

# White County Area Plan Commission

## Application for Administrative Subdivision

**This Administrative Subdivision is: (mark one)**

A division of land into two (2) additional tracts from the present tract of which all tracts are in compliance with the minimum lot size of the applicable zoning district classification and a division of ten (10) acres or more with the parent tract remaining ten (10) acres or more.

A division of land for the transfer of a tract or tracts to correct errors in an existing legal description, provided that no additional building sites other than for accessory buildings are created by the division.

A division of land pursuant to an allocation of land in the settlement of a decedent's estate or a court decree for the distribution of property.

A division of land for federal, state or local government to acquire street right-of-way.\*

A division of land for the transfer of a tract or tracts between adjoining lots provided that no additional principal use building sites are created by the division and, unless incidental to the area, must have a common zoning district. The lots so created hereunder shall have only one principal use building site each. (See principal use building).

A division of land into cemetery plots for the purpose of burial of corpses.

A division of recorded lots.\*

A division of land requested by any local government legislative body or utility operating within the county limits.\*

A division of land for the purposes of retaining two or more previously established zoning districts (split zoned parcel) within a single parcel of land.\*

\* Fee waived

**Required Documentation:**

Original Survey (if survey is on paper larger than legal size (8 ½ x 14) a mylar original must be submitted (minimum size 18" x 24") for recording) of property being conveyed including all structures and distances from structures to property lines plus all structures within fifty (50) feet of property lines on abutting property

Hand drawing (preferably traced from Auditor's books) showing parent tract, division, list of all improvements to be transferred, parcel ID# & Auditor's map #

If applicable:

Approvals from the White County Health Department, appropriate municipality, or the Twin Lakes Regional Sewer District for septic system or sewer hook up.

Approvals from the White County Highway Department, appropriate municipality, or Indiana State Highway Department for the driveway location.

**This Administrative Subdivision**

Is approved

Is denied

Other (explain) \_\_\_\_\_

**ORIGINAL SURVEY HAS BEEN**

**STAMPED & SIGNED: \_\_\_\_\_**

(AP Initials)

**Area Plan Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Receipt #** \_\_\_\_\_

**Current Owner:** \_\_\_\_\_

Parcel #: \_\_\_\_\_

Lot # \_\_\_\_\_ Subdivision \_\_\_\_\_

# of Acres (or sq. ft.) in Parent Tract: \_\_\_\_\_

**Conveying Property To:** \_\_\_\_\_

No of Acres (or sq. ft.) to Be Conveyed: \_\_\_\_\_

Lot # \_\_\_\_\_ Add to \_\_\_\_\_

Location Address/Notes: \_\_\_\_\_

Note: This form in no way is to be construed to validate the authenticity of the above stated documents

**The above information and attached exhibits, to my knowledge and belief, are true and correct.**

Transactions conducted on behalf of the property owner by an Authorized Agent (Attorney or Title Co.):

Signature of Authorized Agent \_\_\_\_\_

Name of Authorized Agent & Company (please print) \_\_\_\_\_

\_\_\_\_\_ Deeds/legal descriptions attached

Transactions conducted by an individual, notarized signature of property owner required.

State of \_\_\_\_\_)

) SS:

County of \_\_\_\_\_)

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Printed Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

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

\_\_\_\_\_  
County of Residence

My Commission Expires: \_\_\_\_\_