

City of Hobart  
Planning Department  
414 N. Main St. Hobart, IN 46432  
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(219) 942-7985



## Application and Procedure: Subdivision

### Components of Review from the Hobart Municipal Code:

1. 153.030, Certificate of Approval
2. 153.031, Tentative Plan Approval
3. 153.033, Preliminary Plat Approval (exceptions provided in 153.038 (B))
4. 153.040, Public Hearing
5. 153.041 and 153.080, Final Plat Approval
6. 153.043, Recordation
7. 153.082, Approval of Improvement Plans (when applicable)

**Application Fee:** 1-3 Lots/Units \$250.00  
4+ Lots/Units \$250.00 plus \$5.00 for each additional lot/unit  
*These figures do not include any expense for mailing to board members, publication, bonding, or engineering review fees.*

Tentative plan must be filed with Certificate of Approval ten (10) days prior to initial Plan Commission meeting date. Application and Plans must be mailed to members prior to meeting. Application for public hearing must be submitted the Tuesday following a regularly scheduled Plan Commission meeting in order to be placed on the following Plan Commission Agenda.

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I, \_\_\_\_\_ (Owner/Agent\*) this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ request a Certificate of Approval to petition the City of Hobart Plan Commission. I agree to comply with all aspects of the City Of Hobart Municipal Code for \_\_\_\_\_ Subdivision. I am also aware that this Certificate of Approval in no way grants anything besides acceptance onto the next regularly scheduled Plan Commission meeting.

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Owner/Agent	Signature	Date
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Notary Public	County	Date	My Commission Expires
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City Planner/Zoning Administrator	Date
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**\*If the petitioner is not the owner of record, they will need a Power of Attorney from the owner**

**APPLICATION FOR PLAT APPROVAL  
SUBDIVISION REPLAT – PUD**

NAME OF SUBDIVISION/PUD \_\_\_\_\_

We are the owners of the real estate included in said subdivision:

Name of Owner \_\_\_\_\_ Phone No. \_\_\_\_\_

Name of Corporation, LLC \_\_\_\_\_ Phone No. \_\_\_\_\_

Address of Owner \_\_\_\_\_

Name & Address of Applicant \_\_\_\_\_ Phone No. \_\_\_\_\_

General location by reference to nearest north, south, east and west streets: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Attach legal description of subdivision or re-subdivision boundaries.

Name of Township \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Area (in acres) \_\_\_\_\_ No. of Lots \_\_\_\_\_ No. of Units \_\_\_\_\_ Length in feet of new roads to be dedicated to public \_\_\_\_\_

Is any part of subdivision within five hundred (500) feet of a park, parkway or boulevard? \_\_\_\_\_

Present Zoning \_\_\_\_\_ to be platted as a \_\_\_\_\_ classification.

Hobart Plan Commission Rezoning Docket No. (Petition No.) \_\_\_\_\_

Are modifications of the Subdivision Control Ordinances requested for this Subdivision plan? \_\_\_\_\_

\_\_\_\_\_

Brief description of proposed improvements for:

1) Streets \_\_\_\_\_

2) Sanitary System \_\_\_\_\_

3) Storm Water System Including Ponds \_\_\_\_\_

4) Water System \_\_\_\_\_

5) Utilities \_\_\_\_\_

6) Erosion Control Plan (5 acres of more) \_\_\_\_\_

7) No. of Street Lights \_\_\_\_\_

8) No. of Fire Hydrants \_\_\_\_\_

9) No. of Street Signs \_\_\_\_\_

10) Handicapped Accessible Sidewalks, Installation at Corners Required \_\_\_\_\_

11) Crosswalks, where required \_\_\_\_\_

12) Landscape Plan \_\_\_\_\_

Name of Registered Engineer or Surveyor \_\_\_\_\_

Phone No. ( ) \_\_\_\_\_ Address \_\_\_\_\_

Attach legal description subdivision boundaries.

The subdivision plat shall be prepared by a registered civil engineer or a land surveyor.  
Information to be shown:

- 1) Name and addresses of the developer and surveyor or engineer.
- 2) The date of the survey.
- 3) Scale of the map, which shall be one inch equals not more than one hundred feet
- 4) Boundaries of the subdivision, indicated by a solid heavy line.
- 5) Total acreage within the subdivision.
- 6) The existing zoning of the proposed subdivision and adjacent tracts in zoned areas.
- 7) Layout, numbers and dimension of lots. All lots intended for sale shall be numbered by consecutive numbers. Lots in numbered additions bearing the same name shall be consecutive throughout the several additions. Where all the lots are of the same dimensions, it shall be sufficient to mark the precise length and width upon one tier thereof. All gores, triangles or other lots which are neither squares nor parallelograms shall have the length of their sides plainly defined by figures.
- 8) The number of outlots and private parks shall be designated as such in printing upon the plan and shall be lettered respectively or given a name.
- 9) Drainage channels, wooded areas, existing overhead and underground utilities, permanent building and any other significant items.
- 10) Parcels of land intended to be dedicated or reserved for public use or set aside for use of property owners of subdivision.
- 11) If any portion of the land within the subdivision is subject to flooding, such fact and portion shall be clearly indicated by a prominent note on the tentative plan.

Other required materials:

- 1) A statement of the proposed uses of lots, stating type of residential buildings with number of proposed dwelling units; type of business or industry so as to reveal the effect of the development on traffic, fire hazards or congestion of population.
- 2) The proposed zoning plan for the area, if any zoning changes are contemplated.

Name of registered engineer or surveyor

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Phone No. (    ) \_\_\_\_\_ Address

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**PRELIMINARY PLAT PLAN  
FINDINGS & DECISION**

1. The Plat *should/should not* be granted due to the suitability to the land because:

\_\_\_\_\_

\_\_\_\_\_

2. The Plat provisions and design for streets, sidewalks and public ways *is/is not* suitable because:

\_\_\_\_\_

\_\_\_\_\_

3. The Plat provisions and placements for easements *is/is not* suitable because:

\_\_\_\_\_

\_\_\_\_\_

4. The Plat provisions and placement for lots *is/is not* suitable because: \_\_\_\_\_

\_\_\_\_\_

5. The Plat provisions and placement for open space and/or public sites *is/is not* suitable because:

\_\_\_\_\_

\_\_\_\_\_

6. The Plat provisions and design for infrastructure, including storm sewers, sanitary sewers or septic and water supply and/or other utilities *is/is not* suitable because: \_\_\_\_\_

\_\_\_\_\_

7. The Plat provisions *does/does not* adversely affect the health, safety or general welfare of the City because:

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF PETITIONER/AGENT

\_\_\_\_\_

**DECISION**

After public hearing and review by the Hobart Advisory Plan Commission for preliminary plat approval, the Plan Commission now finds that the Plat *Does/Does Not* comply with the standards in the subdivision control ordinance.

The following conditions shall be imposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All of which is decided this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by a majority vote of the Hobart Advisory Plan Commission.

\_\_\_\_\_  
Plan Commission President

ATTEST:

\_\_\_\_\_  
Plan Commission Secretary/Zoning Official

Subdivision Name \_\_\_\_\_ No. of lots/units \_\_\_\_\_

Developer: \_\_\_\_\_

General location: \_\_\_\_\_

Amount of Performance Bond/Letter Credit: \_\_\_\_\_ Dated: \_\_\_\_\_ Institution: \_\_\_\_\_  
(110% of cost of improvement)

DESCRIPTION OF IMPROVEMENTS TO BE BONDED FOR: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Expiration Date of Letter of Credit (if any): \_\_\_\_\_  
Phil Gralik, City Engineer

- Release Date \_\_\_\_\_ Amount \$ \_\_\_\_\_
- Release Date \_\_\_\_\_ Amount \$ \_\_\_\_\_
- Release Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

\*Sanitary Sewer "As-built" submitted \_\_\_\_\_ \* Storm Sewer "As-built" submitted \_\_\_\_\_

Date of City's Acceptance of Improvements \_\_\_\_\_

	<u>Cost Value</u>		<u>Cost Value</u>
Streets	_____	Curbs	_____
Sanitary Sewers	_____	Storm Sewers	_____
Detention/Retention Ponds	_____	Street Lights	_____
Natural Gas Mains	_____	Sidewalks	_____
Water Mains	_____	Street Signs	_____
Electrical Mains	_____	Fire Hydrants	_____
Off-Site Improvements	_____	Landscaping	_____
Green Drainage System	_____	Other	_____

TOTAL COST OF INFRASTRUCTURE: \$ \_\_\_\_\_

X \_\_\_\_\_ 0.10%

2-YEAR MAINTENANCE BOND AMOUNT \$ \_\_\_\_\_

Date of Maintenance Bond: from \_\_\_\_\_ to \_\_\_\_\_.  
(Two-year bond required per Ord. 609, Hobart Municipal Code Chapter 153)

MILES OF STREETS TO BE ADDED TO STREET INVENTORY FOR THE PURPOSE OF LOCAL ROAD AND STREET FUNDS: \_\_\_\_\_ MILES.

\*Do not release letter of credit unless sanitary sewer "as-builts" and storm sewer "as-builts" have been submitted to the Office of the Engineer.