



INDIANA COUNTY OFFICE OF PLANNING & DEVELOPMENT

Indiana County Subdivision & Land Development Application Class I, II, III & IV Proposals

FOR OFFICE USE ONLY	
REFERENCE NO.	
REVIEW FEE	
FEE RECEIVED?	
CHECK NO.	

1	Plan Name	Municipality	
1a	Parent Parcel Land Owner(s) Name	Email Address	Phone
	Parent Parcel Address		
1b	Recipient Parcel Land Owner(s) Name (FOR SIDE LOT ADDITIONS)	Email Address	Phone
	Recipient Land Owner(s) Address		
2	Applicant's Name (if different from the information above)	Email Address	Phone
	Applicant's Address		
3	Surveyor		

4 **Written Intentions - Please outline your proposed Subdivision / Land Development below. Attach additional pages if necessary.**

5	Class Filter (check all that apply)	Review Type	Plan Type
	Class I – Survey Correction, Plat Adjustment and Lot Consolidation	Preliminary	New Proposal
	Class II – Court-Ordered Transfers, Settlements, Easements, Takings and Enforcements	Final	Revision to Prior
	Class III – Minor Subdivision (3 lots or less, no public improvements)	Revision	Phase of Revision
	Class IV – Major Subdivision (4 or more lots with public improvements)		

6	Parcel ID #(s)				
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7	Plan Information		
	Sewage	Water Supply	Streets / Roads
	Public	Public	Public
	Community on-site	Community on-site	Private
	Individual on-lot	Individual on-lot	New
	Non-Building Waiver	New Water Supply	Highway Occupancy Permit
	New Sewage System Permit		

Parcel	Yes	No
Is the Parcel enrolled in Clean & Green?		
Is the Parcel in an Agricultural Security Area?		
Is the Parcel located in a Floodway or Floodplain?		

8 Required for Submission

COMPLETED APPLICATION PAID APPLICATION FEE

5 PRINTED COPIES OF THE PROPOSED PLAN AND APPLICATION MATERIALS

DIGITAL DRAWING AND APPLICATION MATERIALS (ONLY UPON REQUEST): ___ Flash Drive ___ Email

ZONING FROM MUNICIPALITY (IF APPLICABLE)

COMPLETED PRELIMINARY / FINAL CHECKLIST (IF APPLICABLE)

9 Subdivision Base Review Fee Schedule Classes I, II, III & IV - Effective August 10, 2023

Applicant pays minimum fees and all billable expenses from professional consultants involved in reviewing and inspecting the subdivision / land development plan and stormwater program (e.g., mileage, copies, surveying).

Classes I-III – Minor Subdivisions (3 lots or less-no public improvements), Consolidations, Corrections, Adjustments, Court Ordered Transfers, Settlements, Easements and Takings	\$75.00 / Class
Class IV – Major Subdivisions (4 or more separate deeded parcels or lots-with public improvements)	\$150.00 PLUS
Each New Lot	\$10.00

Applicants have ninety (90) days to record an approved plan. Plans that have not been recorded after 90 days will require reapproval from the Planning Commission.

REAPPROVAL FEE	\$50.00
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BASE REVIEW FEE	
NO. OF NEW LOTS (Class IV)	
X \$10.00 =	
TOTAL REVIEW FEE	

For your convenience, we accept fee payment by cash, check, or credit card.



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10 Understandings and Agreements

Please initial to acknowledge each requirement

It is the responsibility of the Applicant to assure the County that all standards relevant to a proposal for Land Development are cited and met. Standards are established by Federal and Commonwealth agencies, by municipalities and by professional groups. Surveyors, Architects, Landscape Architects, Civil Engineers, and other registered professionals publish compiled design standards that are available to the public. **The Applicant shall propose to meet and meet all standards that are relevant and those specifically included in this Ordinance that are relevant.**

_____ Yes, I understand and agree to accept the requirement.

A property that is to be Approved for Land Development shall be free of obligations, encumbrances and liens except for those held by a bona fide lending institution or bank registered in the United States of America. There shall be no deed restrictions related to the property that would prohibit subdivision of the property. **Do you understand this requirement and do you accept that no approval of any proposal for Land Development will be given unless this requirement is met?**

_____ Yes, I understand and agree to accept the requirement

11 Authorizations

I / We authorize this Subdivision.

I / We authorize the following individual to be the agent for executing this submission and to be contacted with any questions or concerns regarding this submission during the review process.

Authorized Agent's Name: _____ Phone: _____

Email: _____

I/We authorize the Indiana County Office of Planning & Development and any authorized agent of the Office to visit / enter this property between 8am and 4pm at their own risk while this plan is being reviewed.

Land Owner's Signature _____

11a FOR LOT ADDITION SUBDIVISIONS, the **owner(s) of the Parent Parcel (PP)** and the **owner(s) of the Recipient Parcel (RP)** must sign the application in the space below. If there are more than 2 Landowners, please use section 12.

PP Landowner 1 Signature: _____ PP Landowner 2 Signature: _____

RP Landowner 1 Signature: _____ RP Landowner 2 Signature: _____

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11b If the Applicant is different than any Landowner, the Applicant must sign the application in the space below.

Applicant Signature: **X** _____

12 Please use this section if there are more than 1 owner for any parcels involved in this proposal. An additional sheet may be attached if necessary

Parent Parcel	Recipient Parcel			
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address		Land Owner(s) Signature X
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address		Land Owner(s) Signature X
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address		Land Owner(s) Signature X
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address		Land Owner(s) Signature X
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address		Land Owner(s) Signature X
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address		Land Owner(s) Signature X
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address		Land Owner(s) Signature X