



**Jeffersonville Plan Commission**  
**Final Plat Application**  
 500 Quartermaster Ct. - Suite 200- Jeffersonville, IN 47130  
 (812) 285-6413

<i>For Office Use Only</i>
Case #: _____
Hearing Date: ___/___/___
Fees: _____

**1. Applicant / Property Owner**

**Applicant:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Owner:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

**2. Applicant's Attorney / Contact Person and Project Engineer/Surveyor**

**Attorney/Contact Person:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Project Engineer/Surveyor:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

**3. Project Information**

Subdivision Name: \_\_\_\_\_  
 Section/Phase #: \_\_\_\_\_  
 Number of Lots: \_\_\_\_\_  
 Current Zoning: \_\_\_\_\_  
 Miles of New Streets: \_\_\_\_\_

Area in Acres: \_\_\_\_\_  
 Parcel Number (18-digit): \_\_\_\_\_  
 \_\_\_\_\_

**4. Additional Requirements:**

- a. Mylar copy of plat 18 x 24
- b. One copy 24 x 36 of plat, and a digital copy of plat
- c. Letter of Credit/Performance Bond
- d. All Utility Letters must accompany application
- e. Fire Department Letter & Fire Hydrant Approval
- f. Letter of Compliance (if Public Improvements completed)
- g. Copy of Recorded Covenants (if any)
- h. Postage fee of \$1 per letter for adjoining property notification letters (if necessary – calculated after submittal)
- i. Any additional information as required by the Director or Zoning Coordinator

The undersigned, having been duly sworn on oath states the above information is true and correct .

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

State of Indiana )  
County of Clark ) SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_/\_\_\_\_\_  
Notary Public, Signed Printed

Residing in \_\_\_\_\_ County My Commission expires \_\_\_\_\_

**FINAL PLAT APPLICATION CHECKLIST**

Applicant: \_\_\_\_\_ Docket #: \_\_\_\_\_

Project: \_\_\_\_\_ Date: \_\_\_\_\_

**A. LOCATION MAP** (may be prepared by indicating the data by notations on available maps) showing:

- \_\_\_ Subdivision name and location.
- \_\_\_ Title, scale, north point, and date.
- \_\_\_ Any thoroughfare or other existing roads relating to the subdivision
- \_\_\_ Existing elementary, middle and high schools, parks, playgrounds, and other community facilities serving the area proposed to be subdivided.

**B. FINAL PLAT** drawn to a scale of one (1) inch = 50 feet showing:

- \_\_\_ Name of the subdivision.
- \_\_\_ Names and addresses of the: 1) Owner of the land, 2) applicant and 3) professional land surveyor who prepared the plan.
- \_\_\_ Scale, north point and date
- \_\_\_ Legends and notes: indicating the location of fire hydrants, water lines, sewer lines, manholes and sidewalks.
- \_\_\_ Streets and rights-of-way: on and adjoining the site of the proposed subdivision showing the: 1) street names (which shall not duplicate other names of streets in the community), 2) roadway widths, 3) approximate gradients, 4) types and widths of pavement, 5) curbs, 6) sidewalks, 7) crosswalks, 8) trees and 9) other pertinent data.
- \_\_\_ Easements: locations, widths and purposes.
- \_\_\_ Utilities: preliminary locations, approximate sizes and applicable capacity of all utilities to be installed.
- \_\_\_ Layout of lots showing: lot numbers, dimension and square footage of each lot. The lots shall be numbered 101,102,103 consecutively in (section-one). 201,202,203 etc in (section-two). The dimensions used for lots, setback lines, yard lines, or other necessary items shall be in accordance with the zoning requirement where said subdivision is to be built.

- \_\_\_ Dedicated parcels: Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds or other public, semipublic or community purpose.
- \_\_\_ Contours: at vertical intervals of one foot if the general slope of the site is less than 10% and at vertical intervals of five feet if the general slope is greater than 10 % .
- \_\_\_ 100-year flood boundary contour: as shown on the latest revised national flood insurance program, flood insurance rate map. Indicate by note the map reference number.
- \_\_\_ Tract boundary lines showing: dimensions, bearing, and references to grants and existing property corners.
- \_\_\_ Building setback or front yard lines.
- \_\_\_ Other features or conditions which would affect the subdivision or area both favorably and adversely.
- \_\_\_ Landscape Standard 7.10 LA-02: Refer to Ordinance standards for Single Family (Option 1 or 2). 2 per lot at ROW frontage in coordinated Plan (one per thirty-five (35) feet).

# Landscaping Standards (LA)

(continued)

- G. Nothing in these standards shall preclude the use and enjoyment of a wildlife area that is certified by a state or nationally recognized organization.
- H. All site plans must contain the species and caliper size at DBH of all existing trees, bushes and significant plants.
- I. Care should be taken to attempt to preserve all trees with a caliper size of twenty-four (24) inches or greater.

LA-02: This Landscaping Standards section applies to the following districts:



Minimum Plantings Required by Use:				
USE	TYPE	NUMBER	PER	SIZE
Single Family (Option 1)	Deciduous	3	lot < 10,000 sq. ft. and 1 per additional 10,000 sq. ft.	2" caliper
Single Family (Option 2)	Deciduous, and	2	lot < 10,000 sq. ft. and 1 per additional 10,000 sq. ft.	2" caliper
	Evergreen	1	lot < 10,000 sq. ft. and 1 per additional 10,000 sq. ft.	6 feet tall
Multiple Family	Deciduous, and	1	2 dwelling units	2" caliper
	Evergreen, and	1	2 dwelling units	6 feet tall
	Flowering Ornamental, and	1	4 dwelling units	6 feet tall
	Foundation Plantings	1	10 ln. ft. of perimeter	12" tall
Retail Commercial (Not DC district)	Deciduous, and	1	1000 sq. ft. floor area	2" caliper
	Evergreen, and	1	1000 sq. ft. floor area	6 feet tall
	Flowering Ornamental, and	1	1000 sq. ft. floor area	6 feet tall
	Foundation Plantings	1	20 ln. ft. of perimeter	18" tall
Office Commercial (Not DC district)	Deciduous, and	1	1000 sq. ft. floor area	2" caliper
	Evergreen, and	1	1000 sq. ft. floor area	6 feet tall
	Ornamental, and	1	1000 sq. ft. floor area	6 feet tall
	Foundation Plantings	1	10 ln. ft. of perimeter	18 tall *
Institutional (Not DC district)	Deciduous, and	1	1000 sq. ft. floor area	2" caliper
	Evergreen, and	1	1000 sq. ft. floor area	6 feet tall
	Flowering Ornamental, and	1	1000 sq. ft. floor area	6 feet tall
	Foundation Plantings	1	10 ln. ft. of perimeter	18" tall
Industrial (Not DC district) (Not NI district)	Deciduous, and	1	3000 sq. ft. floor area	2" caliper
	Evergreen, and	1	3000 sq. ft. floor area	6 feet tall
	Flowering Ornamental, and	1	3000 sq. ft. floor area	6 feet tall
	Foundation Plantings	1	30 ln. ft. of perimeter	24" tall

- A. All tree caliper's must be measured at DBH.
- B. The plantings required to meet Buffer Yard or Parking lot standards may not be counted toward this minimum landscaping requirement listed above.