

## Subdivision Application Instructions

*The Application for Plat Approval must be completed and submitted along with the subdivision plat and other required attachment at the time of filing. All applications must be filed in their entirety on or before the posted filing deadline. Omission of any required items could result in a delay of the review process. Application fees are not subject to refund. Shaded portions of the Subdivision Application Form and the attachments are reserved for Area Plan Commission use only.*

### Subdivision Application Form

*This application form must always be completed and submitted along with the subdivision plat, the Owner's Affidavit and any other required attachments at the time of filing. **The information shown on this application form must be the same as the information shown on the subdivision plat.** The parcel identification number (PIN) should be for the subject property being subdivided and this PIN number must also be shown on the subdivision plat.*

### Owner's Affidavit

*This affidavit must always be included with the Subdivision Application Form. This affidavit must be signed by the current owner(s) of record and not by contract buyers. For joint ownerships, such as a husband and wife that are sharing the same address then only one address information is required. For multiple ownerships not sharing the same address, then provide the address information for each. Use as many affidavits as required. All signatures must be properly notarized.*

*If the owner(s) of the subject property intends to **give authorization to someone else** to act as their representative, then the Owner's Acknowledgement portion should identify the authorized agent, otherwise this section should be left blank.*

### Attachment A: Applicant's Affidavit

*This form must be attached if the owner of the subject property **is giving authorization to someone else, (other than the surveyor or engineer)** to represent them on their behalf. All signatures must be properly notarized.*

### Notary Certificate: Owner's Affidavit and Attachment A

*All affidavits must be properly dated and signed in the presence of a notary public. The state, county or venue in which the acknowledgment is being executed must be identified. The notary must complete the certificate portion of the affidavit including the expiration date, printed name and signature, county of residence and the notary seal or stamp.*

**Please do not submit this instructions page with your application.**

**Area Plan Commission**  
**Evansville/Vanderburgh County, Indiana**  
Application for Plat Approval

## Subdivision Application Form

APC DOCKET NO.:

*This application form must be completed and submitted along with the subdivision plat, the Owner's Affidavit and any other required attachment at the time of filing. The information on this form must be the same as the information shown on the subdivision plat.*

### Proposed Subdivision Information:

Designated name as shown on plat

Address of property, if known

Describe subdivision location from existing streets/intersections

Number of Lots	Total Acreage	Civil Township	¼ Sec, Section, Tier, Range	Replat? (Yes/No)
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Parcel Identification Number (PIN) of the parcel(s) being subdivided.

### Land Surveyor's Information:

Business Name

**Land Surveyor's Printed Name**

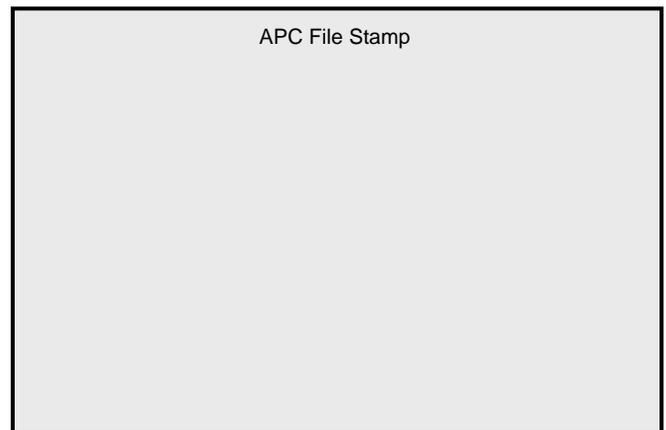
Indiana Registration Number

Mailing Address

City, State, Zip Code

Phone Fax

E-mail address



**Area Plan Commission**  
**Evansville/Vanderburgh County, Indiana**  
Application for Plat Approval

## Owner's Affidavit

*This form must be signed by the current owner(s) of record (not contract buyers).*

I/we, the undersigned owner(s) of record of the real estate described on the attached survey plat, do hereby make application to subdivide said land into the number of lots as specified on the attached **Subdivision Application Form**, in compliance with the requirements of the Subdivision Control Ordinance of the City of Evansville, Vanderburgh County, Indiana.

I/we hereby affirm under penalty of perjury, that the information on the application form is true and correct and we will fully comply with all such requirements, standards, specifications and conditions of the Subdivision Control Ordinance.

\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
E-mail address

### Owner's Acknowledgement of Authorized Agent:

*If the owner(s) of the subject property are giving authorization for someone else to apply for this subdivision, then this acknowledgement must be completed and Attachment "A" must be submitted with this Subdivision Application Form.*

I/we do hereby acknowledge that the following named agent has been granted permission to act as my/our duly authorized agent:

\_\_\_\_\_  
Printed Name of Authorized Agent As Identified on Attachment "A" of the Subdivision Application Form

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

### Notary Certificate:

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_ ) **SS:**

Subscribed and sworn to before me, a Notary Public in and for said County and State this \_\_\_\_\_ day of

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
County of Residence

**Area Plan Commission**  
**Evansville/Vanderburgh County, Indiana**  
Application for Plat Approval

## Attachment A: Applicant's Affidavit

*This attachment must be signed by Applicant(s) acting as an authorized agent of the Owner(s).*

I/we, the undersigned Applicant(s) do hereby affirm under penalty of perjury, that we have been granted permission by the owner(s) of record, as disclosed in the attached **Subdivision Application Form** to act as a duly authorized agent of the owner(s) of the real estate described on the attached survey plat.

I/we do hereby make application to subdivide said land into the number of lots as specified on behalf of the owner(s), in compliance with the requirements of the Subdivision Control Ordinance of the City of Evansville, Vanderburgh County, Indiana.

I/we further affirm that the information on the application form is true and correct and we will fully comply with all such requirements, standards, specifications and conditions of the Subdivision Control Ordinance.

SEE ATTACHED SUBDIVISION APPLICATION FORM

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone

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Fax

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Phone

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Fax

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E-mail address

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

### Notary Certificate:

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_ ) **ss:**

Subscribed and sworn to before me, a Notary Public in and for said County and State this \_\_\_\_\_ day of

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
County of Residence