



**Plat - Minor
Application Packet**

Community Development/Planning
Jasper City Hall
610 Main Street
Jasper, IN 47547
Phone: (812) 482-4255 Fax: (812) 482-7852



CITY OF JASPER UNIFIED DEVELOPMENT ORDINANCE CHECKLIST

PRIMARY APPROVAL SUBMISSION MATERIALS:

1. Filing Fee
2. Preliminary Plat Contents
 - a. Legal Description
 - b. Scale
 - c. Lot Sizes
 - d. Floodplain
 - e. Remainder
 - f. Easements
 - g. Rights-of-way
 - h. Location Map
 - i. Notations

*See [Unified Development Ordinance](#) Section 9.4 C for more information.

SECONDARY APPROVAL SUBMISSION MATERIALS:

1. Final Plat
 - a. Prepared in accordance to Section 9.20 Standards for Surveys and Preparation of Plats
 - b. Two copies showing all information required on primary approval drawing as approved by Commission or Plat Committee
2. Supporting Material

*See [Unified Development Ordinance](#) Section 9.4 D for more information.



| |
|---------------|
| File. No. |
| Date Received |
| Received By |

REQUEST FOR PRIMARY APPROVAL OF A SUBDIVISION PLAT - MINOR

| | |
|---|---|
| Name(s) of Subdivider(s): | |
| Address(es): | |
| Phone Number(s): | |
| Subdivider's Representative (if any): Name: | Subdivider's Registered Land Surveyor (if any): Name: |
| Address: | Address: |
| Phone Number: | Phone Number: |

I (we) do hereby request primary approval of the following described subdivision in accordance with the provision of the Comprehensive Plan. I (we) am (are) the owner (owners) of the real estate included in said subdivision.

| | |
|--|-----------------|
| Name of Subdivision: | |
| Generally described as follows... Civil Township: | |
| Section: | Sub Section: |
| Township: | Range: |
| Area in acres: | Number of lots: |
| Miles of new streets to be dedicated to the public (in feet): Full width: _____ Half width: _____ | |
| Zoned: | |

I (we) do hereby acknowledge that the requirements of the City of Jasper's Unified Development Ordinance (UDO), Chapter 9, Subdivisions, Section 9.4, Minor Subdivisions, have been met and are being submitted as part of this application.

The undersigned, having been duly sworn on oath states the above information is true and correct as he is informed and believes.

Signature(s) of Subdivider(s) _____
 State of Indiana)
 SS
 County of (name of))

Subscribed and sworn before me this _____ day of _____, 20____

Notary Public

Residing in _____ County
 My Commission expires _____

FOR STAFF USE: Date of Public Hearing before Commission _____
 Plat Fees \$ _____ received from subdivider. Date _____



| |
|---------------|
| Date Received |
| Received By |
| Fees Paid \$ |

REQUEST FOR SECONDARY APPROVAL OF A SUBDIVISION PLAT - MINOR

| |
|---------------------------|
| Name(s) of Subdivider(s): |
| Address(es): |
| Phone Number(s): |

I (we) do hereby request determination of conformance with the preliminary plat for the following described subdivision in accordance with the provision of the Comprehensive Plan. I (we) am (are) the owner (owners) of the real estate included in said subdivision.

| | |
|--|-----------------|
| Name of Subdivision: | |
| Generally described as follows... Civil Township: | |
| Section: | Sub Section: |
| Township: | Range: |
| Area in acres: | Number of lots: |
| Miles of new streets to be dedicated to the public (in feet): Full width: _____ Half width: _____ | |
| Zoned: | |

Subdivider requests: _____ Staff determination of conformance
 _____ Commission determination of conformance

The undersigned, having been duly sworn on oath states the above information is true and correct as he is informed and believes.

Signature(s) of Subdivider(s) _____
 State of Indiana)
) SS
 County of (name of))

Subscribed and sworn before me this _____ day of _____, 20____

 Notary Public

Residing in _____ County
 My Commission expires _____

FOR STAFF USE:

Plat Requirements: _____ Conditionally approved Date _____
 _____ Disapproved / the following additional requirements needed: (see notes)

Date of Technical Review _____ Bond Received _____

 Signature of Administrator Date _____

Additional Notes:

JASPER DEVELOPMENT PROPOSAL FLOW CHART



Staff Consultation

Petitioner should consult with Community Development & Planning staff early in the process to ensure the highest quality project and avoid possible delays. A basic site plan is adequate for this meeting.

Determine Applicable Districts

Petitioner and staff will consult the [Official Zoning Map](#) to determine which Zoning District and Overlay Zoning District requirements will apply to the proposed development.

- | | |
|---------------------------------|-----------------------------|
| A1 – Agriculture General | MH – Manufactured Home Park |
| A2 – Agriculture Intensive | B1 – Neighborhood Business |
| RR – Rural Residential | B2 – Central Business |
| R1 – Low Density Residential | B3 – General Business |
| R2 – Single Family Residential | I1 – Light Industrial |
| R3 – Medium Density Residential | I2 – Heavy Industrial |
| R4 – Higher Density Residential | CP – Conservation Park |

- US 231 Thoroughfare Overlay District
- Mixed-Use Overlay District
- Medical-Related Office/Residential Overlay District

Process Timeline/Deadlines

Time is measured back from the Plan Commission Hearing

- + 45 days Staff Consultation
- + 40 days Submit application to staff in order to be placed on agenda
- +25 days TAC Review
- +10 days Notice published in paper
- +0 days Plan Commission Hearing

Determine Petition or Permit Type(s)

Petitioner and staff will analyze the proposed development to determine which [UDO standards](#) apply.

- | | | |
|------------------|---------------------------------|----------------------|
| Development Plan | Development Standards Variance | Sign Permit |
| Subdivision Plat | Grading/Land Disturbance Permit | Fence Permit |
| Primary | Zoning Map Amendment/Rezoning | Temporary Use Permit |
| Secondary | Special Exception | Demolition Permit |
| Use Variance | Improvement Location Permit | |

Apply the Requirements

- Petitioner and/or their designer prepares the Development Plan, Preliminary Plan, or Primary Plat in light of the applicable requirements.
- Submit application and drawing.
- Staff distributes plan sets to TAC committee.

Technical Assistance Committee (TAC) Review

Using the applicable requirements, the TAC will determine development is in substantial compliance with the Unified Development Ordinance. Revisions must be submitted at least 10 days prior to Plan Commission meeting.

Plan Commission Public Hearing

Development Plans, Preliminary Plans and Primary Plats must be heard by the Plan Commission.

Administrative Review

Secondary Plat and Final Detailed Plans may be review and approved by Administrator with TAC approval.

Denied

Project
Redesign.

Approved

Approved or
Approved with
Conditions.

**Issue
Permits/Certificates**