

**PRELIMINARY PLAT:**

Developer's engineer/surveyor gathers pertinent technical data (utility availability, drainage facilities/outlets, zoning, road requirements, etc.) and prepares plat
<b>Developer files Preliminary Plat Application under established MPC filing deadlines - plat drawing, application, notification list &amp; envelopes, restrictions</b>
Subdivision Committee meets for technical review, changes to the plat and recommendations to the Plan Commission
Plan Commission holds hearing and takes action to grant primary approval or to deny
Findings of Fact are issued setting forth conditions of approval or reasons for denial

Notes:

If plat is denied, the developer may address/resolve reasons cited for denial, if possible, and refile. All issues should be settled and conditions in place as primary approval is the Main approval by the Metropolitan Plan Commission (MPC). Secondary approval of the final plat will automatically be given if all primary approval conditions have been met and public improvements are accepted.

If unusual development problems surface during the hearing, the Plan Commission may ask that detailed plans be prepared for specific items prior to taking action.

**UPON APPROVAL OF PRELIMINARY PLAT:**

<b>Developer obtains Detailed Plan Approvals</b>				
Detailed Street Design Plans are submitted & approved by City or County Engineer	Detailed Sanitary Sewer Plans are submitted & approved by proper agency	Detailed Storm Sewer and Drainage Plans are submitted & approved by proper agency/dept	Approval is obtained from any other pertinent agency - INDOT, DNR, Army Corps, etc.	Detailed Erosion Control Plans are filed with the Natural Resources Conservation Service & IDEM

**Signed Verification of Plan Approval forms filed with the MPC Office**

**DEVELOPER STARTS CONSTRUCTION:**

Roads constructed per approved plans	Sanitary Sewers constructed per approved plans	Storm sewers & drainage facilities constructed per approved plans	Erosion control maintained per submitted plans	Utility Companies install facilities: electric, phone, water, gas.
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Notes: Developer should remember to contact appropriate agency/department for inspections as required.

## FINAL PLAT:

<b>Developer complies with all conditions set forth in the Findings of Fact</b>			
Roads or Surety approved & accepted- Final Plat signed by Co. Commissioners or Board of Works	Sanitary Sewers or Surety approved & accepted - written verification provided	Regulated Storm Drains or Surety approved & accepted - written verification provided	Storm sewers or Surety approved & accepted - written verification provided
Developer files as-built plans if installation varies from preliminary plat			
<b>Developer files for secondary approval for the final plat with Plan Commission Office once all conditions have been met - at least 30 days must have passed since primary approval of preliminary plat</b>			
Final Plat submittal reviewed by staff to ensure all approvals have been obtained and all conditions have been met			
Plat Committee meeting is set allowing for 3 days notice to newspaper - within 3 to 7 days of filing if all conditions have been met			
Plat Committee meets and grants secondary, final approval of plat based on compliance with all conditions of the primary approval and final plat is signed			
Developer records final plat with Auditor and Recorder of Delaware County, Indiana			

## ADDITIONAL PROCESS WHEN SURETY HAS BEEN PROVIDED:

<b>Developer completes all improvements</b>
Developer must appear and obtain final approval and acceptance from all applicable jurisdictions for streets, sanitary sewers, storm sewers, & drains
Developer files proof of acceptance with Plan Commission Office and as-built plans if improvement installations have varied from preliminary pl
Surety is released by all applicable jurisdictions

### Notes:

If a subdivision is located in the county, the ordinance allows for the approval of 3 model home permits to be issued per approved preliminary plat prior to final plat approval. The developer should present a survey drawing and legal description of the lot(s) proposed for model home permits to the Plan Commission Office. The staff will prepare the paperwork and the request will be presented to the County Commissioners at the next regularly scheduled Commissioners meeting (held every Monday, barring holidays, at 9:30 a.m.). The developer should be present at the meeting. If the subdivision is located in the city, there is no model home permit allowance. The developer may be able to obtain 1 building permit based on using the entire subdivision site as one building parcel - which is what it is considered until the final plat is recorded.

Approval of preliminary plats are effective for 1 year in the county and 2 years in the city. If no activity has occurred within those time periods, the approval is void unless the developer files for an extension with the Plan Commission under established meeting schedules and the extension is granted