

# PRIMARY PLAT



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

### **Background**

A primary plat is the first stage in the process of subdividing land into separate parcels for future sale or lease. The primary plat process helps promote development that is consistent with the City of Auburn's plans and ordinances. The process also ensures the adequate provision of public services such as water, sewer and police and fire protection and evaluates the impacts of new development on neighboring properties.

### **Definition**

A primary plat is a proposal to legally subdivide a parcel of land into separate lots, each properly designed for a certain type of development. A primary plat acts as an agreement between the City and the subdivider as to the development's layout. Specific subdivision considerations include lot size, open space, density, street layout, access, floodplains, utilities, easements, and public improvements. The primary plat process is for subdividing property into five or more lots or for subdivisions that require the dedication of a public street or easement.

### **Conditions**

Primary plat applications are reviewed for conformity with the design and engineering standards in the Auburn Unified Development Ordinance, Comprehensive Plan, and other applicable provisions of the policies and standards of the City. The proposed subdivisions impact on neighboring property will be evaluated. In addition, the projected impacts on public services and facilities will be considered, along with any proposed provisions to accommodate additional demands imposed on public

infrastructure or services such as streets, water supply and storage, storm sewerage, sanitary sewerage, and wastewater treatment.

### **Process**

When proposing to subdivide property in the City of Auburn, the applicant should contact the Building, Planning and Development Department staff who will explain the review process and provide the necessary forms, checklists, and dates.

When the Building, Planning and Development Department accepts a primary plat application, staff reviews it for completeness and compliance with applicable plans and ordinances. Staff will contact the applicant if additions or revisions to the application are necessary. Staff prepares a report containing its findings and a recommendation of approval or denial of the rezoning request. The application and staff report are submitted to the Plan Commission for review and for final action.

In addition to review by City staff and officials, the application is subject to comment from the general public. A public hearing is required at the Plan Commission meeting when the application is presented.

## Public Notices

City staff prepares and publishes a legal notice in The Star newspaper for the public hearing to be held on the application.

City staff prepares and mails the notice to all adjacent property owners for the public hearing.

Costs for the legal notice and neighbor notices are included in the application filing fee.

## Decision

The Plan Commission is comprised of 11 members: a member of the Common Council appointed by the Council; a member of the Park Board appointed by the Park Board; A member of the Board of Public Works and Safety, or a representative, appointed by the Board of Public Works and Safety; the City Engineer or a qualified assistant appointed by the City Engineer; five members appointed by the Mayor, of which no more than three can be of the same political party; two members appointed by the DeKalb County Commissioners who reside in the extra-territorial planning area, which shall not be from the same political party; and a member of the DeKalb County Plan Commission who shall serve as a non-voting advisory member. The Commission meets on the 2<sup>nd</sup> Tuesday of every month, as needed.

At the meeting the Commission will allow the applicant and staff to present a report on the proposed primary plat. A public hearing is also required. The Commission then makes Findings of Fact supported by the presented evidence. Based on those findings, the Commission decides whether it can reach each of the required conclusions. The Commission may approve a primary plat only if it reaches all the required conclusions. The Commission may approve a primary plat subject to conditions reasonably necessary to allow it to reach the required conclusion.

The Commission's decision is final as far as the City's process is concerned. The Mayor and Common Council cannot overrule or alter the Commission's decision.

If anyone feels a primary plat was improperly granted or denied, including the Mayor and Common Council, the Commission's decision must be appealed to the Circuit Court of the County within 30 days of the date the Commission decision is made.

## Timeline

- Pre-application review with City staff
- Complete application
- **30 days before Plan Commission hearing**
  - Filing deadline
    - Submit a completed application
    - Submit primary plat
    - Complete application checklist
    - Pay filing fee
  - Staff Review
    - Site photographs
    - Prepare Staff Report
- **At least 10 days prior to Plan Commission hearing**
  - Notices of the public hearing mailed
  - Legal notice published in newspaper
- **Plan Commission hearing**
  - Held on 2<sup>nd</sup> Tuesday of month, as necessary

# PRIMARY 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 three hundred seventy-five dollars (\$375.00) for the first lot, plus twenty dollars (\$20.00) for each additional lot** payable to the City of Auburn.
- Ownership affidavit; copy of deed; or other proof of ownership OR ownership consent form.**
- Attached legal description** and legal description in WORD document format (legal description must be full description with callouts).
- Seven (7) full size copies of the primary plat.**
- Digital copy of the plat** in AutoCAD.dwg files and .PDF of each sheet of the plat submittal.

*Additional submission requirements:*

- Utility Plan** (if utilities are to be extended to serve any of the lots in the primary plat).
- Access and Circulation Plan** (may be incorporated with the primary plat drawing).
- Traffic Impact Study** (may be required if the proposed development meets or exceeds the warrants of the Indiana Department of Transportation Traffic Impact Study Guidelines). If applicable, applicant should meet with the City to determine an appropriate scope for the Traffic Impact Study.
- Landscape Plan** (may be required if primary plat includes perimeter buffer landscaping).

*Applicant may also submit the following:*

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

# PRIMARY PLAT REVIEW

## CONTENTS CHECKLIST



### Primary 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.
	Layout, number, dimension, area, building setback lines on all lots.
	Location and dimension of any existing structures.
	Location of all floodway, floodway fringe areas, and wetlands within the boundaries of the site.
	Areas reserved for park, recreation, conservation, wetland, common area, lake, trails, or other similar uses.
	Proposed perimeter landscaping areas.
	Proposed entryway feature signs.
	Plan Commission signature block.
	Adjacent property owners sufficient to determine title.
	Any other information necessary to support a thorough review of the project and as requested in writing by the Plan Commission or the Zoning Administrator.

**Access and Circulation Plan is required, but may be incorporated into the required Primary Plat or may be submitted as a separate plan.**

	North arrow
	Graphic scale
	Proposed name of the subdivision
	Names, centerlines, and right-of-way widths of all existing and proposed streets, alleys, and easements within 100 feet of the site
	All improvements to the street system on-site and off-site
	Measurement of curb radius and/or flares.
	Location of proposed and existing sidewalk or sidepath.
	Locations and details of all proposed wayfinding signs.
	Any other information necessary to support a thorough review of the project and as requested in writing by the Plan Commission or the Zoning Administrator.

### Utility Plan

	Location of all existing and proposed utility easements.
	Location and size of existing and proposed utility components including, but not limited to sanitary sewer components including inverts, water components including hydrants, storm water components, gas, telephone, and cable.
	Location, specifications and illumination capacity of all lights.
	Names of legal ditches and streams in or adjacent to the site.
	Contours sufficient to illustrate storm water runoff.
	Storm sewer drainage plan including all infrastructure (manholes, catch basins, detention basins, etc. estimated runoff and surface drawing patterns).
	Any other information necessary to support a thorough review of the project and as requested in writing by the Plan Commission or the Zoning Administrator.

<b>Traffic Impact Study</b>	
	A traffic impact study may be required when a proposed development meets or exceeds the warrants of the Indiana Department of Transportation Impact Study Guidelines (150 or more dwelling units; 15,000 square feet or more of retail space; 35,000 or more square feet of office space; 70,000 square feet or more of industrial space; 30,000 square feet or more of educational space; 120 or more occupied rooms; 46,000 or more square feet or more of medical space; or any mixed use development which generates 100 or more peak hour trips in the peak direction)
	A registered professional engineer shall prepare and certify the Traffic Impact Study. The Traffic Impact Study shall evaluate the impact of present and future traffic generated by the proposed development on the adjacent roadway system. Prior to commencement, the applicant shall meet with the Zoning Administrator and Director of Engineering to determine an appropriate scope for the Traffic Impact Study.
<b>Statement of Development Build-Out</b>	
	<p>The applicant shall indicate, either on the required Development Plan or in writing, a statement of:</p> <ol style="list-style-type: none"> <li>The order of development of the major infrastructure elements of the project.</li> <li>Project phase boundaries, if any.</li> <li>The order and content of each phase.</li> <li>An estimate of the time frame for build-out of the project.</li> </ol>
<b>Landscape Plan</b>	
	The applicant shall indicate, either on the required Primary Plat or on a separate landscape plan, existing and proposed perimeter landscaping and other landscaping that meet or exceeds the standards detailed in Article 07: Perimeter Landscaping (PL) and Article 05: Landscape Standards (LA).

<b>General Unified Development Ordinance Requirements</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.
	All provisions of the Unified Development Ordinance apply to the submitted primary plat, particularly Article 2: Zoning Districts; Article 5: Development Standards; Article 6: Subdivision Types and Article 7: Design Standards.

# 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;
- I authorize City staff to walk upon the property for purpose of taking photographs for the staff report;
- I authorize City staff to post a Public Notice sign in a conspicuous place upon the property.

\_\_\_\_\_  
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.*

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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