

## PROCEDURE FOR SUBDIVISION PLAT APPROVAL

The first contact should be with the City of Logansport and Cass County Plan Commission office at the Cass County Government Building at 200 Court Park, Logansport, Indiana 46947. The personnel at the Plan Commission office will assist you in determining which applications and processes are appropriate for the use or project that you are proposing. They can also give you the information regarding the jurisdiction requirements and agencies or departments that will need to review your plans.

Logansport has a joint City-County Plan Commission office which serves both the City of Logansport and the jurisdictional fringe, the unincorporated area of Cass County, and the Town of Walton and the jurisdictional fringe. Logansport, Cass County, and Walton each have separate Plan Commissions and Boards of Zoning Appeals for their jurisdictions for zoning and subdivision approvals. Primary and Secondary Plat approvals are required in Logansport, Cass County, and Walton.

The process for minor subdivision primary platting approvals is shown in the attached flowchart. The applicant must submit all materials, including a sketch plan, to the Subdivision Control Officer for review of completeness. The Subdivision Control Officer may deem it necessary to have an Advisory Meeting with the Plan Commission before the primary plat is accepted. The petitioner shall receive approval of the primary plat from Technical Review Committee. Once the Subdivision Control Officer determines that all materials are complete, he will then put it on the docket for the Plat Committee. After review, the Plat Committee will render a decision which may include conditions of approval. If approved, the Subdivision Control Officer shall sign the primary approval certificate.

The process for minor subdivision secondary platting approvals is shown in the attached flowchart. The conditions of the primary plat must be met before the secondary plat can be requested from the Subdivision Control Officer. All materials per Section 405 of the Subdivision Control Ordinance must be submitted; and if in compliance, the Subdivision Control Officer will sign the plat.

The process for major subdivision primary platting approvals is shown in the attached flowchart. The applicant must submit all materials, as specified in Section 403 in the Subdivision Control Ordinance, to the Subdivision Control Officer. Complete applications will be on the docket for public hearing before the Plan Commission. Copies of the primary plat shall be submitted to the Technical Review Committee. The public hearing will then be conducted where all can voice concerns. After the public hearing the Plan Commission can render a decision. If the Plan Commission approves he primary plat, the Subdivision Control Officer can sign the primary approval certificate.

Before the secondary plat review, the applicant must submit construction plans to the Subdivision Control Officer which shall meet the standards of Section 407 of the Subdivision Control Ordinance.

The process for Major Subdivision secondary platting approvals is shown in the attached flowchart. The conditions of the primary plat must be met before the secondary plat can be requested from the Subdivision Control Officer. All materials per Section 406 of the Subdivision Control Ordinance must be submitted. All streets and other required improvements must be

constructed and certified by a Land Surveyor or Professional Engineer and be in compliance before the Subdivision Control Officer will sign the secondary plat for approval.

The Zoning Administrator and the Building Commissioner should be contacted regarding the permit requirements for structures and electrical, plumbing and mechanical improvements prior to any construction. The Building Commissioner is located in City Hall, 601 East Broadway, Logansport, Indiana 46947.

This list has been prepared to assist the public when planning to sell or purchase a lot in Logansport or its jurisdictional area. The purpose of the procedures and permit requirements are for all City Departments, Utilities, and regulatory agencies to review all building projects. If a project does not directly affect an individual department, they will be aware of and sign off the permit application.

The first contact should be made with the Logansport/Cass County Planning Department located in the Cass County Government Building, 200 Court Park, Logansport, Indiana 46947, telephone 219/753-7777. The attached approval process flow chart shall be used for all permit applications.

The applicant shall do the following:

- \_\_\_1. Complete the subdivision approval application and pay appropriate fees
- \_\_\_2. Prepare the plat
- \_\_\_3. Comply with all regulations of the Logansport Zoning Ordinance and Logansport Subdivision Control Ordinance
- \_\_\_4. Receive Board of Zoning Appeals approval, if applicable
- \_\_\_5. Take the Routing Sign-Off sheet to get approvals
- \_\_\_6. Consult with Logansport Stormwater Management Board for stormwater drainage information in Logansport, or the Cass County Drainage Board in unincorporated Cass County
- \_\_\_7. Determine projects comply with the storm drainage and erosion control policy in Section 313 of the Zoning Ordinance
- \_\_\_8. Consult with the Cass County Soil & Water Conservation District office for wetlands regulation information
- \_\_\_9. Determine that the proposed building lot complies with 327 IAC 15-5 (Rule 5) erosion control requirements, if project is over five acres
- \_\_\_10. Check existing records and maps for water, sanitary sewer, and electric line location and/or availability at Logansport Municipal Utilities office
- \_\_\_11. If in an area where sanitary sewer service is not available, refer to the County Health Department for the requirements of the installation of a single-family on-site sewage disposal system. Commercial/industrial wastewater disposal systems will require State Department of health approval.
- \_\_\_12. Apply for a curb cut or driveway permit by the City Street Department
- \_\_\_13. If outside the municipal limits of Logansport, or on a State Highway, apply for a driveway approval by the County or State Highway Department to determine the need for a culvert at the entrance and to check for adequate site distance.

- \_\_\_14. Technical review approval in compliance with the City of Logansport Subdivision Control Ordinance.
- \_\_\_15. Receive primary plat approval before purchasing, selling, or advertising for sale lots or land.
- \_\_\_16. Receive a secondary plat approval before construction.
- \_\_\_17. Obtain an address for new construction.
- \_\_\_18. Submit construction plans for approval according to Article 5 in the Logansport Subdivision Control Ordinance.
- \_\_\_19. Construct or performance bond all private and public improvements required by Article 5 in the Logansport Subdivision Control Ordinance.
  
- \_\_\_20. After all of these procedures have been followed, the required approvals and the issuance of permits must be obtained before the start of construction or excavation. Certificate of occupancy can be issued once construction and inspection is complete.

Adopted Date:

Revised Dates:

**APPLICATION FOR SUBDIVISION APPROVAL  
LOGANSPOUR/CASS COUNTY**

To be completed after the Advisory Meeting and prior to the Plat Committee Meeting.

**GENERAL INFORMATION:**

Subdivider(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of Proposed Subdivision \_\_\_\_\_

Location of Proposed Subdivision:  
Along Road/Street \_\_\_\_\_ At or Between Roads/Streets \_\_\_\_\_

Total Area (square feet or acres) \_\_\_\_\_ Number of Parcels Intended \_\_\_\_\_

Proposed use of Subdivision \_\_\_\_\_  
(i.e. Single or Multi-Family Residential, Commercial, Industrial)

Subdivision Classification: Major \_\_\_\_\_ Minor \_\_\_\_\_

**SUBMITTAL CHECKLIST:** Including, but not limited to the following:

- \_\_\_\_\_ Notarized owners certificate as per Appendix A of the Subdivision Control Ordinance.
- \_\_\_\_\_ Statement of approval from County Health Department. (If Applicable)
- \_\_\_\_\_ A filing fee as established by the adopted Fee Schedule.
- \_\_\_\_\_ A Primary Plat as per Section 402.03 of the Subdivision Control Ordinance.
- \_\_\_\_\_ Protective Covenants of proposed subdivision.
- \_\_\_\_\_ Names and addresses of all Interested Parties as defined in the By-Laws.
- \_\_\_\_\_ Drainage and Erosion Control Plans as required.

**ADDITIONAL REQUIREMENTS FOR MAJOR SUBDIVISIONS as follows:**

- \_\_\_\_\_ Location and boundaries of any lots in a previously approved subdivisions.
- \_\_\_\_\_ Proposed public streets and ways depicted on plat.
- \_\_\_\_\_ Parcels to be dedicated for public or semi-public use.
- \_\_\_\_\_ Construction plans and documentation to show that standards of Article Five are met in construction of improvements.

The above information and submittals, to my knowledge and belief are both true and accurate.

**NOTE 1:** Additional requirements for Primary Approval are listed in Sections 402 and 403 of the Subdivision Ordinance.

**NOTE 2:** Additional requirements for Secondary Approval are listed in Section 405 and 406 of the Subdivision Control Ordinance.

NOTE 3: Fulfilling requirements for dedication of improvement and notification for inspection of same during construction are the responsibility of the subdivider.

NOTE 4: Upon approval of a Subdivision, the Subdivider shall record the Plat with the County Recorder's Office and shall transfer it to the County Auditor's Office.

SUBDIVIDER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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TO BE COMPLETED BY ADMINISTRATOR

Present Zoning Classification of Property \_\_\_\_\_

Does Proposed Use Conform with this Classification? \_\_\_\_\_

Are the Submittals in Proper Form and Sufficient to Permit a Reasonably thorough Review? \_\_\_\_\_

Does the Proposed Subdivision meet the Criteria as set out in Section 104, Purpose of either the City or County Subdivision Control Ordinance? \_\_\_\_\_

DISPOSITION:

Subdivision Approved \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subdivision Denied \_\_\_\_\_ Reason \_\_\_\_\_  
\_\_\_\_\_

NUMBER: \_\_\_\_\_

PROJECT ROUTING SIGN-OFF SHEET

PROPERTY OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

SUBDIVIDER/AGENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PROJECT \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

A routing system is needed in order to alert all agencies associated with projects that include new construction, renovation, additions, and demolition.

WATER DEPT. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

WASTEWATER DEPT. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

STORM WATER \_\_\_\_\_

COMMENTS: \_\_\_\_\_

STREET DEPT. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

ELECTRIC DEPT. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

NIPSCO \_\_\_\_\_

COMMENTS: \_\_\_\_\_

GTE \_\_\_\_\_

COMMENTS: \_\_\_\_\_

CABLE T.V. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

HEALTH DEPT. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

PLANNING \_\_\_\_\_

COMMENTS: \_\_\_\_\_

ZONING ADMINISTRATOR \_\_\_\_\_

COMMENTS: \_\_\_\_\_

BUILDING COMMISSIONER \_\_\_\_\_

COMMENTS: \_\_\_\_\_

OTHER \_\_\_\_\_

COMMENTS: \_\_\_\_\_



**LOGANSPORT COMMUNITY DEVELOPMENT  
AGENCY LIST**

Logansport/Cass County Planning Department  
200 Court Park  
Cass County Government Building  
Logansport IN 46947          219/753-7777

Logansport/Cass County Zoning Administrator  
601 East Broadway  
City Building  
Logansport IN 46947          219/753-4023

Logansport Municipal Utilities  
601 East Broadway, #101  
City Building  
Logansport IN 46947          219/753-6231

Logansport Building Commissioner  
601 East Broadway  
Logansport IN 46947          219/753-4381

Logansport Street Department  
612 Race Street  
Logansport IN 46947          219/753-4610

Logansport Stormwater Management Board  
c/o Klaus Hemberger  
601 E. Broadway, City Building  
Logansport IN 46947          219/753-6231

Cass County Surveyor's Office  
200 Court Park  
Cass County Government Building  
Logansport IN 46947          219/753-7840

Cass County Department of Health  
200 Court Park  
Cass County Government Building  
Logansport IN 46947          219/753-7760

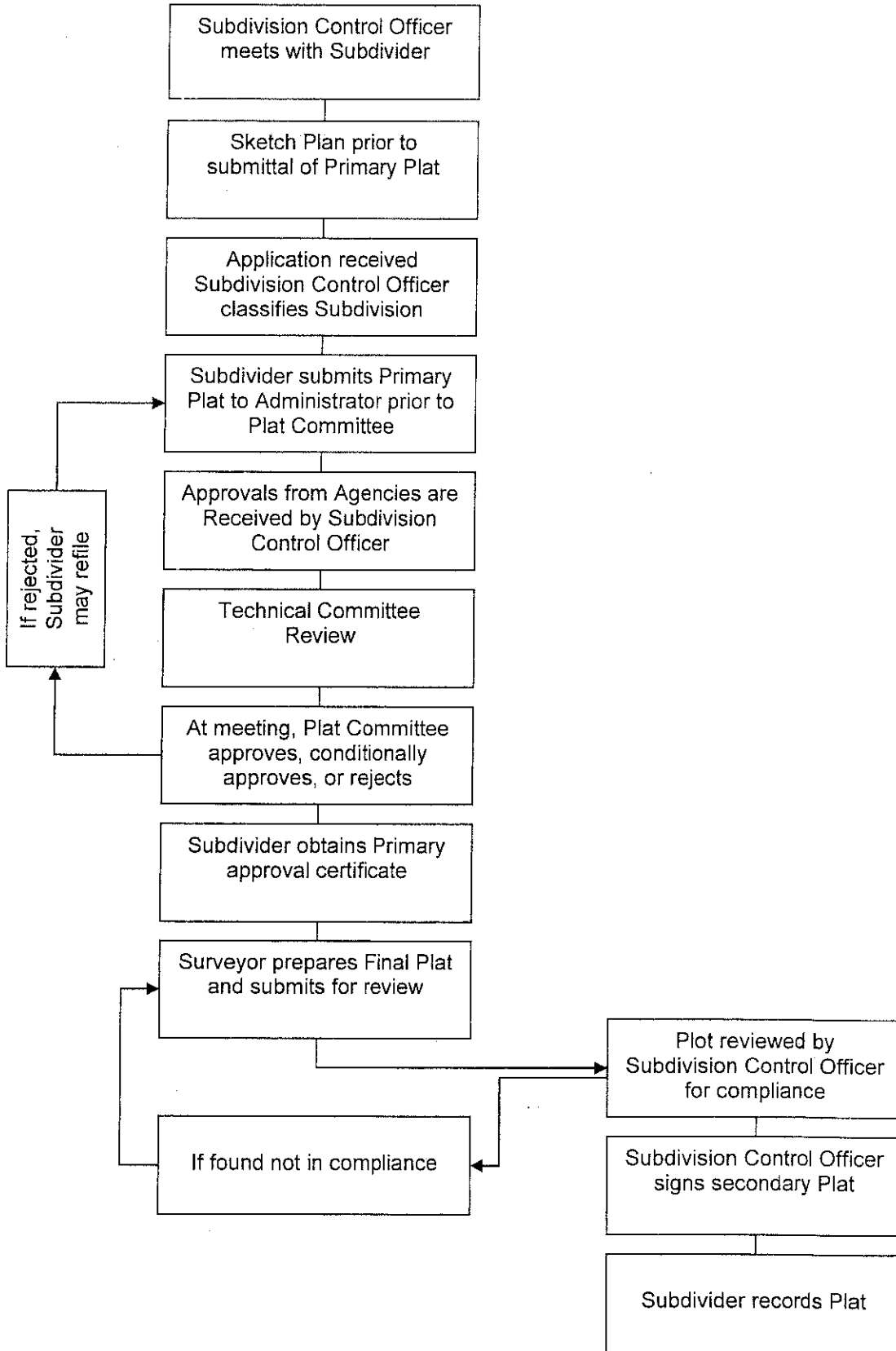
GTE  
329 South Fifth Street  
Logansport IN 46947          800/483/4600

NIPSCO                                      800/422-6199

Marcus Cable TV  
800 Water Street  
Logansport IN 46947          219/753-6341

Underground Utilities Notification      800/382-5544

## APPROVAL PROCESS FOR MINOR SUBDIVISIONS



## APPROVAL PROCESS FOR MAJOR SUBDIVISIONS

