

EVANSVILLE-VANDEBURGH AREA PLAN COMMISSION



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Subdividing/Splitting Property Primary Plat Review

The Subdivision Code requires that persons desiring to divide property for the purpose of selling lots must first obtain approval of a subdivision plat from the Area Plan Commission. Subdivision review is a two step process requiring primary and secondary plat approval. The Code also establishes two types of subdivisions based on size – major and minor subdivisions. Plats involving less than three lots, where no new roads are created and right-of-way dedicated, are considered to be minor subdivisions. Plats of three lots or more are major subdivisions requiring primary approval to be granted at a public meeting of the Area Plan Commission. Once primary approval has been granted, and a complete and accurate secondary plat has been filed and processed for recording, secondary approval is granted by the APC Director. The selling of the new lots can begin after secondary approval and recording of the plat.

A subdivision applicant must first hire an engineer or surveyor to develop a primary plat for the site. A subdivision filing must include a plat with a legal description of the site and all other required information, and be accompanied with a completed subdivision checklist, a check for the filing fee, and a list of the abutting property owners. Primary Subdivision Plat packets that describe filing procedures, fees and deadlines, are available in the APC office and on our website. It is recommended that the applicant or a representative confer with the APC staff before filing. If remonstrators are expected, a meeting with surrounding land owners can also be helpful. The applicant must send notice to abutting property owners by certified mail, return receipt requested. Green receipts must be turned in to the APC prior to the hearing or, for minor subdivisions, before secondary approval.

Approximately four weeks after the subdivision filing deadline, the plat will be considered by the Subdivision Review Committee. This Committee reviews the plat for compliance with the Subdivision Code requirements and makes recommendations to the APC. The Plan Commission Director has the authority to determine whether a minor plat shall be heard at an APC public meeting. Minor subdivisions not heard at public meeting receive primary approval after the Subdivision Review meeting.

Once a plat is filed, APC staff will request comments from reviewing agencies, and staff field reports for plats going to public meeting will be written and distributed. Major subdivisions must have preliminary drainage plan approval to proceed to the APC public meeting. The APC makes the final decision on subdivisions. No other public meetings for plat approval are required (see the basic steps in primary plat process on reverse). Primary plat review generally takes seven weeks from the filing deadline to primary approval.

Basic Steps in Primary Plat Approval for a Subdivision

1. Have a pre-application meeting with APC staff;
2. Hire a surveyor or engineer to draw up a subdivision plat;
3. File plat with the APC including a digital copy;
4. Send notice letter to abutting property owners;
5. Attend Subdivision Review Committee meeting;
6. Make plat revisions required by Committee;
7. For major subdivisions, turn in green receipts from certified notice letters;
8. For major subdivisions, obtain preliminary drainage plan approval from Board of Public Works (City) or County Drainage Board; and
9. If an APC meeting is required, attend meeting for primary plat approval.