



DOCKET #: \_\_\_\_\_  
To be assigned by planning  
department. This spaced for office  
use

## Town of Clarksville, Indiana Application for Approval of a Subdivision Plat

In conformance with section 3.4 of the Clarksville zoning ordinance this application must be completed and accompanied by the information required below and filed in the office of the Clarksville Building & Planning Department, Suite 234, Town Hall, 2000 Broadway Street, Clarksville, Indiana 47129 no later than the first Tuesday of each month, for consideration the following month.

A. Date of application: \_\_\_\_\_

B. Name of Applicant: \_\_\_\_\_

C. Name of Owner: \_\_\_\_\_

D. Address of applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. Applicant's Telephone #: \_\_\_\_\_

F. Applicant's fax #: \_\_\_\_\_

F. Email address: \_\_\_\_\_

G. Name of subdivision: \_\_\_\_\_

H. Is this a:  Minor subdivision [three lots or less]  Major subdivision

I. Is this a:  Preliminary plat  Final plat  Sketch & Final plat

J. Subdivision location: \_\_\_\_\_  
\_\_\_\_\_

K. Present Zoning of Property: \_\_\_\_\_

L. Is this a:  Residential subdivision  Non-residential subdivision

M. Details: # of Acres: \_\_\_\_\_ # of lots: \_\_\_\_\_  
# of dwelling units \_\_\_\_\_ # other buildings \_\_\_\_\_

Miles of streets: \_\_\_\_\_ Proposed land use: \_\_\_\_\_

Approximate value of structures to be built: \_\_\_\_\_

N. Name of surveyor: \_\_\_\_\_

O. Address of surveyor: \_\_\_\_\_  
\_\_\_\_\_

P. Telephone # of surveyor: \_\_\_\_\_ Fax #: \_\_\_\_\_

Q. Email address of surveyor: \_\_\_\_\_

R. Please submit all of the following. They are part of the application:

1. Three sets of construction plans conforming to the Clarksville Subdivision Ordinance  
Four additional sets should be provided for distribution to other department [Technical Review Committee members]
2. Seven paper copies of the proposed subdivision plat
3. Copy of any existing or proposed restrictions or covenants relating to this property



## Instruction Sheet for Subdivision Plat

1. A pre-filing conference is encouraged for all Plan Commission petitions. Call (812) 283-1417 or 283-1418 to set an appointment to discuss a petition prior to filing for a hearing before the Plan Commission.
2. An application and checklist items must be completed by the applicant.
3. If the applicant is not the property owner, the applicant shall demonstrate consent of the property owner in order to file a petition. The applicant shall provide an originally signed and dated document outlining the property owner's permission in representing their interest at the time of filing any petition.
4. All responses provided on the application, checklist, and other required and submitted materials shall be legible.
5. Meet with the Technical Review Committee to discuss project, checklist, comments, concerns, etc. If there is a need another Technical Review Committee meeting will review submittals that address comments, concerns, etc. of the Technical Review Committee.
6. Staff will mail all information submitted with the application to the members of the Plan Commission seven days prior to the meeting date. Besides the copies required by the Checklist; the applicant must submit one set in an 8 ½" X 11" or 11" X 17" format in order to be reproduced for the Plan Commission packets.
7. If the petitioner wishes to submit color pictures or graphics, the petitioners shall provide 6 color copies 14 days prior to the hearing date in an 8 ½" X 11" or 11" X 17" format.
8. The applicant must attend and explain the petition and how it meets the requirements of the zoning ordinance at the public hearing when the Plan Commission considers the petition. Meetings are held the first Wednesday of each month at 7:00 p.m. at the Clarksville Municipal Administrative Center in the 1<sup>st</sup> floor conference room, unless otherwise noted. Entry is by the Veterans Parkway side door.
9. Please print your name and address on the sign-in sheet provided at the small table in front of the Plan Commission conference table prior to the meeting.
10. If you have questions regarding these instructions, please contact the Planning Department at [812] 288-1417 or 283-1418.
11. The following table lists Technical Review Committee meeting dates.

<b>Technical Review Committee Meeting Dates</b>
---

The TRC meets every 2 <sup>nd</sup> & last Wednesday of month.
---

## **Procedural Steps**

The following steps must be completed prior to any petition receiving a hearing before the Plan Commission. It is the sole responsibility of the petitioner to satisfy the procedural process as herein set forth.

### **Pre-filing Conference**

A pre-filing conference is not required, but is recommended. At the conference the applicant, checklist, instructions, and procedures can be discussed as well as other pertinent questions. Appointments can be made by calling (812) 283-1417 or 283-1418. Failure to comply with these procedural steps will delay the hearing process.

### **Application**

1. The applicant must obtain and complete an application and checklist items. Application materials and checklist are available at [www.clarksvilleplanningandzoning.com](http://www.clarksvilleplanningandzoning.com) and at the Planning Department, 2000 Broadway, Rm. 234, Clarksville, Indiana 47129.
2. All instructions outlined on the application instruction form must be followed.

### **Filing**

1. Filing deadlines are the first Tuesday of the month proceeding the month that the docket will be heard by the Plan Commission.
2. Applications must be complete. Incomplete applications will not be reviewed or placed on the Plan Commission agenda.
3. Docket numbers will be assigned and all filing fees paid at the time of filing.

### **Technical Review Committee**

1. A knowledgeable representative/contact person should meet with the Technical Review Committee at a regularly scheduled meeting of the committee to discuss the project, checklist, review drawings, and all submittals. The Technical Review Committee will make comments.

2. The comments will be transmitted to the applicant or the contact person by fax or email.
3. Make necessary changes/corrections and resubmit drawings and all submittals.
4. The Technical Review Committee will review the changes for compliance with comments
5. The application will be placed on the plan commission agenda for a public hearing.

### **Public Notice**

1. All public hearing before the Plan Commission require that legal notice and notice to adjoining property owners be provided at least 10 days prior to the Plan Commission hearing.
2. The applicant is responsible for mailing notice to all adjoining property owners and posting the site at least 10 days prior to the Plan Commission hearing with signs available at the Planning Department.
3. Signs must be posted along the frontage of the property and be easily seen, but not obscure vision clearances at driveways or corners.
4. The applicant is responsible for publishing the legal notice of the public hearing in a general circulation newspaper in Clark County, Indiana at least 10 days prior to the Plan Commission hearing. The Jeffersonville Evening News is the newspaper of general circulation in Clark County. The applicant should be aware and plan accordingly for newspaper publication because the newspaper has deadlines for submittal of notices.

### **Public Hearing**

1. A public hearing is required for consideration of all petitions to the Plan Commission
2. Meetings are held the first Wednesday of each month at 7:00 p.m. at the Clarksville Municipal Administrative Center in the 1<sup>st</sup> floor conference room, unless otherwise noted. Entry is by the Veterans Parkway side door.
3. Please print your name and address on the sign-in sheet provided at the small table in front of the Plan Commission conference table prior to the meeting.

### **Notice Requirements**

The applicant is responsible for giving appropriate notice of his/her petition by:

1. Certified mailing of notice to adjoining land owners
2. Posting a notice sign on the property
3. Legal advertisement in the newspaper

### **Certified Mail**

1. All adjoining property owners must be served notice of the public hearing via certified mail
2. The original publishers affidavit and certified mail receipts [green cards] shall be delivered to the Planning Office no later than 4:00 p.m. on the Friday prior to the public hearing. In the event the petitioner receives back any of the certified letters as undeliverable items, such unopened envelopes shall be submitted with the receipts to the Planning Department in lieu of the delivery receipt.
3. Adjoining property owners may be obtained at the Clark County Auditors office. If there are less than five adjoining property owners, a fifth Clarksville property owner must be notified.

Clark County Auditor  
Clark County Office Building  
501 East Court Avenue  
Jeffersonville, Indiana, 47130

### **Posting Property**

1. Public notice is required; the petitioner shall post a sign, which is available at the Planning Department, on the frontage street.
2. Signs must be easily seen, but shall not obscure vision clearance at any corner or driveway

### **Newspaper Publication**

1. Legal notice must be published in a daily newspaper of general circulation, the Jeffersonville Evening News, in Clark County at least 10 days prior to the date of the public hearing. The applicant should be aware that the newspaper has deadlines for submittal of public notices. It is the sole responsibility of the applicant to meet these deadlines.
2. The publisher's affidavit shall be submitted to the Planning Department no later than the Friday prior to the public hearing by 4:00 p.m.

## Sample Legal Notice

Complete and publish the following legal notice in a daily newspaper of general circulation in Clark County at least 10 days prior to the date of the public hearing. The applicant should be aware that the newspaper has deadlines for submittal of public notices. It is the sole responsibility of the applicant to meet these deadlines.

---

**Public Notice**  
**Town of Clarksville, Indiana**  
**Plan Commission**

The Clarksville Plan Commission will meet on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at 7:00 p.m. at the Clarksville at the Clarksville Municipal Administrative Center in the 1<sup>st</sup> floor conference room, 2000 Broadway, Clarksville, Indiana 47129 for the purpose of holding a public hearing to consider a petition by \_\_\_\_\_

The applicant is requesting approval of a subdivision plat on property located at

*Insert legal description*

The commonly known address is address: \_\_\_\_\_  
\_\_\_\_\_.

The docket file is available for public review at the Planning Department, 2000 Broadway, Rm. 234, Clarksville, Indiana 47129 between the hours 8:30 a.m. to 4:30 p.m.

Interested persons desiring to present comments either in writing or verbally will be given the opportunity to be heard at the aforementioned time and place.

Paul Kraft, President  
Clarksville Plan Commission



