

**Columbus – Bartholomew County Planning Department**  
**Columbus Minor Subdivision Checklist**  
(Columbus Subdivision Control Ordinance)

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

**All minor subdivision applications must be accompanied by the plat drawing 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 Data:**

1. \_\_\_\_\_ The required filing fee (Sec. 16.44.070)
2. \_\_\_\_\_ One (1) completed application form (Sec. 16.12.040(A))
3. \_\_\_\_\_ A dimensioned drawing noting the location(s) of any existing buildings on the site (Sec. 16.12.040(B))
4. \_\_\_\_\_ A map showing significant physical & topographical features. For subdivisions containing more than two (2) lots from the same parent tract over any period of time - a topographic map showing the direction of surface water runoff from the site (Sec. 16.12.040(C))
5. \_\_\_\_\_ Any geotechnical or environmental reports relating to the property to be subdivided (Sec. 16.12.040(D))

**Required Subdivision Drawing Contents:**

1. \_\_\_\_\_ The proposed name of the subdivision & a legal description (Sec. 16.12.030(A&B))
2. \_\_\_\_\_ Bar scale (Sec. 16.12.030(M))
3. \_\_\_\_\_ North arrow (Sec. 16.12.030(M))
4. \_\_\_\_\_ Date (Sec. 16.12.030(M))
5. \_\_\_\_\_ Lot numbers for each lot (Sec. 16.12.030(C))
6. \_\_\_\_\_ Location of all monuments (Sec. 16.12.030(C))
7. \_\_\_\_\_ Dimensions, frontage, & area of each lot & area of right-of-way dedication (Sec. 16.12.030(C))
8. \_\_\_\_\_ All easements for utilities, drainage, and access; including from prior agreements or platting (Sec. 16.12.030(D))
9. \_\_\_\_\_ Any regulated drains (Sec. 16.12.030(E))
10. \_\_\_\_\_ Right-of-way widths as established by the Thoroughfare Plan (Sec. 16.12.030(G))
11. \_\_\_\_\_ Signed surveyor's certificate & seal (Sec. 16.12.030(H), Sec. 16.36.020)
12. \_\_\_\_\_ Signed owner's certificate (Sec. 16.12.030(I), Sec. 16.36.030)
13. \_\_\_\_\_ Notary signature & seal (Sec. 16.12.030(J), Sec. 16.36.030)
14. \_\_\_\_\_ Primary & secondary approval certificates (Sec. 16.12.030(K), Sec. 16.36.040 & 050)
15. \_\_\_\_\_ Board of Public Works & Safety certificates (Sec. 16.12.030(L), Sec. 16.36.100)
16. \_\_\_\_\_ Auditor certificate (Sec. 16.12.030(N), Sec. 16.36.080)
17. \_\_\_\_\_ Flood hazard notation (if applicable) (Sec. 16.12.030(F&I), Sec. 16.36.030(E))
18. \_\_\_\_\_ Recording notations/Replat notation (if applicable) (Sec. 16.12.030(O), Sec. 16.36.090)
19. \_\_\_\_\_ Area location map in sufficient detail to enable staff & commission members to identify the site on a field visit (Sec. 16.12.030(P))