

## CITY OF AURORA PLAN COMMISSION

Department of Planning & Zoning, Suite 300, 215B West High St., Lawrenceburg, IN 47025  
Phone (812) 537-8821 Fax (812) 532-2029 Website : [www.aurora.in.us](http://www.aurora.in.us)

### *Preliminary Plat Review Instructions*

#### ◆ PRELIMINARY PLAT APPLICATION

All individuals requesting a division of land—that is not considered exempt as set forth in section 151.43—are required to complete the Approval Procedures as set forth in the City of Aurora Subdivision Control Ordinance.

Individuals requesting Preliminary Plat Review must complete an application form, which will be used to determine the location of the request, type of request and person(s) who are making the request. It is important that the application is completed accurately, and in its entirety. The Applicant is responsible for all the information that is given.

#### ◆ PRELIMINARY CONSIDERATIONS

1. Generally. In order to make the most of the opportunities related to the subdivision and to conserve time, effort and expense the owner or subdivider should consult with the Commission, the Engineer and other public officials prior to the preparation of the tentative plan of the subdivision. The master plan should be reviewed to determine how the proposed plan will be coordinated with the master plan with particular attention given to matters enumerated in IC 36-7-4-700 et seq.
2. Basic standards. The owner or developer shall determine that his subdivision provides for the following:
  - a. Coordination of subdivision streets with existing and planned streets or highways.
  - b. Coordination with and extension of facilities included in the master plan.
  - c. Establishment of minimum width, depth and area of lots within the projected subdivision as set forth in zoning and location permit regulations.
  - d. Distribution of population and traffic in a manner tending to create conditions favorable to health, safety, convenience and the harmonious development of the city and county.
  - e. Appropriate alterations of areas for streets, parks, schools, public and semi- public buildings, homes, utilities, business and industry as outlined by the master plan.
  - f. All subdivision proposals shall be consistent with the need to minimize flood damage; all subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed so as to minimize flood damage; all subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.
  - g. The base flood elevation data shall be provided for subdivision proposals and other proposed developments which contain at least 50 lots or five acres (whichever is less).
3. Compliance with design criteria. The developer shall also determine that his subdivision meets the design criteria required by the commission, including the manner in which streets shall be laid out, graded and improved, and that he has made the required or adequate provisions for water, sewage, other utility service, schools, essential municipal services and recreation facilities.
4. Access; flooding; drainage. No land shall be approved for a subdivision unless adequate access to the land over improved streets or thoroughfares exists or will be provided by the subdivider. No such approach will be given for land which is subject to periodic flooding, lies below the designated flood-crest elevation level or is otherwise considered by the Commission to be unsuitable for urban development by reason of improper drainage, objectionable earth and rock formation, steep slopes or any other feature harmful to the health and safety of residents or the community as a whole.
5. Encroachments. In all areas of special flood hazard in which base flood elevation data has been provided, the cumulative effect of any proposed development, when combined with all other existing and anticipated development, shall not increase the water surface elevation of the base flood more than 1/10 of a foot at any point.

6. All applicable provisions of §§ [152.265](#) through [152.277](#) of the Zoning Code for the city, pertaining to flood control, shall be complied with by the owner or developer.

◆ **PRELIMINARY PLAT REQUIREMENTS**

A person desiring tentative approval of a plan of a subdivision of any land lying within the territorial jurisdiction of the Commission shall submit a written application therefor to the Commission. Such application shall be accompanied by two copies of the following information and plans:

(1) Location map showing:

- a. Subdivision name and location (not duplicating the name of any plat heretofore recorded in the area under the jurisdiction of the Commission).
- b. Arterial streets related to the subdivision.
- c. Public transportation lines.
- d. Main shopping center.
- e. Community or neighborhood stores and retail centers.
- f. Elementary and high schools, including locations of those proposed in the master plan.
- g. Parks and playgrounds, including locations of those proposed in the master plan.
- h. Zoning district boundaries and districts in the area.
  - i. Other community features.
- i. Title, scale, north point and date of preparation.

(2) Site map showing:

- a. Topographic data, including existing contours at vertical intervals of not more than two feet, except when cross-slopes are above 10% the contour interval may be increased to five feet; provided, that the horizontal distance between contours as mapped does not exceed 100 feet. U.S. Geological Survey (U.S.G.S.) topographic data may be used in the preparation of the preliminary plan unless the Commission requires a topographic survey in which case topographic data shall refer to U.S.G.S. North American Datum - Mean Sea Level Elevation. Watercourses, marshes, rock outcrops and other significant features shall be shown in detail satisfactory to the commission.
- b. Tract boundary lines, showing dimensions, bearings, angles and references to section, township and range lines or corners.
- c. Streets and right-of-way to a distance of not less than 150 feet from tract boundaries, on or adjoining the site, including dedicated right-of-way widths, roadway widths, approximate gradients, types and widths of pavements, curbs, sidewalks, tree planting and other pertinent data.
- d. Easements: Locations, widths and purposes.
- e. Utilities, including sanitary and storm sewers, other drainage facilities, water lines, gas mains, electric utilities and other facilities, including size or capacity of each and the location of or distance to each utility indicated.
- f. Zoning of the site and adjoining property,
- g. Existing or proposed platting of adjacent land.
- h. Other features or conditions which would affect the subdivision either favorably or adversely.
- i. Title, scale, north point and date.

(3) Tentative plan of the subdivision drawn to a scale of not smaller than one inch to 200 feet and submitted on sheets measuring 21 inches by 30 inches in size. The tentative plan shall show:

- a. Proposed name of the subdivision.
- b. Names and addresses of owner and subdivider and the city planner, land planning consultant, engineer or qualified surveyor who prepared the plan.
- c. Street pattern, showing the names, which shall not duplicate names of other streets in the community, and widths of rights-of-way of streets, and widths of cross-walks, easements and alleys.
- d. Layout of lots, showing dimensions and numbers.

- e. Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds or other public, semi-public or community purposes.
  - f. Building setback or front yard lines.
  - g. Key plan, legend and notes.
  - h. Scale, north point and date.
- (4) Engineering plans showing:
- a. Profiles, typical cross-sections and specifications for proposed street improvements.
  - b. Profiles and other explanatory data concerning the installation of sanitary and storm sewerage system and water distribution system.
- (5) Percolation tests shall be submitted according to the procedure designated in § [151.58](#) if the lot or parcel is not to be served by public sanitary sewerage facilities.
- (6) Covenants. A description of the protective covenants or private restrictions to be incorporated in the plat of the subdivision.
- (7) Agreements. Information as to any agreements which have been entered into with the owners of other property within the neighborhood in which the proposed subdivision is located, as to general plans for the entire neighborhood. Reference should be made to the master plan for suggestions as to the general street pattern and design of the neighborhood.

\*Please note that all Preliminary Plat Review applications involving Plan Commission review, as well as their accompanying Technical Review Committee applications, must be submitted in full to the Planning & Zoning Office no later than 2:00pm on the appropriate deadline date. *Applications that are received after this time will be moved to a future meeting agenda.*

◆ **ADJOINING PROPERTY OWNERS**

All adjoining property owners shall be notified by certified mail that must be postmarked and mailed at least ten (10) days in advance of the hearing. The applicant shall be responsible for supplying **the names and addresses of ALL adjoining property owners and shall pay all the costs of notification.** Adjoining property owners include any person who owns land that shares a property line with the subject site, or adjoins along the centerline of any roadway. Records maintained by the County Assessor's Office shall be used as the official record to determine the identity and address of property owners. ***Incomplete notification of adjoining property owners can result in delays, or make any approval Invalid.***

◆ **SITE EVALUATION**

The property owner/applicant's signature on the application grants permission for staff to enter onto the premises to evaluate the site for the specific request. Without the signature of the property owner/applicant, this application will not be processed.

◆ **DIVISION OF LAND PROCEDURE (NEXT STEPS)**

After Preliminary Plat Approval has been granted the Applicant must informally meet with Staff to determine the next steps. If the development includes public improvements, a Construction Plan is required, which must contain all the requirements as specified by Section 151.66 of the Subdivision Control Ordinance. The Construction Plan shall be consistent with the approved Preliminary Plat. Any changes to the approved Preliminary Plat shall be reviewed by the Planning Director or designee to determine if the changes are major or minor in scope. Minor changes include slight movement of streets, reconfiguration of lots, renumbering of lots, increasing or reducing lot sizes or similar changes. Major changes include increases in the number of lots or removal of street connections. Any changes considered to be major in scope shall require a new Public Hearing by the Applicant. The submitted Construction Plan will be reviewed by a Technical Review Committee to determine if all requirements have been met. If it is determined that all requirements have been met, the Improvement Plan shall be approved.

The final step of the Subdivision process is the Final Plat, which must be prepared in accordance with Section 151.17 of the Subdivision Control Ordinance and shall conform to the approved Preliminary Plat and Construction Plan (if required). If a subdivision is being developed in separate phases as approved with the Preliminary Plat, the Secondary Plat may only include the phase that is currently being developed.

***All application requirements must be met before the Preliminary Plat will be reviewed, which includes a plan that illustrates the described conditions, the specified number of copies, a completed application and the appropriate fee paid in full. Any questions regarding a Preliminary Plat should be directed to the Planning & Zoning Office at (812) 537-8821.***



**City of Aurora**  
 P.O. Box 158  
 Third & Main Streets  
 Aurora, IN 47001  
 812-926-1777  
 Fax 812-926-0838  
[www.aurora.in.us](http://www.aurora.in.us)

**Planning, Zoning, &  
 Code Enforcement**  
 215B West High Street  
 Lawrenceburg, IN 47025  
 812-537-8821  
 Fax 812-532-2029



## CITY OF AURORA LAND DIVISION APPLICATION

### Applicant / Contractor Information

Name:		Phone No:	
Address:			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

### Owner Information *(if different from above)*

Name:		Phone No:	
Address:			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

### Site Information

Location:	Section:	Township (#): ( )	Range:	Acreage:
Property Map #	Zoning:	Subdivision:	Lot:	

### Certified Survey: **Requires 2 paper copies & 1 mylar** *(2 buildable lots or less, + remainder tract)*

Date Received:	Fee, based on current Fee Schedule:			Receipt #
Parent Parcel Acreage:	Lot 1: Ac	Lot 2: Ac	Lot 3: Ac	Remainder: Ac

### Tech Review: **Requires 6 paper copies**

Date Received:	Fee, based on current Fee Schedule:	Receipt #
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- Primary Plat:  MINOR SUBDIVISION - **Requires 3 paper copies**  
 MAJOR SUBDIVISION - **Requires 11 paper copies**

*\*Please list all required Waiver(s) and /or Variance(s):* \_\_\_\_\_  
*\*Is the proposed subdivision within 2 miles of an incorporated area? If so, please list:* \_\_\_\_\_

Date Received:	Fee, based on current Fee Schedule:			Receipt #		
<b>Utilities / Services:</b>	Sewer:	Water:	Electric:	Gas:	Fire / EMS:	Schools:

### Improvement / Construction Plan: **Requires 3 paper copies**

Date Received:	Fee, based on current Fee Schedule:	Receipt #
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### Secondary Plat: **Requires 2 paper copies & 1 mylar**

Date Received:	Fee, based on current Fee Schedule:	Receipt #
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**As applicant, I understand that this application is being submitted in accordance with the Aurora City Code of Ordinances, including the City of Aurora Zoning & Subdivision Control Ordinances, and that I am responsible for the accuracy and completeness of this application. Further, I have read and understood the instructions associated with this application and understand that incomplete or inaccurate information may result in the delay or denial of this request.**

**X**  
 \_\_\_\_\_  
*Applicant's Signature* *Date*

**X**  
 \_\_\_\_\_  
*Planning Official's Signature* *Date*

**CITY OF AURORA PRELIMINARY PLAT REVIEW INSTRUCTIONS**

◆ **ADJOINING PROPERTY OWNERS** (To be completed by the applicant)

All individuals who are making a request to the Plan Commission are required to compile a list of all property owners that adjoin the subject site. Adjoining property owners include any person who owns land that shares a property line with the subject site, or adjoins along the centerline of any roadway. The adjoining property owners can be indicated in the space below, or on a separate sheet.

Name:
Address:
<span style="margin-right: 150px;">Street Address</span> <span style="margin-right: 150px;">City</span> <span style="margin-right: 100px;">State</span> <span>Zip Code</span>

Name:
Address:
<span style="margin-right: 150px;">Street Address</span> <span style="margin-right: 150px;">City</span> <span style="margin-right: 100px;">State</span> <span>Zip Code</span>

Name:
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Name:
Address:
<span style="margin-right: 150px;">Street Address</span> <span style="margin-right: 150px;">City</span> <span style="margin-right: 100px;">State</span> <span>Zip Code</span>

<b><i>To be completed by the Planning &amp; Zoning Staff</i></b>		
• Receipt #: _____	Date: _____	Staff Initials: _____
• Is the Application Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No		
• Scheduled Date of Public Hearing: _____		
• Board Action: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED WITH CONDITIONS <input type="checkbox"/> DENIED		
• If the proposed subdivision is located within 2 miles of an incorporated area, please contact the appropriate community to inform them of the preliminary plat review request. <input type="checkbox"/> CONTACTED <input type="checkbox"/> HAVE NOT CONTACTED		
• TECHNICAL REVIEW COMMITTEE: (For Minor Division of Land only)		
Signature: _____		
Signature: _____		
Signature: _____		
Signature: _____		
• Conditions Of Approval: _____		
_____		
• Reasons for Denial _____		
_____		