



SUBDIVISION IMPROVEMENTS APPLICATION

PROJECT INFORMATION

Submittal Date: _____
Project Name: _____
Project Address: _____
Parcel ID: _____
Start Date: _____

Office Use Only

Intake Clerk: _____
Fee Amount: _____
Cash: _____ Check: _____
Credit Card: _____
File No: _____

CONTACT INFORMATION

Property Owner: _____
Address: _____ Telephone # _____
Fax # _____ Cell # _____ E-mail: _____
Contractor/Developer: _____ Contact Name: _____
Address: _____ Telephone # _____
Fax # _____ Cell # _____ E-mail: _____
Project Engineer: _____ Contact Name: _____
Address: _____ Telephone # _____
Fax # _____ Cell # _____ E-mail: _____

IMPROVEMENT PLANS OVERVIEW

After the Land Use Committee has approved the preliminary plat, but prior to the submission of the final plat, the subdivider shall file with the Administrator in the Office of Building & Zoning six (6) copies of the plans, specifications, and supporting data for all improvements to be installed in or in conjunction with the proposed subdivision, and two (2) copies of the approved preliminary plat and related information. The Administrator shall retain two (2) copies, and promptly forward one copy of each of the listed documents (for example, the plans, the approved preliminary plat, and all supporting information related to either) to the County Engineer and one copy to the appropriate township highway commissioner.

FEE SCHEDULE

Improvement Plans review fee \$250.00 plus \$25.00 per lot.

PLAN SUBMITTAL REQUIREMENTS

All improvements, plans (black or blue prints), and supporting data shall be prepared, signed, and sealed by the subdivider's registered professional engineer. The plans and the supporting data shall provide all of the information as listed in Chapter 92.47 of the Madison County Subdivision Ordinance.

REVIEW PROCESS

The Office of Building & Zoning, County Engineer, and the Township Highway Commissioner shall review the subdivider's improvements plans. Subsequently, but no later than 30 days after the improvement plans were submitted to the Building & Zoning Administrator, the County Engineer shall prepare a written report stating whether he approves, conditionally approves, or disapproves the plans, and the reasons for his decision. The review and approval process shall be a coordinated effort between the County Engineer, Township Highway Commissioner, any applicable State officials, the subdivider and the County Administrator.

Pre-development Meeting

Prior to improvement plan submittal a pre-development meeting shall be held between the property owner, developer/contractor, project engineer, and Building & Zoning staff.

Plan Submittal

After meeting with Building & Zoning Staff, the developer shall submit six (6) copies of plans, specifications, and supporting data for all improvements to be installed.

Development Meeting (Internal)

After plan submittal, an internal development meeting shall be held between the staff of Building & Zoning the County Engineer, and the Township Highway Commissioner to review the submitted plans.

Review Letter

After plan review from all parties attending the Development Meeting, a review letter shall be generated and sent to the developer/contractor, project owner, and the property owner. This letter will list the concerns and/or requested changes to the submitted plans.

Revised Plan Submittal

After addressing concerns and requested changes listed in the review letter, the Developer shall resubmit six (6) copies of plans which reflect changes to the original plans.

Pre-construction Plans.

Once the improvement plans have been approved or conditionally approved a pre-construction meeting will be held with the review staff of Building & Zoning, property owner, contractor/developer, and the project engineer.

Permit Issuance

After fulfilling the Madison County Subdivision Ordinance requirements the permit shall be issued.

INSPECTIONS REQUIRED

While under construction. The subdivider’s professional engineer shall inspect the subdivision improvements not less than once per week while they are under construction. If he determines that they are being built contrary to approved plans, he shall promptly inform the Administrator who, in turn, shall cause a stop order to be issued. The engineer shall observe and document all aspects of pavement construction. Copies of all inspection reports shall be forwarded to the Office of Building & Zoning within 10 days of the inspection.

ROAD DEDICATION

The subdivider shall adequately maintain all public improvements until they have been dedicated to the county or township in which they are located, or other appropriate governmental entity. Following dedication, the county, township, or other governmental entity shall assume normal maintenance duties. However, if within two years after the dedication of asphalt streets or within one year after the dedication of concrete streets or other improvements, any maintenance problem due to improper construction arises, then, in accordance with § 92.63, the subdivider’s maintenance security shall be used to correct the problem.

AUTHORIZED SIGNATURE

By signing this application, the applicant takes responsibility for all construction activities, any damages caused by these activities, and adherence to the Madison County Code of Ordinances.

Print Name: _____

Signature: _____ Date: _____

A signed copy of this application, a permit card, and, if applicable, a stamped approved copy of the plan.

For Office Use Only

Review Date: _____ Permit Issuance Date: _____

Reviewer Signature: _____ Assigned Site Inspector: _____

Building & Zoning Administrator Signature: _____

