

HIGHLAND PLAN COMMISSION SUBDIVISION APPROVAL OUTLINE

• **NOTE:** Plan Commission meetings are held on the **first** and **third Wednesday** of every month. **(Subdivision approval takes a minimum of 3 months)**

**** NOTE:** The petitioner shall be prepared to submit to the commission detailed information relative to the petition, which could include, but is not limited to: Blue-prints, Schematics, plats, drawings, and other renderings prior to the petitioner requesting a public hearing. Petitioners must conclusively demonstrate that the project is within the purview of the commission and that the commission can provide approval to the petitioner. Petitioner acknowledges failure to meet the above standards could result in denial of a public hearing.

A. Petitioner must present plan at a study session prior to preliminary meeting. (Study session held on 1st Wednesday of month 6:30 P.M.)

1. A seven (7) day notice by letter is required to be place on agenda.
(This must be received no later than the last Wednesday of the month)
2. Present location map.
3. You will have 20 minutes with the Commission members to explain your proposal.

B. **Seven (7) days prior to preliminary hearing or sooner the petitioner must:**

1. File application and pay pertinent fees.
2. Provide legal description of property to be subdivided
3. Provide proof of ownership or vested interested in the property.

C. Preliminary Hearing: (This is held the 3rd Wednesday of the month at 7:00 P.M.)

1. Present preliminary plans and made a brief presentation.
2. Request public hearing. (Most generally this would be for the following month.)
3. Respond to questions from the Member of the Commission.

D. Petitioner **MUST**:

1. Publish legal advertisement (I. C. 5-3-1) for ONE DAY in both the Post Tribune and The Time. **Legal notice must be published a minimum of 10 days prior to the hearing.**
(To accomplish this prepare your legal and submit to the papers as soon as you have been granted your public hearing. The newspapers do have a deadline for publishing legal ads.)

2. Post **Notice Sign** on property 10 days prior to the hearing per the instructions of the Building Commissioner. This sign must remain posted until the day after the public hearing.

E. Attend Study Session prior to public hearing. (1st Wed. of month)

1. Petitioner **MUST** present **15 sets** of plans to the Office of the Building Commissioner the **MONDAY** prior to the study session. **Plans MUST show the following:**
 - a. Layout of subdivision.
 - b. Topographic survey.
 - c. Utility plan (plan & profile)
 - d. Drainage Plan
 - e. Design calculations & support data.
 - f. Addresses must be identified on each lot.

2. Present plan to the Commission members.

F. **24 hours prior** to your Public hearing you must provide proofs of publication. **These are to be submitted to the office of the Building Commissioner. Failure to comply with this requirement will result in your public hearing being continued due to inadequate time for the attorney to review the proofs.**

G. Public Hearing:

- a. Make Presentation
- b. Respond to remonstrations
- c. Respond to any letter received from the various board and commissions
- d. Respond to comments from the members of the commission
- e. Request primary approval.

H. Attend study session prior to secondary approval (1st Wed.)

1. Present **three (3) original tracings (Mylars) of subdivision plat (The addresses must be identified on the lots.)**
 - a. Approval & acceptance of all improvements & Maintenance Bond; **or**
 - b. Approval & acceptance of performance/surety bond or irrevocable letter of credit.

I. Secondary approval (3rd Wed)

1. Present three (3) original tracings (Mylars)
 - a. Approval & acceptance of all improvements & Maintenance Bond; **or**
 - b. Approval & acceptance of performance/surety bond or irrevocable letter of credit.

J. Record Signed Mylars with Lake County Recorders Office

Return one (1) recorded Mylar to the Highland Building Department. **(Must have prior to the issuance of any building permits.)**