



# Secondary Plat

## Residential, Commercial, and Industrial Subdivisions

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

### Step 1: Application

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**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". Secondary Plat: \$700
- ☐ **Outside Review Deposit** - \$500.00. Make separate check payable to "The City of New Haven"
- ☐ **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 C:** Affidavit and Consent of Property Owner (Submit only if the owner is different from the applicant)
- ☐ **Attachment D:** Detailed Data Sheet
- ☐ **Attachment E:** Submittal Checklist
- ☐ **Attachment S:** Impervious Surface Area Change Form
- ☐ **Allen County Drainage Board Report** – (If Applicable)
- ☐ **Drainage Calculations and Watershed Map** – (Two Copies)
- ☐ **Open Space and/or Trail Plan** (24" x 36" in size)
- ☐ **Secondary Plat and Construction Plans** – Submit three full sets that are 24" x 36" in size. Secondary Plat plans shall be prepared in accordance with the New Haven Subdivision Ordinance Chapter 150 which describes necessary information for submittal.
- ☐ **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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### ***Staff Report***

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***

A public hearing and public notice are not required for a Secondary Plat unless specifically required by the Commission.

### ***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. Secondary Plats are required to be heard before the Plan 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, 2<sup>nd</sup> 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?***

Secondary Subdivision approval is prepared by staff and will go before the New Haven Plan Commission. The petition will be forwarded to Outside Review consultant within four days of filing. Upon Completion of Outside Review, you will need to submit five (5) revised sets of plans (as approved by the consultant) and one (1) final drainage report to the Planning Division and the petition will be scheduled for review by the Plan Commission. Subsequent to Technical Review, performance guarantees, inspection and testing agreements, and any necessary dedications must be accepted by the Board of Public Works and Safety. Additionally, Outside Review Fees must be paid. The issuance of a Land Alteration Permit will then provide for the commencement of site work.



# Secondary 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 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 \_\_\_\_\_

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### 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 E

### Secondary Plat Full Submittal Checklist

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

<b>Name of the subdivision and legal description</b>	
<b>Location map of the subdivision, north point and scale used</b>	
<b>Boundaries of the tract with accurate dimensions and bearings, as determined by an accurate survey in the field which has been balanced and closed, as well as physically located by monument</b>	
<b>Location and description of all monuments with references by distance and bearings to ¼ section corners, and location and type of monument at all corners</b>	
<b>Length of lot lines and area of lots, angles at all points of deflection of all continuous lines, radii, arcs, and complete curve data for all horizontal curves</b>	
<b>Lot width shown at the building line as defined by the Zoning Ordinance</b>	
<b>All lot numbers or letters and all roads and streets with proposed names</b>	
<b>Public right-of-way widths, maximum grades, approximate curve and coordination of subdivision public ways with current and planned public ways within or adjacent to the subdivision</b>	
<b>Name of developer and owner, along with addresses, emails, and phone numbers</b>	
<b>All easements, proposed or existing</b>	
<b>Any park or recreational area, if applicable</b>	
<b>Location of all property that is to be dedicated for public use, and all property that may be reserved for the common use of property owners in the subdivision</b>	
<b>Specific lots that have been assigned flood protection grades</b>	
<b>Contours shown at vertical intervals of two feet if the general slope of the site is less than two percent and at vertical intervals of five feet if the general slope is greater than two percent, as taken from the available county, state, or federal maps</b>	
<b>Floodway and floodway fringe contour lines from FEMA maps, or statements that all areas are outside of the flood plain</b>	



<b>Proposed extension of water, sewer, street lighting, and other municipal services, or existing services if extensions are not required</b>	
<b>Any existing buildings, their dimensions and placement on the lots</b>	
<b>All proposed and existing public sidewalks</b>	
<b>The general location of all proposed and existing trees in or adjacent to street right-of-ways</b>	
<b>Traffic engineering may require the completion of a traffic study prior to granting approval</b>	
<b>Assigned addresses</b>	
<b>Dedication documents</b>	
<b>Certification of a land surveyor licensed in Indiana</b>	
<b>Signature lines for approval by the Plat Committee</b>	
<b>Signature lines for approval by the Board of Public Works</b>	
<b>Any and all other items required as a condition of approval on the primary plat submittal</b>	
<b>Secondary major plat application form and required fee</b>	
<b>Engineering estimates for all capital improvements</b>	