



Town of Cumberland, Indiana
Department of Planning & Development

APPLICATION FOR FINAL SUBDIVISION PLAT - MINOR

A major subdivision is defined as the division of a tract of land into 3 lots or less 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. 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. Six (6) 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** \$250 + \$10 per lot by check made payable to the **Town of Cumberland**. New materials submitted following a continuance may be subject to a \$100 review fee for each occurrence.
- **Design Review Fee** of \$1,000 made out to the CrossRoads Engineers, PC. This fee includes up to 2 hours of review time; (1) TAC meeting; and (1) Plan Commission Meeting. Review time and meeting representation that exceeds this will be billed at a rate of \$125/hour.
- **Traffic Study Review Fee** of \$1,250 made out to the CrossRoads Engineers, PC.

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. Application fees for Waivers are as follows:

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



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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.

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 MINOR SUBDIVISION FINAL 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.
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. Six (6) copies of the Final Plat with all certifications and in compliance with Section 00-15-157-6.4 of the Subdivision Control Ordinance.
7. Six (6) copies of the Construction Plans in compliance with Section 00-15-157-6.3 of the Subdivision Control Ordinance.
8. Professional Seal of engineer/land surveyor who prepared plat
9. Adjacent property owners list
10. Plat map page(s)
11. Nonrefundable preliminary application fee. (Check made payable to the "Town of Cumberland")
12. Design Review fee. (Check made payable to CrossRoads Engineers, PC)
13. Traffic Study review fee, if traffic study was required. (Check made payable to CrossRoads Engineers, PC)
14. Waiver application & fee. (Check must be made payable to CrossRoads 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



Town of Cumberland, Indiana
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APPLICATION FOR A
MINOR SUBDIVISION FINAL 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 }
} SS:
COUNTY OF HANCOCK }

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
MINOR SUBDIVISION PLAT**

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

To seek final 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 Minor 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: _____