



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.	

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

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

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)		

Parcel ID #(s)					
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Plan Information			Additional Information	Yes	No
Sewage	Water Supply	Streets / Roads	<i>Is / Does the parcel...</i>		
Public	Public	Public	Enrolled in Clean & Green?		
Community on-site	Community on-site	Private	In an Agricultural Security Area?		
Individual on-lot	Individual on-lot	New	Have Deed Restrictions? (Please Provide)		
Non-Building Waiver	New Water Supply	Highway Occupancy Permit	Located in a Floodway or Floodplain?		
New Sewage System Permit					

Required for a COMPLETE submission

- COMPLETED APPLICATION
- 5 PRINTED COPIES OF THE PROPOSED PLAN AND APPLICATION MATERIALS
- DIGITAL DRAWING AND APPLICATION MATERIALS (ONLY UPON REQUEST): ___ Flash Drive ___ Email
- SEWAGE ENFORCEMENT DOCUMENTS: ___ Non-Building Declaration ___ Existing Sewage Inspection ___ Sewage Permit
- ZONING FROM MUNICIPALITY (IF APPLICABLE)
- COMPLETED PRELIMINARY / FINAL CHECKLIST (IF APPLICABLE)

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).

Class 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

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

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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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. **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

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.

For lot addition subdivisions, the **owner(s) of the parent lot** and the **owner(s) of the recipient lot** must sign the application in the space below.

Parent Parcel Landowner 1 Signature: _____ **Parent** Parcel Landowner 2 Signature: _____

Recipient Parcel Landowner 1 Signature: _____ **Recipient** Parcel Landowner 2 Signature: _____

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

Applicant Signature: _____

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Please use this page 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	
		Land Owner(s) Name	Email Address	Phone
		Land Owner(s) Address	Land Owner(s) Signature X	