

# SECONDARY PLAT



## ***Guide to Subdividing Property***

### **Background**

A secondary plat is the second step in the process of subdividing land into separate parcels for future sale or lease. Once a primary plat has been approved by the Plan Commission, the secondary plat process can begin. The secondary plat process is required to review the impacts of proposed development, confirm the adequate provisions of public infrastructure, and ensure new development will conform to all applicable plans and regulations.

### **Definition**

A secondary plat legally establishes the division of property into separate parcels or tracts. A secondary plat shows lot boundaries, street dedications, easements, and any other divisions of land.

Secondary plats must be prepared by a registered surveyor and must include all requirements outlined in the Auburn Unified Development Ordinance.

### **Conditions**

Secondary plats are reviewed in relation to their consistency with the primary plat applications. Secondary plats must be found to be substantially the same as the primary plat. Additionally, the secondary plat must comply with all conditions, restrictions, and requirements of the City of Auburn Unified Development Ordinance and all other applicable ordinances and design standards of the City. Finally, the application must comply with any conditions that may have been attached to the approval of the primary plat.

### **Process**

After a primary plat has been approved, the applicant has two years to file an application for secondary plat approval. If this deadline is not met, the primary plat becomes null and void. The applicant may seek one six-month extension to the validity of the primary plat.

A complete secondary plat application must be submitted to the Building, Planning and Development Department before the filing deadline. When an application is accepted, staff reviews it for completeness and compliance with applicable plans and ordinances. The application and drawings are routed for review by City departments and other agencies. If review comments reflect revisions to the drawings are necessary, the applicant is contacted and asked to make the necessary revisions.

If public improvements are part of the secondary plat, the improvements must be completed and accepted by the Board of Public Works and Safety, or a Performance Surety provided, before the secondary plat can be approved.

### **Decision**

Once all review comments are adequately addressed, staff can approve and sign the secondary plat for recording purposes.

An approved secondary plat must be recorded within six months of the date of approval or the plat becomes null and void.

## Timeline

- Submission of Secondary Plat
- Complete application, plat drawing, and infrastructure plans if applicable
- **Plans distributed to Routing Committee for review**
  - Routing Committee comments provided to applicant
    - No deadline to submit revised plans
- **Revised plans submitted**
- **Revised plans distributed to Routing Committee for review**
  - If no additional routing committee comments that need addressed, secondary plat can be approved by City Staff

# **SECONDARY PLAT APPLICATION CHECKLIST**



*A completed application must include the following:*

- A completed application form.** The application form is available in the Building, Planning and Development Office located on the 2<sup>nd</sup> floor of City Hall or at [www.ci.auburn.in.us](http://www.ci.auburn.in.us).
- A filing fee of two hundred dollars (\$200.00)** payable to the City of Auburn.
- Ownership affidavit; copy of deed; or other proof of ownership OR ownership consent form.**
- Seven (7) full size copies of the secondary plat.**
- Digital copy of the plat** in AutoCAD.dwg files and .PDF of each sheet of the plat submittal.

*Additional submission requirements:*

- Public Infrastructure Plans** (if applicable).

*Applicant may also submit the following:*

- Any written statement, documents, photographs, plans or supporting information justifying the secondary plat requested.**

# SECONDARY PLAT REVIEW

## CONTENTS CHECKLIST



### Secondary Plat drawing shall include:

	North arrow.
	Graphic Scale.
	Legal description of the site.
	Proposed name of the subdivision.
	Engineer/Surveyor's name, contact information and stamp.
	Owner's and developer's name and contact information.
	Area Map Insert showing the general location of the site referenced to major streets.
	Boundary lines of the site including all dimensions of the site.
	Names, center lines, and right-of-way widths of all streets, alleys and easements.
	Lot number, dimension, area, building setback lines for each lot.
	Identification and dimensions of any existing structures.
	Location of all floodway, floodway fringe areas, and wetlands within the boundaries of the site.
	Areas identified as Block Areas or Common Areas.
	Location of all survey monuments and markers identifying lots.
	Floodplain Certification Statement referencing the appropriate FEMA Map Panel.
	Address for each lot, as approved by the Plan Commission.
	Administrative Staff signature block.
	Adjacent property owners sufficient to determine title.
	Reference to a recorded survey completed in accordance with Rule 12.
	Any other applicable statements including Annexation Non-remonstrance, Agricultural Non-objection, AC-O District Noise Sensitivity Statement, etc.

<b>General Unified Development Ordinance Requirements</b>	
	<b>If project site is located within the Airport Compatibility Overlay District; the Corridors and Gateways Overlay District; or the Wellhead Protection Overlay District, review the applicable development standards contained in Article 3 of the Unified Development Ordinance.</b>
	<b>All provisions of the Unified Development Ordinance apply to the submitted secondary plat, particularly Article 2: Zoning Districts; Article 5: Development Standards; Article 6: Subdivision Types and Article 7: Design Standards.</b>

# AUBURN PLAN COMMISSION

## 2026 Meetings and Deadlines

Meeting on 2nd Tuesday of Month	Filing Deadline (5 Weeks Prior to Meeting)	Public Hearing		Routing Committee	Revised Plans Due by 4:00 p.m.
		Legal Notice Sent to Publish	Neighbor Notice Sent		
January 13, 2026	December 9, 2025	December 26, 2025	December 30, 2025	December 23, 2025	December 30, 2025
February 10, 2026	January 6, 2026	January 23, 2026	January 29, 2026	January 21, 2026	January 27, 2026
March 10, 2026	February 3, 2026	February 20, 2026	February 26, 2026	February 18, 2026	February 24, 2026
April 14, 2026	March 10, 2026	March 27, 2026	April 2, 2026	March 25, 2026	March 31, 2026
May 12, 2026	April 7, 2026	April 24, 2026	April 30, 2026	April 22, 2026	April 28, 2026
June 9, 2026	May 5, 2026	May 22, 2026	May 28, 2026	May 20, 2026	May 26, 2026
July 14, 2026	June 9, 2026	June 26, 2026	July 2, 2026	June 24, 2026	June 30, 2026
August 11, 2026	July 7, 2026	July 24, 2026	July 30, 2026	July 22, 2026	July 28, 2026
September 8, 2026	August 4, 2026	August 21, 2026	August 27, 2026	August 19, 2026	August 25, 2026
October 13, 2026	September 8, 2026	September 25, 2026	October 1, 2026	September 23, 2026	September 29, 2026
November 10, 2026	October 6, 2026	October 23, 2026	October 29, 2026	October 21, 2026	October 27, 2026
December 8, 2026	November 3, 2026	November 20, 2026	November 24, 2026	November 18, 2026	November 24, 2026
January 12, 2027	December 8, 2026	December 23, 2026	December 30, 2026	December 23, 2026	December 29, 2026

\*Filing deadline is 4:00 pm on the date listed

\*All applications must be complete upon submission

\*Incomplete applications will not be accepted or scheduled until such time the application requirements are met

\*Meetings start at 6:00 PM in City Council Chambers, 206 E. 9th Street

\*Commission may dismiss an application if the applicant or their representative does not appear to present the request

\*A public hearing is required for all Rezoning, Primary Plat, and Development Plan applications

\*An applicant may not withdraw a case after a motion has been made concerning the application

\*Action of the Commission is not official unless authorized by a majority (6 members) of the entire membership of the Commission

**Dates in BOLD do not follow the typical schedule due to holiday conflict.**



## PLAN COMMISSION APPLICATION

Department of Building, Planning, & Development

210 S Cedar St PO Box 506 Auburn IN 46706 | 260.925.6449 | 260.920.3342 fax | bpd@ci.auburn.in.us

### PROJECT INFORMATION

**Name** \_\_\_\_\_

**Location** \_\_\_\_\_

**Application Type** \_\_\_\_\_

**Description** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CONTACT INFORMATION

Provide Contact Name, Company Name (if applicable), Mailing Address, Phone, and Email for each individual.

**Applicant** \_\_\_\_\_

**Applicant Address** \_\_\_\_\_

**Applicant Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Property Owner** \_\_\_\_\_

**Developer** \_\_\_\_\_

\_\_\_\_\_

### CERTIFICATION

By signing below, I certify the following:

- I am the owner of legal agent of the subject property;
- The information provided in this application is true and accurate to the best of my knowledge;
- I understand the application will be routed to applicable government and utility agencies;
- I understand my presence (or my legal counsel's presence) is required at the Plan Commission meeting concerning this project.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### OFFICE USE ONLY

Received Date: \_\_\_\_\_ LOGOS#: PC- \_\_\_\_\_

Received By: \_\_\_\_\_ LOGOS Address: \_\_\_\_\_

Payment Type: \_\_\_\_\_ Receipt Number: \_\_\_\_\_



## PLAN COMMISSION APPLICATION

### ADDITIONAL INFORMATION

*Provide any additional information about this project.*

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### SUBMITTAL REQUIREMENTS CHECKLIST

*Each type of application has specific requirements listed in Chapter 150 Unified Development Ordinance, Article 9. Below is a generalized list of submittal requirements for Plan Commission applications.*

- Pre-application meeting
- Completed Application
- Owners Affidavit – if application is not signed by owner
- Recorded Property Deed
- Site Plan showing property lines, structures, vehicular and pedestrian circulation, utilities, landscaping, etc.
- Floodplain Certification Statement
- Survey
- Building Elevations (Development Plan only)
- Statement of Development Buildout
- Anticipated date of DeKalb County Drainage Board approval
- Application Fee



## AFFIDAVIT OF PROPERTY OWNERSHIP

Department of Building, Planning, & Development

210 S Cedar St PO Box 506 Auburn IN 46706 | 260.925.6449 | 260.925.8239 fax | bpd@ci.auburn.in.us

### PROPERTY OWNER INFORMATION

Name					
Mailing Address					
Phone / Email					
<b>PROJECT LOCATION</b>					
Address					
<b>AUTHORIZED AGENT</b>					
Name					
Phone/Email					
Application Type	PC	BZA		Demolition	Other _____

### OWNERS CERTIFICATION AND SIGNATURE

I certify that I am the owner of the property listed above as the project location. The authorized agent listed above is designated to act on my behalf for matters pending before the City of Auburn according to the application types checked above.

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

Owner, Signature

\_\_\_\_\_  
Owner, Printed Name

\_\_\_\_\_  
Date

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

Owner, Signature

\_\_\_\_\_  
Owner, Printed Name

\_\_\_\_\_  
Date

### OWNER ACKNOWLEDGEMENT

State Of \_\_\_\_\_ )

) SS:

County Of \_\_\_\_\_ )

BEFORE ME, the undersigned Notary Public in and for said County and State, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ personally appeared the within named \_\_\_\_\_ herein "Owner"

WITNESS my Hand and Notarial Seal

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

Notary Public, Signature

\_\_\_\_\_  
Notary Public, Printed Name

\_\_\_\_\_  
Number / Expiration Date or Stamp