

City of Mishawaka, Indiana
SUBDIVISION (PLAT/REPLAT) PROCEDURE

Subdivisions must be prepared by an Indiana licensed Surveyor. The following information is provided as a **guide** for filing petitions.

Full responsibility for handling and following through on a given petition rests with the individual filing. We cannot over-emphasize the importance of verifying and submitting a **correct legal description**, as well as all other required information pertinent to the consideration of a given request.

The Petitioner will receive written notice as to the time and place of the public hearing scheduled by the Plan Commission, and the Petitioner or his designated representative **must be present** and be prepared to give the Commission a full explanation of the proposal and answer any questions of the Commission.

NOTICE: Incomplete submittals will not be accepted.

The following items must be filed at the time you file your petition:

1. Request for Plat/Replat
2. Six (6) copies submitted in standard drawing format of 24" x 36".
3. One (1) copy submitted A list of all property owners of record within 300 feet of the subject property, provided by Planning Staff.
4. Business size (4½" by 9½"), stamped envelopes addressed to all property owners within 300 feet of the subject property boundary lines. (DO **NOT** PUT YOUR RETURN ADDRESS ON ENVELOPES, PLAN DEPARTMENT ADDRESS WILL BE STAMPED ON) *Note: When using a stamp meter, do not date.*
5. When paying by check, make payable to the "City of Mishawaka."
Subdivision Plats & Replats (up to 20 lots) **\$250**
(Add \$3.00 for each additional lot exceeding 20 lots)

THE PLANNING DEPARTMENT SERVES AS STAFF TO THE PLANNING COMMISSION

Ken Prince ALA, AICP	Executive Director
Derek Spier, AICP	City Planner
Christa Hill	Senior Planner
Shad Annis	Associate Planner
Donna Burkart	Administrative Planner

Telephone No. (574) 258-1625

Fax No. (574) 968-6999

City of Mishawaka, Indiana
REQUEST FOR PLAT/REPLAT

Date Filed _____ **Approval Date** _____
Plat/ Replat # _____ **Recording Date** _____
(Planning Dept. responsible for this section) **Instrument #** _____



I (We) do hereby apply for Plat/ Replat Approval of the following described property, in accordance with the provisions of the **City of Mishawaka**, Indiana Subdivision Regulations.

1. **Name of Subdivision** _____

2. **Property Owner** _____

Address: _____

Phone #: _____ FAX # _____

3. **Name of Applicant/Contact Person** _____

Address: _____

Phone #: _____ FAX # _____

4. **Name of Registered Land Surveyor Preparing Subdivision**

5. **Township** _____

Zoning District _____

Total Area (Acres) _____ AC

of Lots _____

Average Lot Size _____ SF

6. **LEGAL DESCRIPTION**