

PROCEDURES FOR FILING PARCELIZATION PLATS

PRIMARY PLAT APPROVAL

Step 1. Pre-Filing Conference - The applicant should have a pre-filing conference with the Area Plan Commission Executive Director and/or staff about the conceptual parcelization plan and how it relates to the objectives of the Subdivision Ordinance.

Step 2. Information Needed to File - Submit the following information to the Area Plan Commission office:

- A. One copy of the proposed new parcelization plat on any paper cut to sheet size A through E;
- B. A completed APC parcelization checklist confirming that each applicable entry is included on the proposed subdivision plat; and
- C. If plat drawing is electronically generated, a copy of the electronic AUTOCAD drawing is required.

Step 3. Filing Primary Plat - Upon submittal of a primary plat, a docket number will be assigned. If the plat is complete including all the required information, the APC staff will review the plat.

Step 4. Approval/Recording – After reviewing the plat, staff will notify applicant of any required changes. If plat is approved, applicant must record the deeds. A copy of the recorded deeds must be submitted to Area Plan Commission for our records.

