



Town of Sheridan Application Form
Subdivision Application

March, 2024

Office Use Only

Docket #: _____ Filing Date: _____

Filing Fee \$ _____ Fee Plus \$ _____ Per Lot (@ _____ Lots) = \$ _____

Applicant Contact Information

Applicant's Name: _____ Telephone: _____

Address: _____ Email: _____

Property Owner's Name: _____

Address: _____ Telephone: _____

Property Owner's Email: _____

Other Name: _____ Telephone: _____

Address: _____ Email: _____

Primary Point of Contact: [] Applicant [] Property Owner [] Other

Pre-filing Conference Date: _____

Related Docket Numbers:

Change in Zoning: _____ Amendments: _____

Development Plan: _____ Primary Plat: _____

Secondary Plat: _____ Variances: _____

Property and Project Information

Type of Application:

- [] Primary Plat [] Secondary Plat (Primary Plat Docket #: _____)
[] Plat Vacation [] Plat Amendment (Replat) (Original Plat Docket #: _____)
[] Condominium [] Certificate of Correction (Original Plat Docket #: _____)

Subdivision Name: _____

Address or general property location: _____

Acreage: _____ (attach legal description) Proposed Land Use: _____

County Parcel ID #(s): _____
(A secondary plat shall include, at a minimum, the entire parent tract being subdivided)

Existing Zoning District: _____ Existing Land Use: _____

Is a waiver being requested? Yes No (please provide a detailed description of the waiver request on a separate page)

Number of Lots: _____ New Public Ways Proposed: Yes No

Amount of Open Space: _____ acres

Applicant Affidavit

IN WITNESS WHEREOF, the undersigned, having duly sworn, upon oath says that above information is true and correct as he/she is informed and believes, and that Applicant owns or controls the property involved in this application.

Applicant Signature

Applicant Printed

Before me the undersigned, a Notary Public in and for said County and State, personally appeared the Applicant, who having been duly sworn and acknowledged the execution of the foregoing Application.

Witness my hand and Notarial Seal this _____ day of _____, 20____.

State of _____, County of _____, SS:

Notary Public Signature

Notary Public Printed

Property Owner Affidavit

IN WITNESS WHEREOF, the undersigned, having duly sworn, upon oath says that they are the owners of the property involved in this application and that they hereby acknowledge and consent to the foregoing application.

Property Owner Signature

Property Owner Printed

Before me the undersigned, a Notary Public in and for said County and State, personally appeared the Applicant, who having been duly sworn and acknowledged the execution of the foregoing Application.

Witness my hand and Notarial Seal this _____ day of _____, 20____.

State of _____, County of _____, SS:

Notary Public Signature

Notary Public Printed

A signature from each party having an interest in the property involved in this application is required. If the Property Owner’s signature cannot be obtained on the application, then a notarized statement from each Property Owner acknowledging and consenting to the filing of this application is required with the application.

Primary Plat Subdivision Approval General Instructions

- A. **Pre-filing Conference:** A Pre-filing conference is required for all petitions. An appointment must be made with the Sheridan Planning and Zoning Department (the 'Department') to discuss a petition a minimum of one week prior to filing. An application will not be considered filed until a pre-filing conference has occurred. An application should have a draft set of the proposed primary plat for the pre-filing conference. Applicants are encouraged to incorporate comments from the Department into the application materials prior to filing.
- B. **Petition Filing:** A petition shall be filed with the Department by the filing deadline in accordance with the Schedule of Meeting and Filing Dates. In order to be deemed complete, a petition shall include the following:
- | | |
|--|--|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Legal Description |
| <input type="checkbox"/> Draft Public Notice | <input type="checkbox"/> List of Adjoining Property Owners (as provided by County) |
| <input type="checkbox"/> TAC Delivery Affidavit | <input type="checkbox"/> Narrative Statement (describing development) |
| <input type="checkbox"/> Property Owner Consent | <input type="checkbox"/> Vicinity Map (including property within 500 feet) |
| <input type="checkbox"/> Copy of Property Deed | |
| <input type="checkbox"/> Primary Plat (in accordance with the Zoning Ordinance)
(1 hard copy and 1 digital copy (PDF) for Department) | |
- C. **Filing Fee Check:** After the filing of an application the Department will advise the applicant of the applicable filing fee amount which is due at the scheduled TAC meeting. Checks should be made out to the Town of Sheridan. Credit cards are accepted with a 3% fee.
- D. **Technical Advisory Committee (TAC):** The applicant is responsible for submitting a copy of the application and related information to the Technical Advisory Committee members prior to filing. An Affidavit confirming delivery of information is required to be completed and signed by the applicant and submitted with the petition. Technical Advisory Committee meetings are held at the Sheridan Community Center located at 300 E 6th Street, Sheridan, IN 46069 in accordance with the Schedule of Meeting and Filing Dates. A representative must be present at this meeting, or the petition will be delayed for review until the next scheduled TAC meeting.
- E. **Public Hearing and Notice:** All primary plat application require a public hearing by the Advisory Plan Commission. The public hearing is held at the Sheridan Community Center located at 300 E 6th Street, Sheridan, IN 46069, in accordance with the Schedule of Meetings and Filing Dates. Notice of the hearing is required in accordance with the Advisory Plan Commission's Rules of Procedure:
- a. **Newspaper Publication:** Notice of the hearing will be published in the Hamilton County Reporter and The Times. The applicant is required to submit this to the paper and provide proof of publishing to the Department.
 - b. **Mailed Public Notice:** The applicant is responsible for sending public notice by first class mail with proof of mailing to all interested parties, postmarked at least ten (10) days prior to the public hearing. A list of adjacent property owners may be obtained by the Hamilton County Auditor, Office of Transfers and Mapping (33 N 9th Street, Noblesville, IN 46060, (317) 776-9624, and shall include all owners of property to a depth of two (2) ownership of no direct or indirect financial or pother public interest to the applicant or property owner or one eighth (1/8) of a mile, whichever is less.

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- c. Public Notice Sign: The applicant is responsible for posting a public notice sign(s) on the property at least ten (10) days prior to the public hearing. The Department will determine sign location and will make signs available for the applicant to obtain in the office of the Department.
 - d. Affidavit of Notice of Public Hearing: The applicant shall deliver a copy of the mailed notice and signed affidavit verifying that the notices were mailed, and the public notice signs were posted on the subject property to the Department at least four (4) calendar days prior to the public hearing.
- F. Revisions: Following the pre-filing conference and TAC the applicant will have an opportunity to make revisions to the Primary Plat. Once the Primary Plat is determined to be compliant with the Unified Development Ordinances, a Letter of Approval will be issued to the applicant.
- G. Advisory Plan Commission: Following the public hearing and submittal of revised plans, the Plan Commission may either approve or deny the petition.
- H. Resource: Please see the Advisory Plan Commission's Rules of Procedure for more detailed information.

Secondary Plat Subdivision Approval General Instructions

- A. Pre-filing Conference: A Pre-filing conference is required for all petitions. An appointment must be made with the Sheridan Planning and Zoning Department (the 'Department') to discuss a petition a minimum of one week prior to filing. An application will not be considered filed until a pre-filing conference has occurred. An application should have a draft of the secondary plat for the pre-filing conference. Applicants are encouraged to incorporate comments from the Department into the application materials prior to filing.
- B. Petition Filing: A petition shall be filed with the Department by the filing deadline in accordance with the Schedule of Meeting and Filing Dates. In order to be deemed complete, a petition shall include the following:
- | | |
|---|--|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Legal Description |
| <input type="checkbox"/> Copy of Property Deed | <input type="checkbox"/> Copy of Covenants (proposed or recorded) |
| <input type="checkbox"/> TAC Delivery Affidavit | <input type="checkbox"/> Narrative Statement (describing development) |
| <input type="checkbox"/> Property Owner Consent | <input type="checkbox"/> Vicinity Map (including property within 500 feet) |
| <input type="checkbox"/> Secondary Plat | <input type="checkbox"/> Construction Documents |
- (1 hard copy and 1 digital copy (PDF) for Department)
- C. Filing Fee Check: After the filing of an application the Department will advise the applicant of the applicable filing fee amount which is due at the scheduled TAC meeting. Checks should be made out to the Town of Sheridan. Credit cards will not be accepted.
- D. Technical Advisory Committee (TAC): The applicant is responsible for submitting a copy of the application and related information to the Technical Advisory Committee members prior to filing. An Affidavit confirming delivery of information is required to be completed and signed by the applicant and submitted with the petition. Technical Advisory Committee meetings are held at the Sheridan Community Center located at 300 E 6th Street, Sheridan, IN 46069 in accordance with the Schedule of Meeting and Filing Dates. A representative must be present at this meeting, or the petition will be delayed for review until the next scheduled TAC meeting.
- E. Revisions: Following TAC, the applicant shall submit revised plans with an accompanying letter responding to the TAC agencies and Department's review comments. The Department shall be copied on any correspondence with the TAC agencies.
- F. Approval: The Advisory Plan Commission will approve a secondary plat once the Department determines the secondary plat complies with applicable ordinances and that the TAC agency comments have all been adequately addressed.
- G. Signing of the Secondary Plat: A secondary plat shall not be signed until: (1) streets, curbs, gutters, sanitary sewers, fire hydrants, storm sewers and like infrastructure have been constructed and inspected in accordance with the applicable ordinance and approved construction plans; or (2) financial sureties are secured assuring the installation and maintenance of all public improvement in accordance with the applicable ordinances and approved construction plans.
- H. Recording of Secondary Plat: Upon approval, the applicant shall file the signed Secondary Plat for recording in the Office of the Recorder of Hamilton County, Indiana, as required by law, and shall provide the Department with a recorded copy. The recorded copy shall remain on file in the Department.