

City of Elkhart

Instructions and Filing Procedure for Major Subdivision Approval (More than 3 lots)

1. A Subdivision application, petition form, Preliminary Plat, and required application materials are submitted to the Planning Services Division by the stated Plan Commission filing deadline.
2. Case preparations are made for Public Hearing by Planning Services Division.
 - Legal advertisement is prepared and sent to The Elkhart Truth to be published 10 days prior to Plan Commission meeting.
 - Public letters sent to all property owners within 300 feet of proposed action. Reminder letter is sent to petitioner and/or property owner(s).
 - Staff report is prepared by the Planning Services Division staff.
3. Plan Commission meeting/public hearing is held. Planning Services Division staff presents staff report and Plan Commission makes final vote for approval or denial of Major Subdivision.
4. A second Subdivision application, Final Plat drawing, and petition form are submitted to the Plat Committee at the Planning and Zoning office for review of the Final Plat according to submittal requirements in the Subdivision Ordinance.
5. Plat Committee meets and reviews Final Plat request (not a public hearing, meeting scheduled as needed). If all requirements have been met, Plat Committee members sign the Final Plat.
6. Signed plat is recorded at the Elkhart County Recorder's office.
7. Two copies of the signed and recorded plat are delivered to the Planning Services Division. Planning Services Division routes a copy to the Office of Public Works & Utilities.

PETITION NUMBER: _____

Date Filed: _____

PETITION to the PLAN COMMISSION

Petition Type:

_____ Rezoning*	_____ PUD*	_____ PUD Amendment*
_____ Annexation*	_____ Final Site Plan	_____ Subdivision
_____ Wireless Communications Facility		

* denotes that this action requires final approval from the Common Council

Property Owner(s): _____

Mailing Address: _____

Phone: _____ email: _____

Contact Person: _____

Address: _____

Phone: _____ email: _____

Subject Property Address: _____

Zoning: _____ Present Use: _____

Proposed Use: _____

Checklist (✓) for submittal of the Petition to the Plan Commission docket: you must include:

- One copy of the required Petition Letter signed in ink by the owner of the property.
- A completed Petition form signed by the legal owner of record.
- If any other person other than the legal owner or the legal owner's attorney files the appeal, written authorization from the property owner must be supplied.
- A full and accurate legal description of the property.
- One to scale drawing of the property, smaller than 11" x 17". If larger than 11" x 17", 12 copies must be submitted.
- Cash or check made payable to the City of Elkhart.
- Any other information listed in the Instructions and Filing Procedure for your type of Petition.

Optional: any supplementary information you wish to include.

NOTE: The petitioner is the legal property owner of record, or a certified representative, and agrees the above information is accurate. Failure to provide a legal signature or accurate information will make this application null and void.

PROPERTY OWNER(S) (PRINT) _____

SIGNATURES _____

RECEIVED BY: _____ DATE: _____

Remit To:
CITY OF ELKHART – OFFICE OF PLANNING & DEVELOPMENT – Planning Services Division
Municipal Building, 229 S. Second Street, Elkhart, Indiana 46516

(staff to complete)

Ordinance Requirement: Sections(s): _____

MAP #: _____ AREA: _____



The city with a heart

City of Elkhart
Application for Approval of a New Subdivision
In the City of Elkhart

Date: _____

City of Elkhart Plan Commission
Municipal Building
229 S. Second Street
Elkhart, Indiana 46516

Dear Plan Commission:

Preliminary approval is hereby requested for a subdivision to be known as _____ Said Subdivision is legally described as follows: (attach legal description).

SUBDIVISION ORDINANCE, CITY OF ELKHART

ARTICLE 4 – PRELIMINARY PLAN APPROVAL PROCESS

Section 1. Filing Procedures

Any owner or subdivider of land within the corporate limits of the City of Elkhart desiring to divide said land, or to dedicate streets, alleys or other lands for public use shall submit a subdivision application to the Plan Commission Staff at least thirty (30) days prior to the Plan Commission meeting. (Applications are available in the City Planning and Zoning Department.) The application requirements are:

- A. An application form signed by the owner(s) of record of the land to be subdivided specifying the intent of land use, drainage, sewage disposal, water supply, street improvements, restrictions existing or to be placed on the property and the expected date of its development.
- B. Application fee in accordance with the Fee Schedule of this Ordinance (Article 11).
- C. List of names and addresses of all interested parties. (City staff will provide).
- D. A site plan of the proposed subdivision indicating that all standards of this Ordinance have been met.

The site plan shall contain the following elements:

1. Proposed name of subdivision;
2. Location by section, township and range, or other legal description and by a general location map;
3. Names and addresses of developers and plan designer;
4. Scale 1" to 100' or larger (shown graphically), date and northpoint;
5. Boundary line of proposed subdivision and total acreage encompassed;
6. Location, widths and names of all existing or prior platted streets or other public ways, railroad and utility rights-of-way, parks and other public open spaces, permanent buildings and structures, permanent easements, and section and corporation lines within or adjacent to the tract;
7. Location of existing and proposed sewers, water mains, culverts and other underground facilities within and adjacent to the tract indicating pipe sizes and manholes;
8. Boundary lines of adjacent tracts indicating ownership of interested parties;
9. Existing and proposed zoning of the proposed subdivision and adjacent tracts;
10. Contours at two-foot intervals, except where topography requires one-foot intervals;
11. Location, width and name of all proposed streets, rights-of-way, cross-walkways and easements;
12. Layout, numbers and dimensions of lots with building setback lines, except for industrial subdivisions;
13. Parcels of land to be dedicated or temporarily reserved for public use or set aside for use by the property owners of the subdivision;
14. Location, name and characteristics of soils within the proposed subdivision;
15. Any protective covenants regulating the use and development of the lots within the subdivision;
16. General drainage plan of the area in and around the proposed subdivision, indicating retention areas, swales, ditches, storm sewers and catch basins.
17. Location of the 100-year flood plain boundary for lands identified as flood prone. (See Section 2, Flood Plain Regulations.)

2021 ELKHART CITY PLAN COMMISSION CALENDAR

File by Date

Friday, December 11, 2020

Friday, January 8, 2021

Friday, February 5, 2021

Friday, March 5, 2021

Friday, April 9, 2021

Friday, May 7, 2021

Friday, June 11, 2021

Friday, July 9, 2021

Friday, August 6, 2021

Friday, September 10, 2021

Friday, October 8, 2021

Friday, November 5, 2021

Friday, December 10, 2022

Meeting Date

Monday, January 4, 2021

Monday, February 1, 2021

Monday, March 1, 2021

Monday, April 5, 2021

Monday, May 3, 2021

Monday, June 7, 2021

Tuesday, July 6, 2021

Monday, August 2, 2021

Tuesday, September 7, 2021

Monday, October 4, 2021

Monday, November 1, 2021

Monday, December 6, 2021

Monday, January 4, 2022

Note: All meetings are held in the Council Chambers, 2nd floor, City Municipal Building at 1:45 p.m., the 1st Monday of each month, unless indicated.

Reviewed and adopted by the Elkhart City Plan Commission at its regular meeting on December 7, 2020.

Jeffrey Shaffer, President

Dave Osborne, Vice President