



**Plat - Major  
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 CHECKLISTS

### CONCEPT PLAN SUBMISSION MATERIALS:

1. Filing Fee
2. Concept Plan Contents
  - a. Base Map
  - b. Subdivision name
  - c. North arrow and date
  - d. Boundary
  - e. Land Use and Zoning
  - f. Roads
  - g. Soils and Drainage
  - h. Natural Features
  - i. Layout
  - j. Open Space

\*See [Unified Development Ordinance](#) Section 9.5 B for more information.

### PRIMARY APPROVAL SUBMISSION MATERIALS:

1. Filing Fee
2. Preliminary Plat Contents
  - a. Legal description
  - b. Bar scale
  - c. Lot number, scaled layout, dimensions, and sizes (sq. feet or acres)
  - d. Accurate locations of existing and platted streets
  - e. Source of owner's title to land
  - f. All notations shown in Jasper Design Standards and Specifications Manual
  - g. Street right-of-ways
  - h. Notations for each lot, tract and/or parent tract
  - i. Delineation of flood plain boundaries
  - j. Location, size, elevation, and other appropriate description of existing and proposed permanent features
  - k. Water elevations
  - l. Number of acres / sq. feet of contiguous land area
  - m. If served by individual subsurface disposal systems:
    - i. Description of soil amount of each lot
    - ii. Location of all soil borings
  - n. Names of owners
  - o. Location of pedestrian circulation system
  - p. Delineation of the phases
3. Supporting Materials
  - a. One application
  - b. Topographic contours
  - c. Erosion control plan
  - d. Drainage report

- e. Zoning classifications
- f. Specifications of required improvements to existing roads
- g. Delineation on a USGS base map of drainage area
- h. A plan for establishing ownership and for providing and financing improvements or systems in the subdivision
- i. Sewage system approval

\*See [Unified Development Ordinance](#) Section 9.5 C for more information.

## **SECONDARY APPROVAL SUBMISSION MATERIALS:**

1. Final Plat
2. Phasing
3. Original drawing of plat of subdivision
  - a. Drawn to scale of 50 feet to 1 inch
  - b. Be submitted in hardcopy
4. Following basic information shown:
  - a. All plat boundary lines
  - b. Exact location and width along property line of existing streets
  - c. True bearings and distances to street bounds, patent, or other official monuments
  - d. Accurate location and type of material
  - e. Exact layout, including:
    - i. Street and alley lines
    - ii. Length of all arcs
    - iii. All easements
    - iv. All lot lines
  - f. Lots numbered
  - g. Accurate outline of all property
  - h. If traversed by any water, the prior and present location of such water
  - i. Setback building lines
  - j. Private restrictions:
    - i. Boundaries
    - ii. Other private restrictions
  - k. Names and locations of adjoining subdivisions
  - l. Names and addresses of the owner of record, the subdivider, and of the engineer or surveyor
  - m. North point, scale, and date
  - n. Statement of lot transferred
  - o. Certification by a registered professional engineer or licensed surveyor
  - p. Certification that all requirements in Indiana Regulation 327 IAC 15-5 (Rule 5) shall be met

\*See [Unified Development Ordinance](#) Section 9.5 D for more information.

## **COMPLETION OF PUBLIC IMPROVEMENTS:**

1. Certificate of compliance to UDO Section 9 and City of Jasper Design Standard and Specification Manual
2. A performance bond

\*See [Unified Development Ordinance](#) Section 9.5 D-5 for more information.



Date Received
Received By
File No.

**REQUEST FOR PRIMARY APPROVAL OF A SUBDIVISION PLAT - MAJOR**

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 SUBDIVISION PLAT PRIMARY APPROVAL CHECKLIST has been completed and signed by all affected parties and is 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 \_\_\_\_\_



## GUIDELINE FOR PUBLIC HEARINGS

(Meetings are held on the first Wednesday of the month)

1. Petitioner shall submit a petition (application) by the deadline noted on the meeting date calendar. Both calendar and applications are available on the City's website [www.jasperindiana.gov](http://www.jasperindiana.gov) and also in the Community Development & Planning Department at City Hall, 610 Main Street.
2. A public hearing notice will then be prepared by the Community Development/Planning Department from the information received on the application. The petitioner will be given a copy to submit to The Herald. **The notice must be published in the Herald at least 10 days prior to the date of the public hearing.** The petitioner is responsible for the cost of the public notice.
3. The petitioner must also serve a copy of the notice to all adjacent property owners in all directions, within 200 feet of the proposed property. If there is only one property owner in any direction, the petitioner must extend the search to 400 feet (*but in no event further*) to reach a second property owner. Signatures may be obtained by certified mail return receipt requested, certificate of mailing, or by hand carried notification signed and dated by the property owners, **not less than 10 days prior to the public hearing.** The petitioner shall provide a complete list of the above-mentioned owners from the County Auditor's office / Dubois, IN Web Map <https://duboisin.wthgis.com>. **A list of names and addresses, in addition to proof of service of notice, should be delivered to the Building/Planning Department not less than 10 days prior to the public hearing.**
4. An **application fee must be submitted with application** to the Community Development & Planning Department  
Application Fees are as follows:
  - Special Exception - \$150.00
  - Variance - \$150.00
  - Request for Special Meeting - \$150.00
  - Rezoning - \$200
  - PUD - \$300.00 + \$25/acre
  - Plat – (due before secondary approval)
    - \$300.00 + \$25/acre (Residential)
    - \$300.00 + \$50/acre (Commercial & Industrial)
5. At the hearing, the petitioner must be present or have prior arrangements made for a representative to present the request on behalf of the petitioner. The petitioner shall submit a site plan **delivered to the Community Development & Planning Department not less than 10 days prior to the public hearing.**
6. The petitioner will receive an electronic copy of a "Proposed Findings of Fact" form stating the requirements for a variance/special exception. **Petitioner must address the criteria on the space provided. The Board may impose reasonable conditions as part of its approval. A variance/special exception may be approved by the Board only upon a determination that the Board finds all of the petitioner's statements to be true. The form must be delivered to the Community Development & Planning Department not less than 10 days prior to the public hearing.** The petitioner shall be prepared to address these requirements at the meeting. Please note: the form is a Word Document. If possible, please type on space provided.

Please contact the Community Development & Planning Department at 812-482-4255 with any questions.



**CITY OF JASPER PLAN COMMISSION 2024 MEETING DATES**  
**For PLATS**

**Meeting Time: 7:00 p.m.**  
**The Board meets the 1<sup>st</sup> Wednesday of every month.**

**610 Main St, Jasper, IN 47546**  
**2<sup>nd</sup> floor Council Chambers**

**2024 City of Jasper Plan Commission Dates**

<b>Application Deadline</b> (40 days before meeting)	<b>Public Notice Deadline</b> (Notice must be published & property owners notified)	<b>Proof of Notice Deadline</b> (All fees & paperwork must be submitted to Dept. of Community Development & Planning)	<b>Meeting Date</b>
November 24, 2023	December 22, 2023	December 22, 2023	January 3, 2024
December 29, 2023	January 26, 2024	January 26, 2024	February 7, 2024
January 26, 2024	February 23, 2024	February 23, 2024	March 6, 2024
February 23, 2024	March 22, 2024	March 22, 2024	April 3, 2024
March 22, 2024	April 19, 2024	April 19, 2024	May 1, 2024
April 26, 2024	May 24, 2024	May 24, 2024	June 5, 2024
May 24, 2024	June 21, 2024	June 21, 2024	July 3, 2024
June 28, 2024	July 26, 2024	July 26, 2024	August 7, 2024
July 26, 2024	August 23, 2024	August 23, 2024	September 4, 2024
August 23, 2024	September 20, 2024	September 20, 2024	October 2, 2024
September 27, 2024	October 25, 2024	October 25, 2024	November 6, 2024
October 25, 2024	November 22, 2024	November 22, 2024	December 4, 2024
November 29, 2024	December 27, 2024	December 27, 2024	January 8, 2025

All petitions must be filed with the Community Development & Planning (610 Main St, Jasper, IN) by 4:00 p.m. on the application deadlines specified above.

# 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**