

**CITY OF LEBANON**  
PLANNING & ZONING ADMINISTRATION DEPARTMENT  
401 S. MERIDIAN STREET  
LEBANON, IN. 46052  
(765) 482-8845

**Secondary Plat Submittal Requirements**

Ordinance 07-16, Section 9.19, Lebanon Unified Zoning Code

1. The applicant shall first schedule a meeting with staff prior to filing regarding applicable zoning and subdivision control ordinances and procedures.
2. Applicant shall submit applications (attached) and pay filing fees at least fifteen 15 days prior to being placed on the Plan Commission agenda.
  - a. Submit attached application for the calculations of fees by the utility provider for water and sanitary sewer availability and connection, which may also include fees for temporary electric, line extension and inspections. Fees are due prior to the issuance of an improvement location or building permit.
3. The applicant shall schedule a meeting with the Lebanon Technical Advisory Committee for review of the appropriate plans. **Development Plan requirements are detailed step-by-step in section 9.17 of the City Unified Development Ordinance. Plat requirements are detailed in Section 9.19 of the City's Unified Development Ordinance.** TAC is an advisory committee composed of City and County staff, which will review the plans, in an informal setting, for compliance with the Lebanon Zoning Code, Thoroughfare Plan and Subdivision Control Ordinance and assist in the successful completion of the project.

**SECONDARY PLAT**

**Purpose**

The following section provides guidelines for the submittal of a Secondary Plat of a Subdivision to ensure that the statutory requirements established in the Indiana Code for the subdivision of land are met. The applicant shall submit an application for approval of the Secondary Plat, engineering plans and specifications, and other required information to the Planning and Zoning Administrator.

**Phases**

The Secondary Plat may include all or any phase of an approved Overall Primary Plat. The applicant shall provide a description of the phase of the approved Overall Primary Plat intended to be filed for record, including a phasing plan for the progressive development of the remaining area contained in the approved Overall Primary Plat.

**Review**

Upon receipt of a complete application, the Administrator shall review the application for technical conformity with the standards in this ordinance and then:

- a. Assign the Secondary Plat or Replat to the Plat Committee for approval; or
- b. Assign the Secondary Plat or Replat to the Plan Commission for approval.

**Preparation and Contents**

The Secondary Plat submittal shall contain the information as set forth in Section 9.17 Development Plan of this chapter. In addition, the submittal shall include:

- a. A statement of the estimated amount of money sufficient to complete the improvements and installations by the subdivider and attested to by a Registered Land Surveyor or a Registered Professional Engineer.

- b. Lot numbers and dimensions, and lot area in square feet.
- c. Plans and specifications for the improvements required in this ordinance.
- d. Restrictions of all types which will run with the land and become covenants in the deeds for lots.
- e. Deed of dedication of streets and other public property.
- f. Certificate of Primary Plat approval by the Commission, as provided by the Planning and Building Department.
- g. Certificate of approval by the Lebanon Board of Public Works and Safety for improvements in subdivisions (when applicable).
- h. Certificate of approval by the Lebanon Utilities Service Board for improvements in Subdivision (when applicable).

#### Secondary Plat Approval

a. Required Changes. The Secondary Plat will have incorporated all changes or modifications required by the Commission, General Manager of the Lebanon Utilities, Health Officer, Boone County Soil and Water Conservation District, and County Surveyor; otherwise it shall conform to the Overall Primary Plat as approved by the Commission, and it may constitute only that portion of the Primary Plat which the subdivider proposed to record and develop at the time, provided that such portion conforms with all requirements of this ordinance and meets the approval of the Commission.

b. Time For Filing. The Secondary Plat shall be filed not later than twelve (12) months after the date of approval of the Overall Primary Plat, otherwise it will be considered void unless an extension is requested by the developer and granted by the Commission in writing.

c. Application. Fifteen (15) days before the Commission's next regularly scheduled meeting, the subdivider shall submit to the Subdivision Administrator an application for approval of the "Secondary Plat" of the subdivision, together with four (4) copies of all material outlined above, as requested by the Commission. Also, the original drawing, with signatures, and eight (8) page-size (8 ½ x 11) prints of the "Secondary Plat" shall accompany this material.

d. Examination. Approval By The Subdivision Administrator. The Secondary Plat shall be considered officially filed after it is examined by the Subdivision Administrator and is found to be in full compliance with the formal provisions of this ordinance. To register his approval of said plat, the Subdivision Administrator shall sign and date an approval statement on the Plat.

#### e. Financial Guarantees.

1) Guarantees that all required improvements will be constructed according to approved plans shall be a prerequisite to the filing of a Secondary Plat for recording in the Office of the Recorder of Boone County. Approval of a Secondary Plat shall be subject to the improvements being constructed and accepted for dedication or the appropriate financial guarantee being posted with the board of Public Works and Safety before recording. Copies of these agreements shall be on file at the City Clerk-Treasurer's office.

2) Required Notice From Board Of Public Works And Safety. When the Secondary Plat is submitted to the Subdivision Administrator, it shall be accompanied by a notice from the Lebanon Board of Works and Safety, stating that there has been filed with and approved by that body, one of the following:

a) A certificate signed by an inspector from the Planning Department, stating that he has inspected the improvements and installations for the subdivision required for its approval, during and after their construction and installation; and stating that they have been made or installed in accordance with the approved specification; and that a three (3) year maintenance bond has been provided for any improvements and installations required by this ordinance, as is executed to the City of Lebanon. The said maintenance bond shall:

(1) Run to and be in favor of the City of Lebanon, Indiana.

(2) Be in a penal sum of not less than \$25,000 per mile of streets in the subdivision to assure and guarantee the maintenance of all improvements and installations during such three (3) year period, including, but not limited to the following: streets to minimum City of Lebanon specifications, sanitary sewers, storm sewers and water lines, lift stations, pumps, motors, connections and main lines installed in the subdivision, sidewalks, shoulders, side slopes and ditches, street signs, street lights, and fire hydrants; provided that the Lebanon Board of Works and Safety may reduce the penal sum set forth herein for good cause if the intent of the Maintenance Bond provision is preserved, and

(3) Include an amount for maintenance other than for streets set forth above which shall be set by the Commission, but in no event shall the penal sum of such maintenance bond covering additional installations be less than twenty-five percent (25%) of the total cost of all of the improvements and installations in the subdivision proposed for Secondary Plat approval, and

(4) Commence upon approval of the Secondary Plat.

b) A financial guarantee which shall:

(1) Run to the City of Lebanon.

(2) Be in an amount equal to one hundred twenty-five percent (125%) of the cost of the improvements as specified in the subdivision improvement agreement.

(3) Be with surety satisfactory to the Commission.

(4) Specify the time for the completion of the improvements and installations, which shall be within two (2) years from the date of such bond.

c) Specify that upon completion, but prior to acceptance by the Lebanon Board of Public Works and Safety of any streets, a three (3) year maintenance bond or other suitable agreement acceptable to the Lebanon Board of Public Works and Safety covering such street improvements, and for all other improvements and installations in the subdivision which shall run to the Lebanon Board of Public Works and Safety, will be provided by the subdivider or contractor of such street improvements to be effective as of the date of acceptance by the Lebanon Board of Public Works and Safety. This maintenance bond or other suitable agreement or financial guarantee shall satisfy the requirements set forth for a three (3) year maintenance bond.

(1) The developer may furnish in lieu of the above and the foregoing maintenance bond, bonds with his subcontractors which comply with all of the requirements of the above and foregoing section.

(2) Release Of Financial Guarantees. The financial guarantee referred to above shall not be released until the following has been received: a certificate stating that said engineer or surveyor has inspected the improvements and installations guaranteed by the bond during and after their construction and that they have been made and installed in accordance with the approved specifications. Such certificate shall have been filed with the Subdivision Administrator and the Lebanon Board of Public Works and Safety; and shall have been signed by a registered professional engineer or registered land surveyor, who has been approved by the Lebanon Board of Public Works and Safety.

3) Upon the acceptance of all streets in the subdivision by the Lebanon Board of Public Works and Safety, and upon the subsequent authorization of the Lebanon Board of Public Works and Safety for the acceptance of the other improvements and installations covered by the maintenance bond, the three

(3) year maintenance bond or other suitable agreement or financial guarantee may be released and the surety discharged of further obligation for all time.

4) Bond Funds. Any funds received from the bond required by these regulations shall be used only for the purpose of making the improvements, installations or repair for which said

guarantees were provided, in accordance with the standards, specifications and requirements of these regulations.

f. Completion Affidavit. Upon the acceptance of said improvements and installations by the Lebanon Board of Works and Safety, the applicant shall obtain a completion affidavit stating that the required improvements and installations have been installed in compliance with the specifications of this ordinance, and have been accepted for public maintenance; said completion affidavit shall be filed with the Commission. (See Appendix)

g. Approval. Within a reasonable time, not to exceeding sixty-five (65) days after application for approval of the Secondary Plat, the Administrator or his/her designee shall approve or disapprove the Secondary Plat. The Administrator may choose to refer the Secondary Plat approval request to the Plan Commission. If approved the plat shall be stamped and signed by the Administrator. The plat may then be filed for recording in the Office of the Recorder of Boone County, as required by law within six (6) months. If the plat is disapproved the Administrator shall set forth in writing the reason for such disapproval in its own records and provide the applicant with a copy. The applicant may refile after a period of one year, but he must show a substantial change to the disapproved subdivision, as determined by the Plan Commission.

### 2017 City of Lebanon Plan Commission Dates

Pre Submittal meeting w/ Staff	Filing deadline	TAC 9:00 am	Last day for public notice to be published	Agenda & Staff Report published	Last day to submit info to the file (not to be in staff report)	Public Hearing
1-Dec-16	9-Dec-16	20-Dec-16	29-Dec-16	9-Jan-17	6-Jan-17	17-Jan-17
5-Jan-17	13-Jan-17	24-Jan-17	6-Feb-17	13-Feb-17	10-Feb-17	21-Feb-17
2-Feb-17	10-Feb-17	21-Feb-17	3-Mar-17	13-Mar-17	10-Mar-17	20-Mar-17
2-Mar-17	10-Mar-17	21-Mar-17	31-Mar-17	10-Apr-17	7-Apr-17	17-Apr-17
30-Mar-17	7-Apr-17	18-Apr-17	28-Apr-17	8-May-17	5-May-17	15-May-17
4-May-17	12-May-17	23-May-17	2-Jun-17	12-Jun-17	9-Jun-17	19-Jun-17
1-Jun-17	9-Jun-17	20-Jun-17	30-Jun-17	10-Jun-17	7-Jul-17	17-Jul-17
6-Jul-17	14-Jul-17	25-Jul-17	4-Aug-17	14-Aug-17	11-Aug-17	21-Aug-17
3-Aug-17	11-Aug-17	22-Aug-17	1-Sep-17	11-Sep-17	8-Sep-17	18-Sep-17
31-Aug-17	8-Sep-17	19-Sep-17	28-Sep-17	10-Oct-17	6-Oct-17	16-Oct-17
5-Oct-17	13-Oct-17	24-Oct-17	3-Nov-17	13-Nov-17	9-Nov-17	20-Nov-17
2-Nov-17	9-Nov-17	21-Nov-17	1-Dec-17	11-Dec-17	8-Dec-17	18-Dec-17

1. Plan Commission will hold a public hearing and gather information from the public. Applicant may represent his/herself or employ an attorney, engineer, architect or planner for this purpose.
2. Submit application for Building Permit with Plan Commission approval. Refer to the checklist attached.
3. Fees for Utility service are due prior to the issuance of a building permit.

2017  
CITY OF LEBANON  
SECONDARY PLAT APPROVAL APPLICATION

Name of Development \_\_\_\_\_

Project Location \_\_\_\_\_ Current Zoning \_\_\_\_\_

Parcel ID No. \_\_\_\_\_ Area ( \_\_\_\_\_ acres \_\_\_\_\_ lots)

Township \_\_\_\_\_ Proposed Land Use \_\_\_\_\_

Name of Applicant Contact Person/Representative \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Name of Property Owner \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Secondary Plat Fee  
\$300.00 plus \$25.00 per acre

Detailed submittal requirements are included in Section 9.19 C of the Lebanon Unified Ordinance.

Below is an overview of items to be included in the submittal.

All plans are required to be sealed by a Professional Engineer or Registered Land Surveyor licensed in the State of Indiana. All sheets shall be 24"x36" format draw to scale of minimum 1"=50' and maximum of 1"=10' (except for the required vicinity map). All final plans shall be submitted in hard copy and in digital format as per City requirements.

\_\_\_\_\_ A. Completed application form.

\_\_\_\_\_ B. Secondary Plat

NOTICE OF PUBLIC HEARING TO PROPERTY OWNERS

CITY OF LEBANON  
401 S. MERIDIAN STREET  
LEBANON, IN. 46052

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_,

This is to inform you that the Lebanon Plan Commission will hold a Public Hearing on the Application for a Secondary Plat on the \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ at \_\_\_\_\_ p.m. located at 401 S. Meridian Street, the Municipal Building.

This application, submitted by \_\_\_\_\_ requested that a Secondary Plat application be granted for \_\_\_\_\_  
the property located at \_\_\_\_\_

Written suggestions or objections relative to the application may be filed with the Plan Commission or in the office of the City Building Inspector at or before such meeting and will be heard by the Lebanon Plan Commission at the time and place specified. Interested persons desiring to present their views upon the Plan Commission either in writing or verbally, will be given the opportunity to be heard at the above-mentioned time and place.

By: Bob Waples  
Title: Lebanon Plan Commission Chairman

# NOTICE OF PUBLIC HEARING

For publication

Notice is hereby given that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ p.m.

a public hearing will be held before the Lebanon Plan Commission in the Municipal

Building in the City of Lebanon, IN. on the application of \_\_\_\_\_

\_\_\_\_\_ For a Secondary Plat Application

for as specified in the Zoning Code of Lebanon: Ordinance # 74-12, as amended.

The Secondary Plat application proposed is for \_\_\_\_\_

\_\_\_\_\_ located at \_\_\_\_\_ The legal

description is as follows \_\_\_\_\_

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\_\_\_\_\_.

The Lebanon Plan Commission has set said hearing at the time and place specified. Written suggestions or objections concerning this application may be filed with the Plan Commission or in the office of the City of Lebanon Planning & Zoning Office, at or before such hearing and will be heard by the Plan Commission at the time and place specified. Interested persons desiring to present their views upon the application either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place. Said hearing may be continued from time to time as may be necessary.

Bob Waples, Chairman  
City of Lebanon Plan Commission

CITY OF LEBANON  
PLANNING DEPARTMENT  
401 S. MERIDIAN STREET  
LEBANON, IN. 46052  
765-482-8845 fax 765-482-8873

**2011 SEWER & WATER FEE CALCULATIONS REQUEST  
LEBANON UTILITIES**

**INSTRUCTIONS:**

- 1) Complete every part of this form. This request may be denied if any part is left blank.
- 2) Submit a site plan.
- 3) Either type or print all information in ink.

The City of Lebanon requests the following supplemental information for purpose of calculating sewer connection and availability fees for the project referenced below. In accordance with local ordinance 04-09. If any of the project information below is modified or changed, the sewer fee may be adjusted to reflect the change.

**1. LOCATION OF PROPOSED ACTIVITY**

PROJECT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

**2. OWNER OF PREMISES WHERE PROPOSED  
ACTIVITIES WILL TAKE PLACE**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

FINDINGS OF FACTS

SECONDARY PLAT APPLICATION

NAME OF PROJECT \_\_\_\_\_

The Lebanon Plan Commission at its meeting of \_\_\_\_\_(date) determines that the above names project complies with the standards set forth in the Lebanon Unified Development Ordinance.

We hereby approve the Secondary Plat as submitted with the following specific conditions as agreed to by the petitioner.

Condition 1 \_\_\_\_\_

Condition 2 \_\_\_\_\_

We hereby disapprove the Secondary Plat as submitted for the following reasons.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Dated \_\_\_\_\_

Plan Commission Chairman \_\_\_\_\_