



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 2nd floor of City Hall or at 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.

General Unified Development Ordinance Requirements	
	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.
	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.

Plan Commission Application Plan Review Deadline Dates for 2022-2023

Filing Deadline/ Plans Sent To Routing Committee	Routing Committee Meeting	1st Revision Plans Due	Routing Committee Meeting	Project Advisory Committee	Plan Commission Meeting
November 8, 2022	11/23	11/29	12/7	12/8	December 13, 2022
December 6, 2022	12/21	12/27	1/4	1/5	January 10, 2023
January 10, 2023	1/25	1/31	2/8	2/9	February 14, 2023
February 7, 2023	2/22	2/28	3/8	3/9	March 14, 2023
March 7, 2023	3/22	3/28	4/5	4/6	April 11, 2023
April 4, 2023	4/19	4/25	5/3	5/4	May 9, 2023
May 9, 2023	5/24	5/30	6/7	6/8	June 13, 2023
June 6, 2023	6/21	6/27	7/5	7/6	July 11, 2023
July 3, 2023	7/19	7/25	8/2	8/3	August 8, 2023
August 8, 2023	8/23	8/29	9/6	9/7	September 12, 2023
September 5, 2023	9/20	9/26	10/4	10/5	October 10, 2023
October 10, 2023	10/25	10/31	11/8	11/9	November 14, 2023
November 7, 2023	11/22	11/28	12/6	12/7	December 12, 2023
December 5, 2023	12/20	12/26	1/3	1/4	January 9, 2024



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 I am responsible for the costs of all legal notices associated with this application.
- I understand my presence (or my legal counsel's presence) is required at the Plan Commission meeting concerning this project.

Applicant Signature

Applicant Printed Name

Date

Applicant Signature

Applicant Printed Name

Date

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.

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	

PROJECT LOCATION

Address	
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AUTHORIZED AGENT

Name	
Phone/Email	
Application Type	<input type="checkbox"/> PC <input type="checkbox"/> BZA <input type="checkbox"/> Demolition <input type="checkbox"/> 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 _____)
County Of _____) SS:

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