

PRIMARY APPROVAL PROCEDURES FOR SUBDIVIDING
6 OR MORE NEW LOTS, 1 ACRE MINIMUM PER LOT

1. Contact Larry Hall, Newton County Health Department, 285-2052, to discuss soil and septic.
2. Contact Larry Holderly, County Engineer, 285-8624, to discuss drainage requirements.
3. Obtain the legal description of the property.
4. Pick up a copy of the Subdivision Control Ordinance and get it to your surveyor, so that he/she may draw a plat based on the information given in steps 1, 2 & 3 and the Ordinance.
5. The Drawing will go before the Technical Review Committee so that we can see that the technical requirements have been met. Be advised, if there are several corrections to be made, this process may need to be repeated.
6. Once we have a correct and final plat we may then file for Primary Approval of a Subdivision and schedule a Public Hearing. The fee at the time of application is \$200.00. Prior to filing, you will need to obtain the names and addresses of the property owners within 300' in every direction of the property lines. (You will need to go to the Auditor's Office to obtain this information.) Once the list has been obtained, contact this office to set up an appointment for filing.

The meetings are generally held the fourth Tuesday of every month.

APPLICATION FOR PRIMARY APPROVAL OF A SUBDIVISION

Date Received _____

Docked Number _____

Hearing Date _____

Action _____

Name Of Applicant _____

Address Of Applicant _____

Phone _____

I (we) hereby apply to the ADVISORY Plan Commission of NEWTON COUNTY, Indiana, for primary approval of the following described subdivision plat in accordance with the subdivision control ordinance. I (we) are the owner(s) or authorized agent(s) of the owner(s) of the real estate included in said subdivision. The proposed plat accompanies this application.

Name of Subdivision _____

General Location (attach legal description):

Area _____

Number of Lots _____

Name of registered engineer or surveyor preparing the subdivision plat _____

Address _____ Phone _____

Signature of Applicant _____

If the owner is not the applicant, the owner must sign the following statement:

I (we) (am, are) aware of this petition for subdivision of land, and I (we) hereby authorize the above-named applicant (s) to act as my (our) agent(s) for purposes of this application.

Signature of Owner _____

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Newton County Plan Commission will hold a hearing on the following petition:

_____ by _____
which is a proposal to subdivide _____ acres into _____ lots.
The property is located: _____

The hearing has been set for _____ at _____
At The Newton County Government Center, 4117 S. 240 W. Morocco, IN 47963.
Interested parties may voice an opinion upon hearing date and/or file written comments concerning the amendment.

The petition and file include a legal description of the property and drawings showing the layout of proposed lots and streets. These may be examined in the office of the Plan Commission, 4117 S. 240 W. Suite 700, Morocco, IN.

NEWTON COUNTY PLAN COMMISSION

BY: _____
Glen A. Cain, Secretary of the Board

PETITIONER AFFIDAVIT OF PUBLIC HEARING

STATE OF INDIANA)
) SS:
COUNTY OF NEWTON)

I, (We), _____
do certify that notice of public hearing by the Newton County Plan Commission (Board of
Zoning Appeals) to consider the application of _____

_____/
was mailed to the last known address of each of the following persons:

<u>OWNER'S NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

And said notices were served by certified mail on or before the ____ day of _____,
20____, being at least ten (10) days prior to the ____ day of _____, 20____, the date
of the public hearing at ____ o'clock p.m.

Petitioner or Agent

Petitioner or Agent

Subscribed and sworn to before me, a Notary Public, this ____ day of _____, 20____.

Notary Public

My Commission Expires _____
Residing in _____ County

NOTICE OF PUBLIC HEARING RELEASE FORM

To: **Newton County Enterprise**
305 E. Graham
Kentland, In 47951

PETITIONER

NAME: _____

ADDRESS: _____

CITY & ST: _____

PHONE: _____

DATE: _____

This is to authorize you to publish the attached legal notice delivered to you by the Newton County Plan Commission, the cost of which is obligation of, and will be paid by the above petitioner.

Signature _____

Petitioner

Petitioner

Send Legal Notice to: **Newton County Building Dept.**
4117 S. 240 W., Suite 700
Morocco, IN 47963

NOTICE OF PUBLIC HEARING RELEASE FORM

To: **Morocco Courier**

C/o: **Newton County Enterprise**
305 E. Graham
Kentland, In 47951

PETITIONER

NAME: _____

ADDRESS: _____

CITY & ST: _____

PHONE: _____

DATE: _____

This is to authorize you to publish the attached legal notice delivered to you by the Newton County Plan Commission, the cost of which is obligation of, and will be paid by the above petitioner.

Signature _____

Petitioner

Petitioner

Send Legal Notice to: **Newton County Building Dept.**
4117 S. 240 W., Suite 700
Morocco, IN 47963