

EVANSVILLE-VANDEBURGH AREA PLAN COMMISSION



www.evansvilleapc.com (812) 435-5226



Subdividing/Splitting Property Secondary Plats

After primary approval is granted, the applicant and the surveyor/engineer have 18 months to record a secondary plat. The applicant can request a one-year extension of the time allowed to record the plat prior to its expiration. Secondary Subdivision Plat packets that describe procedures and fees are available in the APC office and on our website. Once a secondary plat is submitted, the APC staff begins an administrative review to determine whether the plat complies with any conditions placed on the subdivision at primary plat approval; contains all the necessary easements for utilities and drainage; and depicts all other required information accurately. Local agencies such as the Building Commission, the County Surveyor, the Water and Sewer Department and the City/County Engineer may be asked to help in this review. The APC staff will contact the surveyor/engineer concerning any changes that need to be made to the secondary plat before it can be recorded.

There are several items that must be submitted to the APC before secondary approval can be granted. These items are:

- A cost estimate for the public improvements not yet constructed in the subdivision prepared by the applicant's surveyor/engineer and signed by the City/County Engineer and a representative of the Water and Sewer Department;
- A letter of credit from a bank in the amount of the signed estimate;
- Checks for the APC Plat Release fee, the Vanderburgh County Recorder fee to record the plat, and the Evansville Blueprint photo-reduction fee; and
- The green receipts for minor subdivisions as proof of notice.

If applicable, road and sewer plans must be approved before secondary plat approval can be granted. Major subdivisions must also have final drainage plan approval prior to recording.

The APC staff ensures that addresses for the lot(s) on the plat are assigned and labeled before the plat is recorded. After secondary approval, the plat is taken by the APC staff to the County Recorder's office for recording, and the surveyor/engineer is notified by phone that the plat has been recorded.