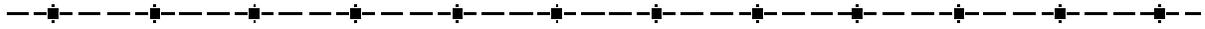


Platting a new subdivision can be quite a task. The following is a guideline to help with the process.



Kosciusko County Subdivision Platting Process:

1. Obtain Proper Zoning Classification

- a) Residential Zoning
- b) Agricultural II Zoning
- c) Commercial Zoning
- d) Industrial Zoning

2. Submittal of the preliminary plat to the Area Plan Office.

- a) The subdivision process must start at the Area Plan Office. (Third floor of the Kosciusko County Courthouse.)
- b) Submit a legible and reproducible plat. (Refer to the Subdivision Control Ordinance Manual.)
- c) The plat must contain a detailed drainage plan that shows the location, size, and material of all pipes and culverts. The drainage plan must contain the location, size, calculations, and outlets for all detention/retention ponds. Include the location of any county regulated drains and drain easements. (Information is available in the County Surveyor's Office located in the basement of the Court House Building in Warsaw.)
- d) The plat must show the size and location of all entrances into the subdivision. Any acceleration, deceleration, and passing blisters required by the Kosciusko County Highway Department must also be shown on the plat.

3. Review of the preliminary plat by the Kosciusko County Technical Review Committee.

- a) The Technical Review Committee consists of the County Surveyor, the County Engineer, the Area Plan Director, the Health Department Representative, the Natural Resources Conservation Service Representative, the Agriculture Extension Officer. The developer and his/her representative are welcome to attend the meeting.

- b) The Technical Review Committee meets one week before the Area Planning Meeting to review the subdivision plans and to make technical recommendations to the Area Planning Commission.
- c) Any problems that are identified as a result of the Technical Review Committee are related to the developer to remedy prior to the Area Planning Meeting.

4. Presentation of the preliminary plat to the Area Planning Commission.

- a) The Area Planning Commission reviews the recommendation of the Technical Review Committee, solicits comments from the developer and/or his representative, and solicits comments from any remonstrators.
- b) The Area Planning Commission may vote to continue the review of the plat until the next meeting, may vote to reject the plat, or vote to approve the plat. (Approval of the plat at this stage is referred to as “Preliminary Plat Approval”.)

5. Submittal of the final plat to the Area Plan Office and acceptance of the final plat by the Area Planning Commission.

- a) Once the plat receives preliminary approval, the developer must wait at least 30 days before requesting final plat approval from the Area Planning Commission. The preliminary plat must receive final approval within 2 years of receiving preliminary approval.
- b) Prior to receiving final approval, the developer must **either**:
 - i) Receive a recommendation from the County Engineer that the major components of the subdivision have been fully completed. The following items are considered to be the major components of a subdivision:
 - a) pavement (I.e. roads, acceleration / deceleration lanes, etc.)
 - b) drainage items (i.e. swales, curbs, gutters, pipes, culverts, ponds, etc.)
 - c) placement of final pins
 - d) erosion problems
 - e) road signs (I.e. stop signs and/or road marker signs.)

The developer should contact the County Engineer and request an inspection of the road's aggregate base prior to the placement of any pavement. Additionally, the developer should contact the County Engineer and request an inspection of the road's asphalt base prior to the placement of the asphalt surface.

or:

- ii) Receive from the County Engineer a dollar estimate to complete the major components of the subdivision. In addition, the developer must submit either a subdivision bond or a certified check in the amount of the Engineer's estimate to the Area Plan Director.

The developer should inform the Engineer in advance of the Area Planning Meeting of the intent to pursue final approval by way of a bond. The Engineer needs ample time to inspect the subdivision and calculate a bond estimate.

- c) The preliminary plat may receive final plat approval in phases.
- d) Final plat approval of a subdivision means that the lots have been recorded by the county and are ready for sale. **(It does not mean that the County has assumed any maintenance responsibilities.)**

6. Final acceptance of the subdivision into the County Maintenance System. (i.e. For County Maintenance of the roads in the subdivision.)

- a) Once the subdivision receives final plat approval, the Engineer will submit the plat to the Board of Commissioners for preliminary acceptance of the subdivision into the County Highway Maintenance System.
- b) When the Board of Commissioners grants preliminary acceptance to a subdivision into the County Highway Maintenance System, the Kosciusko County Highway Department will provide snow removal service for the first snow season following preliminary acceptance. (The Kosciusko County Highway Department will not provide any other maintenance.)
- c) The subdivision must wait one year from the date of preliminary acceptance into the County Highway Maintenance System before the Board of Commissioners will grant final acceptance of the subdivision into the County Highway Maintenance System.
- d) Once the developer requests the Engineer for final acceptance of the subdivision into the County Maintenance System, the Engineer will inspect the subdivision for any remaining issues that need corrected. The following lists some, but not necessarily all of those issues:

- ii. Any erosion problems that have surfaced after final plat approval. (I.e. side ditch erosion, sediment on the pavement, plugged culvert or pipes, etc.)
 - iii. Any drainage problems that have surfaced after final plat approval.
 - iv. Any damages due to utility work in the right-of-way.
 - v. Any pavement damage.
 - vi. Any problems associated with inappropriate driveway installation.
 - vii. Any sign damage.
- e) Once the final details of the subdivision have been corrected, the County Engineer will recommend that the Board of Commissioners accept the subdivision into the County Maintenance System.
- f) The County Highway Department assumes maintenance responsibility of the roads in the subdivision when Board of Commissioners has granted final acceptance of the subdivision into the County Maintenance System.