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(OFFICE USE)



CITY OF NEW CARLISLE, PLANNING DEPARTMENT  
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PERMIT NO: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED CITY SIGNATURE  
(OFFICE USE)

**PRELIMINARY PLAT APPLICATION**  
**SUBDIVISIONS INVOLVING MORE THAN 5 LOTS**

*Please Print or Type*

**Applicant Information**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Information**

Proposed Subdivision Name: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Subdivider Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Location Information**

Parcel(s) Involved: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Surveyor Information**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ALL REQUIRED MATERIAL THAT MUST BE INCLUDED WITH THIS APPLICATION IS LISTED ON THE NEXT TWO PAGES.**

**Each of the following items are required to be submitted along with this application to be considered complete. Please use as a checklist.**

- Copy of Percolation test results and copies shall be filed with the Clark County Health Department.
- A proposed set of covenants.
- A vicinity map, at a scale of not less than 2,000 feet to the inch, shall be shown on, or accompany, the preliminary plat. Such map shall show all existing subdivisions, roads and tract lines and the nearest existing thoroughfares. It shall also show the most advantageous connections between the roads in the proposed subdivision and those of neighboring areas.
- A preliminary drainage plan shall be filed with the planning staff and shall consist of the estimated profile of the drainage system and streets, the origin and proposed destination of storm water and the proposed drainage facilities.
- The location of the subdivision by section, town, range, city and State. If the plat is located in the three-mile jurisdictional area, the township and county shall be indicated.
- A north point and a scale of not more than 100 feet to the inch;
- Any portion of land being subdivided within a major drainage area shown as it pertains to that particular area;
- The location of existing rights-of-way and easements and physical features such as drainage channels, wooded areas, poles and power lines, fences, roads, railroads and buildings within the tract;
- The location of existing rights-of-way and easements and the approximate location of buildings on unplatted land parcels, wooded areas and power lines for a distance of 200 feet from all sides of the land in question, existing public streets to be identified;
- The location, names and widths of proposed streets, easements and rights-of-way;
- Names of adjacent subdivisions and owners of adjoining subdivisions and owners of adjoining parcels of undivided land;
- Delineation of any zoning district in effect and on adjoining properties;
- Existing contours with intervals of not more than five feet where the slope is greater than ten percent, and not more than two feet where the slope is less than ten percent, elevations to be based on sea level data;
- The locations of the bench mark used to determine the contour lines;
- The location of existing lot lines adjacent to the land to be subdivided, and the location, with approximate dimensions, of proposed lot lines;
- A system of lot numbering purely for identification which changed at the time of recording;
- The location and size of existing sanitary and storm sewers, water mains, culverts and other underground structures within the tract or adjacent thereto;
- The location of the set-back lines on all proposed new lots;
- The boundary of the subdivision, indicated by a heavy line, and the approximate acreage;
- The date of the survey;
- The location and dimensions of all proposed utility and sewer lines, showing their connections with the existing system;

- The layout, numbers and approximate dimensions of each lot. When a lot is located on a curved street or when side lot lines are not at ninety-degree angles, the width at the property line shall be shown.
- Parcels of land, in acres, to be reserved for public use or to be reserved, by covenant, for residents of the subdivision.

Drafting Standards.

- (1) The scale shall be not less than 100 feet to the inch, and shall be accurate to within one part in 300.
- (2) Dimensions shall be in feet and decimals, and bearing shall be in degrees, minutes and seconds.
- (3) Each sheet shall be numbered to show its relation to the total number of sheets in the plat (e.g. "Sheet No. 1 of 5 sheets"). Where there are four or more sheets, a key map, on a scale sufficient to show their relationship, shall be furnished.
- (4) Where any revision is made to a recorded plat, dotted lines shall be used to show the abandoned plan and a solid line used to show the new plat.
- (5) The tracing from which prints are made shall show existing features in ink and proposed layout in pencil.
- (6) The area under consideration shall be outlined in red if it is part of a larger plat or indicates a revision of a previously approved plat.

**PRELIMINARY PLAT APPLICATION FEE: \$200.00**

**Certification:**

**I, \_\_\_\_\_, hereby swear (affirm) that I am the property owner or am properly authorized by the property owner to file this application for review. I further certify that this application and the attached plans and specifications are not a first draft product and represent the actual proposal for which I seek approval.**

\_\_\_\_\_ *Applicant Signature*

\_\_\_\_\_ *Date*