



# Primary Plat

## Residential, Commercial, and Industrial Subdivisions

Planning Department | 815 Lincoln Highway East | New Haven, IN 46774

### Step 1: Application

**Pre-Application Meeting** - Prior to the intended filing, the applicant must discuss the potential application with Staff for the purpose of becoming familiar with requirements, procedures, deadlines, and hearings. The legal descriptions for the petition may be reviewed at this time.

**Making Application** - The applicant must make an appointment with Staff to file by calling (260) 748-7040. A complete application with all required attachments must be submitted by the date shown on the Application Schedule. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

#### Items Required for a Complete Application:

- ☐ **Application Fee** - Make checks payable to "The City of New Haven". Primary Plat: \$800
- ☐ **Application Form** - All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
- ☐ **Attachment B:** Public Notice Reimbursement Agreement
- ☐ **Attachment C:** Affidavit and Consent of Property Owner (Submit only if the owner is different from the applicant)
- ☐ **Attachment D:** Detailed Data Sheet
- ☐ **Attachment J:** Waiver Request (if applicable)
- ☐ **Reproducible Primary Plat** – Submit one basic, overall plan that is 11" x 17" or smaller in size showing where this section of the subdivision is in relation to the entire development.
- ☐ **Recorded Commitments** – Submit one copy of the recorded commitments associated with the rezoning of this property (if applicable).
- ☐ **Legal Description** – A legal description of the subject property is required.
- ☐ **Primary Plat and Plans** – Submit **three** full sets that are 24" x 36" in size. Primary Plat plans shall be prepared in accordance with the New Haven Subdivision Submission Requirements which describes necessary information on a sheet-by-sheet basis.
- ☐ **Electronic Copy of Plat and Plans** – Submit **one** copy of the plat and plan set in a .pdf format on compact disk or other portable media device or email a copy (or downloadable link) of plans to [nhplan@newhaven.in.gov](mailto:nhplan@newhaven.in.gov)

## **Step 2: Staff Report and Application Schedule**

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After an examination of information in the public record and findings from additional research, Staff shall publish a Staff Report that provides an analysis of the petition request. Such report shall be published along with the agenda approximately five days prior to the hearing.

### ***Public Hearing***

The Commission shall follow its adopted Rules of Procedures for the hearing, a copy of which is available at the Planning Office. Public Hearings of the Plan Commission are generally held on the second Tuesday of each month in the Community Room of the New Haven City Administration Building, 815 Lincoln Highway East, New Haven, Indiana 46774. When your request comes up on the agenda, you must present your request to the Commission. You may represent yourself or have a consultant or attorney represent you. You may use any evidence that will assist you in the presentation. If the members need additional information, they will ask questions regarding your request.

Upon conclusion of its public hearing, the Commission will vote on your petition. The Commission may include commitments and conditions as part of its decision.

### ***Application Schedule***

The following table on the next page depicts the deadlines for petitions before the Plan Commission. Deviations from the schedule are not permitted without approval from the Commission.

# 2025 Plat Committee

Meetings are held on Mondays at 10:30 a.m.

Month	Meeting	Filing Deadline
January	1/6/2025	12/30/2025
	1/20/2025	1/13/2025
February	2/3/2025	1/27/2025
	2/17/2025	2/10/2025
March	3/3/2025	2/24/2025
	3/17/2025	3/10/2025
April	4/7/2025	3/31/2025
	4/21/2025	4/14/2025
May	5/5/2025	4/28/2025
	5/19/2025	5/12/2025
June	6/2/2025	5/26/2025
	6/16/2025	6/9/2025
July	7/7/2025	6/30/2025
	7/21/2025	7/14/2025
August	8/4/2025	7/28/2025
	8/18/2025	8/11/2025
September	9/1/2025	8/25/2025
	9/15/2025	9/8/2025
October	10/6/2025	9/29/2025
	10/20/2025	10/13/2025
November	11/3/2025	10/27/2025
	11/17/2025	11/10/2025
December	12/1/2025	11/24/2025
	12/15/2025	12/8/2025

### **Step 3: Petition Information (Completed by Staff at the Time of Application)**

The Docket Number for this petition is \_\_\_\_\_. Please use this number for referencing the request and when submitting additional information in the future.

This petition will be discussed at the Projects Meeting on \_\_\_\_\_.  
The meeting starts at 10:30 am in the Planning Department meeting room at 815 Lincoln Highway East, 2nd Floor, New Haven, Indiana 46774.

This petition will be heard by the Commission on \_\_\_\_\_. The meeting starts at 5:30 pm in the Community Room of the New Haven Administration Building, 815 Lincoln Highway East, New Haven, Indiana 46774.

The Staff Report and Agenda for this petition will be published on approximately \_\_\_\_\_.

### ***What Happens Next?***

Once the Plan Commission approves the Primary Subdivision and final plans have been received, the applicant may then apply for Secondary Subdivision approval.



# Primary Plat

## Residential, Commercial, and Industrial Subdivisions

Planning Department | 815 Lincoln Highway East | New Haven, IN 46774

Applicant Information	
Name:	
Street:	
City:	
State:	Zip:
Phone:	Fax:
E-mail:	
Property Owner Information	
Name:	
Street:	
City:	
State:	Zip:
Phone:	Fax:
E-mail:	
Notarization	
The above information and attached exhibits, to my knowledge and belief are true and correct.	
_____ Printed Name of Applicant	_____ Signature of Applicant
_____ Notary Public's Name (printed)	_____ Signature of Notary
_____ My Commission Expires	_____ State; County
Subscribed and sworn to before me this _____ day of _____, _____	

Office Use Only	
Docket #	
Filing Date	
Fee	
PC Date	
Received By	

Project Information		
Please Select a Project Type		
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Residential
<input type="checkbox"/> Other:		
Location / Address:		
Parcel Number:		
Existing Zoning:		
Proposed Zoning:		
Existing Use:		
Proposed Use:		
Total Acreage:		
Total Lots:		



# Attachment B

## Public Notice Reimbursement Agreement

Planning Department | 815 Lincoln Highway East | New Haven, IN 46774

### AGREEMENT BETWEEN APPLICANT AND CITY OF NEW HAVEN FOR REIMBURSEMENT OF COSTS FOR PUBLISHING LEGAL ADS AND PUBLIC HEARING NOTIFICATION FOR SURROUNDING PROPERTY OWNERS

SUBJECT PROJECT: \_\_\_\_\_

DEVELOPER OR OWNER OF THE REAL ESTATE (APPLICANT):

ADDRESS:

WHEREAS, the Applicant desires to rezone a certain parcel of real estate that has been submitted to the New Haven Advisory Plan Commission for approval, which is referred to above as the "SUBJECT PROJECT", and

WHEREAS, the City desires to expedite the process for publishing legal ads and notification of public hearing for surrounding property owners for said subject project; and

WHEREAS, the Applicant agrees to pay all sums necessary for the City's costs of publishing legal ads in the local newspapers and the notification of public hearing for surrounding property owners for the Applicant's project.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The City shall provide the Applicant with a detailed invoice for the costs of publishing public notice and notification of surrounding property owners; and
2. The Applicant agrees to pay, prior to the Plan Commission Meeting in which said project will be heard, the costs of publication of legal ads as invoiced by the local newspaper and notification of surrounding property owners at \$1.25 per notice mailed.
3. The Applicant agrees to pay these costs by 4:30 P.M. on the day of the public hearing on said project.
4. In the event the Applicant has failed to pay the costs prior to the deadline as outlined above, the petition of said project shall be tabled to the next regularly scheduled Plan Commission meeting.

WHEREFORE, the Applicant has hereunto set his/her/its hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**"APPLICANT"**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**"CITY OF NEW HAVEN"**

By: \_\_\_\_\_

Title: \_\_\_\_\_



## Attachment C

### Affidavit and Consent of Property Owner

Planning Department | 815 Lincoln Highway East | New Haven, IN 46774

Project \_\_\_\_\_

Docket \_\_\_\_\_

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***Complete and submit if applicant is different from the property owner.***

I (we) \_\_\_\_\_  
NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(S) of the real estate located at \_\_\_\_\_.
2. That I/we have read and examine the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. The such request being made by the applicant (\_\_\_\_\_ is) (\_\_\_\_\_ is not) a condition to the sale or lease of the above reference property.

\_\_\_\_\_  
(AFFIANT)

STATE OF INDIANA )

) SS:

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
, Notary Public

My Commission expires: \_\_\_\_\_

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



# Attachment D

## Detail Data Sheet

Planning Department | 815 Lincoln Highway East | New Haven, IN 46774

Project \_\_\_\_\_

Docket \_\_\_\_\_

### 1. Acreage

Total Acreage \_\_\_\_\_

Proposed Private Acreage \_\_\_\_\_

Proposed Public Acreage \_\_\_\_\_

### 2. Densities

Number of Lots/Units \_\_\_\_\_

Units per Acre \_\_\_\_\_

Estimate Population \_\_\_\_\_

### 3. Utilities to Serve the Development

☐ City of New Haven

☐ Indiana-Michigan Power (AEP)

☐ NIPSCO

☐ Frontier

☐ Private Wells

☐ Other \_\_\_\_\_

☐ City of Fort Wayne

☐ Paulding Putnam Electric Cooperative

☐ Verizon

☐ Comcast

☐ Private Septic

☐ Other \_\_\_\_\_

### 4. List any improvements that are to be owned and maintained privately (and by whom):

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### 5. For which of the following improvements will you be submitting performance bond estimates as part of your application?

☐ Streets

☐ Signs & Monuments

☐ Sanitary Sewers

☐ Off-Site Sewers

☐ Sidewalks

☐ Other \_\_\_\_\_

☐ Other \_\_\_\_\_





# Attachment J

## Subdivision Development Standards Waiver Request

Planning Department | 815 Lincoln Highway East | New Haven, IN 46774

Project: \_\_\_\_\_

Docket: \_\_\_\_\_

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### ***Waivers from these Regulations.***

Where the Plan Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers to these subdivision, site development, and or parking regulations so that substantial justice may be done and the public interest secured, provided that such waivers shall not have the effect of nullifying the intent and purpose of these regulations. Such waivers may be granted upon written request of the applicant stating the reasons for each waiver and may be waived by a majority vote of the regular membership of the Plan Commission.

The Plan Commission may, in its discretion, authorize and approve waivers from the requirements and standards of these regulations upon finding that the following five criteria have been justified:

5. The approval of the waiver request will not be detrimental to the public safety, health, and welfare, or injurious to property within a reasonable proximity to the subject property involved in the waiver request.
6. The strict application of the applicable ordinance standard will result in practical difficulties in the development due to the particular physical surroundings, unique constraints, or topographical conditions of the subject property. These conditions will not substantially alter the character of the subject district or neighborhood.
7. The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives. Financial hardship does not constitute grounds for a waiver.
8. The waiver request is necessary and represents a minimal deviation from explicit ordinance standards.

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**Attach a separate sheet** that thoroughly itemizes, explains, and justifies how each Waiver Request meets the Waiver Guidelines outlined above.

1. Chapter 157- \_\_\_\_\_:
2. Chapter 157- \_\_\_\_\_:
3. Chapter 157- \_\_\_\_\_:
4. Chapter 157- \_\_\_\_\_:

I submit that this request is not in conflict with the Plan Commission's guidelines for review of waiver requests outlined above.

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



# Attachment L

## Project Routing Sheet

Planning Department | 815 Lincoln Highway East | New Haven, IN 46774

Applicants are required to consult with the Planning Division, the City Engineer, and the Fire Department, prior to making application for Primary Subdivisions, Secondary Subdivisions, and Site Development Plans in order to provide general information concerning the site, as well as to familiarize the applicant with the procedures and requirements of the Plan Commission and appropriate New Haven ordinances. For the purpose of this meeting, the applicant is expected to provide a lot/block layout for Subdivisions (commercial and residential) or provide a general site layout for Site Development Plans.

Project Name \_\_\_\_\_

Developer \_\_\_\_\_

Firm Preparing Plans \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

<b>Planning Department</b> <i>Comments:</i>	(260)748-7040	Date of Meeting:	Staff Signature:
<b>City Engineering</b> <i>Comments:</i>	(260)748-7030	Date of Meeting:	Staff Signature:
<b>Fire Department</b> <i>Comments:</i>	(260)493-7500	Date of Meeting:	Staff Signature: