



**Plat - Administrative  
Application Packet**

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

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## CITY OF JASPER UNIFIED DEVELOPMENT ORDINANCE CHECKLIST

### APPROVAL SUBMISSION MATERIALS:

1. Signed Application
2. Drawing
3. Quitclaim or Warranty Deed
4. Type of Administrative Review
  - a. Interior Lot Line Removal
  - b. Platted Easement Removal
  - c. Adjoining Land
    - i. Platted Land
    - ii. Unplatted Land
    - iii. Boundary Dispute
  - d. Corrections of Legal Descriptions
  - e. Granting of Non-Access Easements
  - f. Dedication of Right-of-Way
  - g. Agricultural Parent Tract Dwelling Site

\*See [Unified Development Ordinance](#) Section 9.3 C for more information.



File. No.
Date Received
Received By

**REQUEST FOR APPROVAL OF A SUBDIVISION PLAT - ADMINISTRATIVE**

Name(s) of Subdivider(s):	
Address(es):	
Phone Number(s):	
<b>Subdivider's Representative (if any):</b> Name:	<b>Subdivider's Registered Land Surveyor (if any):</b> 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 9.3, Administrative 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:**  
 Plat Fees \$ \_\_\_\_\_ received from subdivider. Date \_\_\_\_\_

# JASPER DEVELOPMENT PROPOSAL FLOW CHART



## Process Timeline/Deadlines

Time is measured back from the Plan Commission Hearing

+ 45 days	Staff Consultation
+ 30 days	Submit application to staff
+25 days	TAC Review
+10 days	Notice published in paper
+0 days	Plan Commission Hearing

### 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

### 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**