT PREPARATION AND APPROVAL.

Action taken by Plan Commission:

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STEPS FOR PRELIMINARY APPROVAL OF SUBDIVISION PLAT

1. Petition for Preliminary Subdivision Plat
2. Meet with Clerk-Treasurer to see date for public hearing and pay filing fee.
3. Notify adjacent property owners (see attached instructions and sample letter).
4. Publish legal notice at least ten days before public hearing (sample enclosed).
5. Bring copies of the letters sent, certified mail receipts and the published legal notice to the public hearing.

Time schedule to follow to be on the agenda:

- 25 days before hearing date: Petition submitted to Clerk-Treasurer
- 21 days before hearing date: Information submitted to Town Engineer
- 12 days before hearing date: Letters mailed to adjacent property owners notifying them of hearing
- 11 days before hearing date: Engineer's report received by Clerk-Treasurer
- 10 days before hearing date: Publication of hearing notice in newspaper
- 7 days before hearing date: Report received by Plan Commission members

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**NOTIFICATION OF ADJACENT PROPERTY OWNERS
DETAILED INSTRUCTIONS**

1. Who must be notified?

You must notify all property owners who touch your property including those across any streets or alleys and would touch your property if the streets and/or alleys were not there.

2. How do you discover who the adjacent property owners are?

Go to the Monroe County Auditor's Office and ask for the Auditor's plat book or tax records. The list of all property owners is in this book.

3. What information must the notices contain?

- A. Nature of request (i.e. change of zone, variance, home occupation permit, etc.).
- B. Time, dates and location of all hearings on request.
- C. That under Indian Law, any interested party may appear at said hearing(s) and voice his/her opinions on the request.

4. When and how must the notices be mailed?

- A. Notices must be mailed no later than ten days prior to scheduled date of public hearings.
- B. All notices must be mailed via certified mail, return receipt requested.

5. What constitutes proof of notification?

- A. Sketch map showing names of adjacent property owners (see attached example).
- B. A copy of letter sent to the specified property owners.

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- C. Certified mail receipts for the letters (see attached example).

ELLETTSVILLE PLAN COMMISSION

Notice of Public Hearing

Date _____

The Ellettsville Plan Commission will hold public hearings at 7:00 p.m. on Thursday, _____, at the Town Hall in Ellettsville at the corner of Sale Street concerning the petition of _____

For the purpose of _____

For the property located at _____

And to which you are an adjacent property owner.

Under provisions of Indiana law, you may appear and speak on the merit of this proposal at the public hearing at the time and date as set out herein. If you have any questions concerning this matter, you may telephone the Petitioner (at the below listed number) or the Clerk-Treasurer's Office 876-3860.

Ellettsville Plan Commission

Petitioner/Attorney for Petitioner

Address

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Phone

This is the sample letter for adjacent property owners.

Notice of Public Hearing

The Ellettsville Plan Commission will hold a public hearing on Thursday, _____, at 7:00 p.m. in the Ellettsville Town Hall, 221 N. Sale Street, Ellettsville, Indiana to consider a request regarding the following described real estate in the Town of Ellettsville, Monroe County, Indiana, for the purpose of

PETITIONER:

OWNER:

LOCATION:

ADDRESS:

Under the provisions of Indiana law, any interested party may appear at said hearing and voice his/her opinions on the request.

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This is the sample notice for the newspaper.

TOWN OF ELLETTSVILLE

TO: ELLETTSVILLE PLAN COMMISSION

(I) (WE) _____ , _____
NAME OR NAMES ADDRESS

HEREBY APPLY TO THE ABOVE NAMED COMMISSION FOR A HEARING
CONCERNING THE FOLLOWING:

LOCATION: _____

PRESENT ZONING: _____

OTHER INFORMATION: _____

SIGNED: _____

Date: _____

RECEIVED BY _____ , _____
TITLE

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DATE: _____

DATE SET FOR HEARING _____

NOTE: ALL ADJOINING LANDOWNERS MUST BE NOTIFIED BY CERTIFIED MAIL (RETURN RECEIPT REQUESTED) AND LEAGL NOTICE IN NEWSPAPER IS REQUIRED TEN DAYS BEFORE HEARING DATE. HEARINGS ARE HELD 1ND THURSDAY OF EACH MONTH AT 7:00 P.M. SPECIAL MEETINGS MAY BE HELD BY GIVING ADVANCE NOTICE IN LOCAL MEDIA.