

**APPLICATION FOR MINOR LOTSPLIT**  
(Less than 5 lots)

**IT IS STRONGLY RECOMMENDED THE APPLICANT SEEK THE ADVICE OF THE PLANNING STAFF BEFORE INITIATING AN UNPLATED SUBDIVISION (LOTSPLIT).**

**Application Fee: \$100.00**

**Lot 1: \$50 \_\_\_\_\_**

**Lot 2: \$50 \_\_\_\_\_**

**Lot 3: \$50 \_\_\_\_\_**

**Lot 4: \$50 \_\_\_\_\_**

**THE OFFICE OF THE PLANNING DIRECTOR OF THE CITY OF NEW CARLISLE MUST BE PROVIDED WITH THE FOLLOWING ITEMS AND INFORMATION IN ORDER TO REVIEW AN UNPLATED SUBDIVISION.**

**Total Fee: \_\_\_\_\_**

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**THE UNDERSIGNED CERTIFIES THAT ALL ITEMS AND INFORMATION IS TRUE AND CORRECT**  
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Applicant (Print Name): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Date: \_\_\_\_\_

**I. GENERAL INFORMATION**

a. Location of Proposed Division:

Section: \_\_\_\_\_ Town: \_\_\_\_\_ Range: \_\_\_\_\_

b. Frontage on a public road (Lineal Feet):

Before Division: \_\_\_\_\_ Of Proposed Division: \_\_\_\_\_

c. Area (Square Feet / Acreage)

Before Division: \_\_\_\_\_ Of Proposed Division: \_\_\_\_\_

d. Zoning District: \_\_\_\_\_

**II. SURVEY AND MAP**

a. The survey must start at a Section corner, Quarter-Section corner, the intersection of two public roads, the intersection of a public road and a Section or Half-Section line, the corner of a recorded subdivision, or any combination thereof.

b. North Arrow, scale, location (Section, Town, Range, etc...).

c. The exact location of any existing structures and/or easements within the boundaries of the proposed lotsplit and the approximate location of existing structures and/or easements outside the boundaries of the proposed lotsplit for a distance of 25 feet.

- d. Information pertaining to drainage (Swales, ditches, etc...)
- e. Whenever an unplatted subdivision (lotsplit) is located in more than one Section between the Miami River Survey the acreage or square footage contained in each Section shall be indicated. The Section line(s) shall be shown on the map.
- f. Utility easements must be provided in accordance with the electric utility company and the telephone utility company serving the proposed lot(s).
- g. The Surveyor's name and number and date of survey.
- h. Current terminology must be used, i.e. feet not poles, etc...

**NOTE: Two maps must be provided – one map to be given to the Auditor's Office Tax Map Department and one map to remain with this application.**

**III. LEGAL DESCRIPTION**

- a. It is preferred that a photocopy of carbon copy of the deed of the proposed division be submitted in lieu of item III (b).
- b. Must be written from the surveyor's description and include the name of the Grantors and Grantees as they do appear.

**NOTE: The surveyor's name and number, the prior deed reference, and utility easements must appear on the deed and/or description.**

**IV. APPROVAL** – The unplatted subdivision (lotsplit) must be submitted to and approved by the following (where applicable) before it is presented to the City Council of the City of New Carlisle.

- a. Planning Director or Zoning Inspector  
 Date received: \_\_\_\_\_ Action: \_\_\_\_\_  
 Comments: \_\_\_\_\_
- b. Director of Public Service  
 Date received: \_\_\_\_\_ Action: \_\_\_\_\_  
 Comments: \_\_\_\_\_
- c. City Manager  
 Date received: \_\_\_\_\_ Action: \_\_\_\_\_  
 Comments: \_\_\_\_\_
- d. Planning Board  
 Date received: \_\_\_\_\_ Action: \_\_\_\_\_  
 Comments: \_\_\_\_\_
- e. Mayor of Council  
 Date received: \_\_\_\_\_ Action: \_\_\_\_\_  
 Comments: \_\_\_\_\_