

**Columbus – Bartholomew County Planning Department**  
**Bartholomew County &**  
**Edinburgh / Bartholomew / Columbus Joint District**  
**Minor Subdivision Checklist**  
(Bartholomew County Subdivision Control Ordinance)

Subdivision Name: \_\_\_\_\_

**All minor subdivision applications must be accompanied by the plat drawing and the physical features map for review by the Plat Committee.**

**Any filing which does not contain all required items as indicated on the list below will be considered incomplete. Submission of all items on this checklist does not relieve the applicant of any other applicable requirement of the subdivision control ordinance.**

**All plats shall be created as a reproducible drawing that is no larger than 24 by 36 inches. All plats shall be drawn at a scale of 50 feet to the inch or larger.**

**Required Supporting Material:**

1. \_\_\_\_\_ The required filing fee (Sec. 8-35(b)(1))
2. \_\_\_\_\_ One (1) completed application form (Sec. 8-35(b)(4)(a))
3. \_\_\_\_\_ A list of any requested modification(s) which includes the reasons for such request(s) (Sec. 8-35(b)(4)(b))
4. \_\_\_\_\_ Evidence that sewer service is available to all building lots (such as a Preliminary and/or Conditional Sewage Certificate from the Bartholomew County Health Department) (Sec. 8-35(b)(4)(c))
5. \_\_\_\_\_ Any required documentation to show that all Subdivision Control Ordinance design standards have been met (Sec. 8-35(b)(4)(d))
6. \_\_\_\_\_ An Erosion Control Plan (if necessary) (Sec. 8-35(b)(4)(e))
7. \_\_\_\_\_ A Drainage Report (if necessary) (Sec. 8-35(b)(4)(f))
8. \_\_\_\_\_ A permit or letter of approval for any proposed access to a State highway (if applicable) (Sec. 8-35(b)(4)(g))

**Required Subdivision Drawing Contents:**

1. \_\_\_\_\_ The legal description of the subdivision (Sec. 8-35(b)(2)(a))
2. \_\_\_\_\_ A bar scale (Sec. 8-35(b)(2)(b))
3. \_\_\_\_\_ Lot numbers, dimensions, and sizes in square feet or acres (Sec. 8-35(b)(2)(c))
4. \_\_\_\_\_ Boundary lines of floodway and floodway fringe areas on each lot as scaled from the current Flood Insurance Rate Maps (Sec. 8-35(b)(2)(d))
5. \_\_\_\_\_ Any parent tract remainder (Sec. 8-35(b)(2)(e))
6. \_\_\_\_\_ Any easements (existing or proposed, including any to be vacated) and any legal drains (Sec. 8-35(b)(2)(f))
7. \_\_\_\_\_ Rights-of-way as established by the Thoroughfare Plan (Sec. 8-35(b)(2)(g))
8. \_\_\_\_\_ A location map (Sec. 8-35(b)(2)(h))
9. \_\_\_\_\_ All applicable certificates and notations (Sec. 8-35(b)(2)(i))
10. \_\_\_\_\_ Notations for each lot, tract, and/or parent tract remainder describing any future subdivision rights allocated to each property by the zoning ordinance (Sec. 8-35(b)(2)(j))

**Required Physical Features Map Contents:**

1. \_\_\_\_\_ All existing and proposed water bodies (Sec. 8-35(b)(3)(a))
2. \_\_\_\_\_ All existing buildings to be retained (Sec. 8-35(b)(3)(b))
3. \_\_\_\_\_ All roads, shared driveways, alleys, streets, or other forms of access shared by more than 1 lot (Sec. 8-35(b)(3)(c))
4. \_\_\_\_\_ For all lots that will include a new or existing water body, the number of acres or square feet of contiguous land area on each lot, the minimum lot size for the zoning district in which each lot is located, and a calculation of 75% of the minimum lot size for the zoning district in which each lot is located (Sec. 8-35(b)(3)(d))
5. \_\_\_\_\_ For lots that will be served by individual subsurface waste disposal systems (1) a statement describing the amount of each lot that includes severe soils (as indicated by the Soil Survey of Bartholomew County) and (2) the location of all soil borings used to determine the suitability of each lot for a septic system (Sec. 8-35(b)(3)(e))
6. \_\_\_\_\_ For subdivisions containing any land with a slope of 15 percent or greater (as determined by the Soil Survey of Bartholomew County) the topography as shown on the USGS quad sheet or better source (Sec. 8-35(b)(3)(f))
7. \_\_\_\_\_ The names of the owners, as well as lot numbers and subdivision names (if any), keyed to all properties immediately adjacent to the subdivision site on the same side of the road (Sec. 8-35(b)(3)(g))