

UDO Section 702.02

In order to be Accepted, Minor Subdivision Primary Plat applications must include the following items as required by the Unified Development Ordinance (UDO) in Section 702. For complete lists of all standards of application and platting for major subdivisions or secondary plats, please see UDO Article 7 and UDO Appendix B:

- Application form executed by all fee simple *owners* and all contract purchasers or by all contract purchasers with the written consent of all fee simple *owners*.
- Filing fee
- A *primary plat* drawn according to the drafting standards of UDO Appendix B, including in the drawing:
 - *Legal description* of the *subdivision* including location by section, township and range.
 - Proposed name of the *subdivision* by the words “Primary Plat”.
 - A location sketch showing the general location of the *subdivision* in relation to the surrounding area shall be placed on the *primary plat*, generally in the upper right or left hand corner. It shall be drawn at a scale sufficient enough to show the relationship of the tract to be subdivided to existing roads, schools, parks, and similar facilities as well as adjacent properties and shall show the nearest cross streets in all directions.
 - Names and addresses of the *owner*, *subdivider*, and consulting engineer, land surveyor, or planning firm who prepared the plan.
 - Legend and notes including the scale, north point, and date.
 - Source of the *owner's* title to the land as shown by the last entry in the records of the *County Recorder*.
 - *County parcel* tax identification number(s).
 - Tract boundary lines showing dimensions, bearings, angles, and references to section, township, and range lines or corners.
 - Existing zoning of the tract corporate boundaries lying within or *contiguous* to the tract.
 - All section and municipal corporate boundaries lying within or *contiguous* to the tract.
 - Topographic contours at typical intervals of ten feet. Said contours shall be referenced to mean sea level elevations.
 - Layout of lots showing dimensions and numbers and square footage of each *lot* excluding area within *right-of-ways*.

- *Building lines* showing *setback* dimensions throughout the *subdivision*.
 - Existing streets and rights-of-way on and adjoining the site of the proposed *subdivision* showing the names, roadway widths, approximate gradients, types and widths of pavements, curbs, and sidewalks.
 - Existing and proposed *easements* including the location, width, and purpose of such *easements*.
 - Location of natural streams, lakes, regulated drains, pipelines, power lines, utility *structures* and all other natural or man-made features.
 - A description of the surface and *subsurface drainage system* including information on how drainage from adjacent properties is affected by the proposed *subdivision*. Written approval from the Clinton County Drainage Board shall also be submitted verifying that the *subdivision* meets the standards of the Clinton County Drainage Ordinance.
 - The location, size, and capacity of any existing public sewer and/or water facilities, if such facilities are available or evidence that septic tank and well permits can be obtained from the *County Health Department* for each *lot*.
 - The location and size of any proposed access or drive way. Written approval from the Clinton County Highway Department must be submitted with the application.
 - Boundary lines of floodplain areas on each *lot* as scaled from the flood plain *district maps* and regulations of the Zoning Ordinance.
 - If there is a *parent tract* remainder or other *parcel* which qualifies as an *Exempt Division* under the terms of this Ordinance, such land shall be shown on the drawing. Such *Exempt Division* may be shown based upon an existing deed description but shall not be assigned a *lot* number.
 - In case of *Replat*, all descriptive lines of the original *plat* being vacated shall be shown by dotted lines in their proper position in relation to the new arrangement of the *plat*, the new *plat* being clearly shown in solid lines. If the *primary plat* is to be divided into sections or phases of *development*, the boundaries and numbers of such sections shall be shown
 - All applicable certificates and notations as shown in Appendix B
- *Restrictive covenants* which are properly prepared and legally sound shall be incorporated in the *plat*, subject to the approval of the Administrative Division Review Committee, *Plat Committee* or *Plan Commission*.