



Town of Cumberland, Indiana  
Department of Planning & Development

## APPLICATION FOR PRELIMINARY SUBDIVISION PLAT (OR REPLAT)

A major subdivision is defined as the division of a tract of land into more than 3 lots for residential, commercial, or industrial use. Applications for preliminary subdivision plat require a public hearing before the Plan Commission.

**Prior to Filing Application:** Prior to submitting an application for a major subdivision preliminary plat, the applicant must schedule an appointment with the Plan Commission Staff for a preliminary consultation to discuss the proposed project. The Plan Commission schedule shows the deadline for preliminary consultations for each filing deadline. At this meeting the applicant should provide a sketch showing the preliminary details of the project. The applicant's engineer is also encouraged to attend this meeting. There is no fee for this meeting.

**Application:** The application will not be considered complete until all information is received. All applications and supplemental materials must be submitted by close of business on the posted schedule deadline unless stated otherwise and must be completed on the Town's most current application forms. Applications may be picked up at the Cumberland Town Hall, 11501 E. Washington Street, or downloaded at [www.town.cumberland.in.us](http://www.town.cumberland.in.us). All applications will be reviewed for completeness and accuracy prior to acceptance. The following information is just a portion of the items that must be submitted with the application. Please refer to the "Application Checklist" in this packet for a complete list of information that must be submitted:

1. A **notarized application** filed at least thirty (30) days prior to the date of the Plan Commission's public hearing;
2. Ten (10) copies of the **preliminary plan/plat** including the topographic overlay and area map (see attached checklist for required information);
3. A **legal description** of the property;
4. A **Letter of Intent** identifying the scope and nature of the proposed project; and
5. **Application fees** as set forth below.

**Fees:** Fees are nonrefundable and are as follows:

- **Application Review Fee** \$500 + \$10 per lot by check made payable to the **Town of Cumberland**. New materials submitted following a continuance may be subject to a Review Fee of \$100 per occurrence.
- **Design Review Fee** of \$1,000 made out to the CrossRoads Engineers. This fee includes up to 4 hours of review; (1) TAC Meeting; and (1) Plan Commission Meeting. Review and meeting representation that exceeds this will be billed at a rate of \$125 per hour.
- **Traffic Study Review Fee** of \$1,250 made out to the CrossRoads Engineers.

**Waivers:** Where compliance to the Town of Cumberland Subdivision Control Ordinance Standards cannot be achieved, an application for a waiver from the standards of the Ordinance may be submitted with an application subject to the following additional fees:

- \$50 made payable to the Town of Cumberland
- \$125 for the first and \$75 for each additional made out to the CrossRoads Engineers.



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**Technical Review:** The Cumberland Plan Commission Staff will schedule a technical review meeting, where Town Staff, including the Town's consulting Engineer(s), will provide written comments. The petitioner will be given an opportunity to address the concerns and submit revised plans, according to the Plan Commission Meeting Schedule. In the event these issues are not addressed, staff reserves the right to recommend a continuance for the application to be considered at the next available meeting. Copies of the technical review comments will be made available to the applicant prior to the public hearing.

**Public Notification:** The following public notification if required –

1. **Written Notification:** The applicant must mail letters by certified mail to adjacent property owners at least ten (10) days prior to the date of the Plan Commission's public hearing. An adjacent property owner is defined as all property owners within 660 feet or two (2) properties deep, whichever is less. The applicant should follow the format of the sample letter included in this packet for mailings. A copy of the draft letter shall accompany the application for staff to review and a copy of the letter mailed and signed affidavit attesting to the mailing of the letters shall be submitted to staff prior to the public hearing. If this information is not received prior to the Plan Commission meeting, this will be grounds for an automatic continuance of the case to the next available Agenda.
2. **Newspaper Notification:** The Plan Commission Staff will submit legal notices to the Indianapolis Star East and Greenfield Reporter newspapers for publication at least ten (10) days prior to the date of the Plan Commission hearing.

**Plan Commission Meeting:** The Plan Commission meetings are held on the fourth Wednesday of every month, as long as there is business pending before the Commission, in the Cumberland Town Hall located at 11501 E. Washington St. at 7:00 p.m., unless notified differently.



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REQUIREMENT FOR FILING MAJOR SUBDIVISION PRELIMINARY PLAT
PLAT CHECKLIST

An application shall include the following items to be considered complete:

- 1. One (1) completed checklist, signed and dated.
2. One (1) completed application form signed by the owner of the property or authorized agent of the subject property, notarized, and filed at least thirty (30) days prior to the Plan Commission meeting.

- Project Name, Acres, Project Address, Number of lots/parcels, Section, Township, Range, Nearest Intersection, Parcel Number(s), Current Zoning classification, Existing land use, Previous planning/zoning approvals

- 3. One (1) copy of the Letter Granting Authority for an Agent (if applicant is not the owner).
4. One (1) copy of the Legal Description of the property.
5. One (1) copy of the Letter of Intent.
6. Ten (10) copies of the Site Plan, which includes the following information:

A. EXISTING CONDITIONS

- Area vicinity map, Topography (2 foot), Location of existing streams, lake ditches, etc. showing one hundred (100) year flood elevation, Location of all surface and subsurface drains, Location of existing storm and sanitary sewers, Existing buildings and structures, Identification of jurisdictional wetlands, Boundary lines and acreage of property

B. SITE IMPROVEMENTS

- Proposed changes in streams, lakes, floodplains, etc., Proposed location of surface and subsurface drains, Proposed location of storm and sanitary sewers, Building/Structures to be removed or relocated, Locations, Dimensions, and areas of all proposed or existing lots, Location and design of proposed street(s), Names of subdivision and subdivision streets, Cross section of existing streams and floodplains, Construction Plans in compliance with Section 00-15-157-6.3 of the Subdivision Control Ordinance, Proposed drainage, utility, and other easements, Endorsement of Owner, Endorsement of Plan Commission President, Signage Plan: Temporary and Permanent, Open Space Plan including all park, playground, and common areas

C. SUPPORTING DOCUMENTATION

- Traffic Study



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- \_\_\_\_\_ Wetland Mitigation Plan
  - \_\_\_\_\_ Environmental studies
  - \_\_\_\_\_ Environmental Impact Study
  - \_\_\_\_\_ Letter of Intent from appropriate sanitary sewer utility
  - \_\_\_\_\_ Location of proposed model homes
  - \_\_\_\_\_ Location of temporary sales office
  - \_\_\_\_\_ Development Summary showing all development standards for the zoning district and the proposed development standards for the project
  - \_\_\_\_\_ Statement of commitments
  - \_\_\_\_\_ Proposed covenants
- 
- \_\_\_\_\_ 7. Professional Seal of engineer/land surveyor who prepared plat
  - \_\_\_\_\_ 8. Adjacent property owners list
  - \_\_\_\_\_ 9. Plat map page(s)
  - \_\_\_\_\_ 10. Nonrefundable preliminary application fee. (Check made payable to the "Town of Cumberland")
  - \_\_\_\_\_ 11. Design Review fee. (Check made payable to CrossRoad Engineers, PC)
  - \_\_\_\_\_ 12. Traffic Study review fee, if traffic study was required. (Check made payable to CrossRoad Engineers, PC)
  - \_\_\_\_\_ 13. Waiver application & fee. (Check must be made payable to CrossRoad Engineers, PC)

I acknowledge that this application will not be considered complete unless all items on this application are submitted.

\_\_\_\_\_  
Signature of Person Completing Application

\_\_\_\_\_  
Date



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APPLICATION FOR A
MAJOR SUBDIVISION PRELIMINARY PLAT

Name of Subdivision: \_\_\_\_\_ Section No. \_\_\_\_\_

Area: \_\_\_\_\_ acres Number of Lots: \_\_\_\_\_ Miles of New Streets to be dedicated: \_\_\_\_\_

Applicant(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Owner(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Property Location: \_\_\_\_\_

Street Address: \_\_\_\_\_

Nearest Street Intersection: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Parcel Number(s) \_\_\_\_\_

Existing Zoning Classification

- A-1 Agricultural District, C-1 Conservation District, R-1 Residential District, R-2 Residential District, R-3 Residential District, R-4 Residential District, R-5 Residential District, R-6 Residential District, B-1 Business District, B-2 Business District, I-1 Industrial District, I-2 Industrial District, PUD Planned Unit Development

Existing Land Use: \_\_\_\_\_

Surrounding Land Use: North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_



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Legal Description of the subdivision must be attached to the application.

I (We) do hereby apply for approval of the plat or re-plat of the proposed subdivision or re-subdivision of land in accordance with the provisions of the Comprehensive Plan and Subdivision Control Ordinance of Cumberland, Indiana. I (We) am (are) the owner(s) of the real estate included in the proposed subdivision. The undersigned, having been duly sworn on oath states the above information is true and correct as (s)he is informed and believes.

I (We) also understand that the application fee does not include the fees associated with design review and/or construction management review. Fees for design review and/or construction management review are the direct responsibility of the applicant payable directly to the engineering firm(s) specified by the Town at rates set out by various agreements and/or ordinances of the town, for services, inspections, reports, and the like required by the Town.

Date

Signature of Owner(s) or Agent

Signature of Owner(s) or Agent

STATE OF INDIANA }
COUNTY OF HANCOCK } SS:

Subscribed and sworn to before me this \_\_\_ day of \_\_\_, 20\_\_

Notary Public: Signature

Notary Public: Printed Name

My Commission Expires: \_\_\_\_\_

Residing in \_\_\_\_\_ County

FOR OFFICE USE ONLY
Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_
Received By: \_\_\_\_\_ Application # \_\_\_\_\_



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**CONTACT INFORMATION**

The person indicated below will correspondence between the Plan Commission Staff and the applicant. It shall be the responsibility of the contact person to provide copies of information to other interested parties.

Indicate the Contact Person to be notified in the event additional information is required, to schedule meetings, receive Plan Commission Staff Letters and Recommendations, and to received the Plan Commission's Findings of Fact:

**Please type or print legibly.**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_





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**LETTER GRANTING AUTHORITY FOR AN AGENT  
MAJOR SUBDIVISION PLAT**

I (we) do hereby grant authority to \_\_\_\_\_  
(Name of Agent)

To seek Preliminary Subdivision Plat approval from the Cumberland Plan Commission for the property  
located at \_\_\_\_\_  
(Property Address or parcel number(s))

I (we) am (are) the owner(s) of the real estate included in the proposed Major Subdivision.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Owner(s) or Agent

\_\_\_\_\_ Signature of Owner(s) or Agent

STATE OF INDIANA        }  
                                      }  
COUNTY OF HANCOCK    } SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ Notary Public: Signature

\_\_\_\_\_ Notary Public: Printed Name

My Commission Expires: \_\_\_\_\_

Residing in \_\_\_\_\_ County



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**APPLICATION FOR A WAIVER  
FROM THE SUBDIVISION CONTROL ORDINANCE**

Name of Project: \_\_\_\_\_

Applicant: \_\_\_\_\_

Waiver Request from Cumberland Subdivision Control Ordinance Section #: \_\_\_\_\_

\_\_\_\_\_

Applicant must provide findings of the following:

1. An extraordinary hardship or practical difficulty may result from the strict compliance with the Cumberland Subdivision Control Ordinance or the purpose of the Cumberland Subdivision Control Ordinance may be served to a greater extent by an alternative proposal because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. The granting of the waiver will not have the effect of nullifying the intent and purpose of the Cumberland Subdivision Control Ordinance because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

Application #: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Received by: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_



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AFFIDAVIT OF NOTICE TO INTERESTED PARTIES
MAJOR SUBDIVISION PLAT
CUMBERLAND PLAN COMMISSION

Affidavit must be submitted prior to the scheduled public hearing.

STATE OF INDIANA )
COUNTY OF HANCOCK ) SS:

Re: Request for Major Subdivision Review before the Cumberland Plan Commission

(Name of Subdivision)

I, \_\_\_\_\_, do hereby certify that notice to interested parties of the date, time, and place of the public hearing on the above referenced subdivision, Project Number \_\_\_\_\_, being the application for \_\_\_\_\_, was certified and mailed to the last known address of each of the following interested persons owning property affected by this petition as defined in the Cumberland Subdivision Control Ordinance (attach additional sheets, if necessary):

Table with 2 columns: OWNERS, ADDRESS. Rows 1-10.

And, that said notices were sent by certified mail on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, being at least ten (10) days prior to the date of the public hearing.

(Applicant or Agent)

STATE OF INDIANA )
COUNTY OF HANCOCK ) SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: Signature

Notary Public: Printed Name

My Commission Expires: \_\_\_\_\_

Residing in \_\_\_\_\_ County



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**SAMPLE PUBLIC NOTIFICATION LETTER  
MAJOR SUBDIVISION  
PRELIMINARY PLAT**

Date: **(Date Letters Mailed),**

Name

Address **(Mailing Address of Adjacent Property Owner)**

City, State, and Zip Code

Dear: **(Name of Adjacent Property Owner):**

Please be advised that the undersigned property owner or agent for the property owner has made application to the Cumberland Plan Commission for a **(Number of Lots)** lot(s) major **residential, commercial, or industrial** subdivision to be known as **(name of subdivision)** in the Town of Cumberland, Indiana, in Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_ located near **Give the Location of the Subdivision in Relationship to the Nearest Street Intersection).**

A copy of this application, legal description, and all development plans pertaining to the proposed subdivision are on file and available for examination prior to the public hearing in the Planning and Development Department at the Cumberland Town Hall located at 11501 E. Washington Street, Cumberland, Indiana, 46229 between the hours of 9 a.m. and 4 p.m., Monday through Friday. Written objections to a proposal may be filed with the Plan Commission Staff within ten (10) days after the receipt of this letter at the Cumberland Town Hall at the above address and such objections will be considered.

The Cumberland Plan Commission will hold a public hearing on this proposed major subdivision in the Cumberland Town Hall located at 11501 E. Washington Street, Cumberland, IN 46229 on **(Date of the Public Hearing)** at 7:00 p.m.

Very Truly Yours,

**(Name and Signature of Applicant  
Or Agent for the Applicant)**