

ARTICLE 1200

MISCELLANEOUS

- 1200.01 Major and Minor Boundary Changes
- 1200.02 Merging Parcels
- 1200.03 Plat Drawn from Recorded Plats
- 1200.04 Plat Drawn from an Existing Deed(s)
- 1200.05 Plat Created for Nondevelopment Purposes
- 1200.06 Mandatory Legal Description *(Added 12-12-23)*

1200.00 MISCELLANEOUS

1200.01 MAJOR AND MINOR BOUNDARY CHANGE

- I. **Procedure for Approval.** For any change in a plat of an approved or recorded subdivision plat, if such change affects any street layout shown on such map, or area reserved thereon for public use, or any lot line, or if it affects any plat or plan legally reached prior to the adoption of any regulations controlling subdivision, such parcel shall be approved by the Planning Commission by the same procedure, rules, and regulations as for a subdivision, unless the Planning Commission agrees to delegate said approval to the President.

The plat must receive endorsement of Health Authorities. The plat shall be properly endorsed by the Health Department, Public Service District, or municipal water and sewer boards with respect to the sewer and water facilities and same shall comply with all rules, regulations, and requirements of municipal, county, state, and federal authorities.

- II. **Approval of Boundary Change(s).** Major and minor boundary changes may take place after completion of required application and payment of fees. The Planning Officer shall review and may approve a major and minor boundary change.

1200.02 MERGING PARCELS

- I. **Procedure for Approval.** When two or more contiguous parcels of land wish to be merged for the sole purpose of enlarging an existing lot, tract, or parcel, the parcel merged will not be counted as a subdivision against the grantor under the Subdivision Regulations, provided the following condition is met:

The following merger statement or similar statement shall appear on the plat representing the addition:

“The Property hereon described shall be merged into one property with the adjoining ___ acre parcel which is recorded in Deed Book ___, Page ___, for the exclusive purpose of increasing the land of said parcel. The merged properties shall not be used or sold individually unless there is compliance with the prevailing county laws.”

_____ Grantor _____ Date

_____ Grantee _____ Date

- II. **Approval of Merging Parcels.** An application shall be completed, and all fees paid prior to Planning Commission approval. The Planning Officer shall review and may approve the merger plat.

1200.03 PLAT DRAWN FROM EXISTING PLAT

When a plat is redrawn from an existing recorded plat to improve the quality and accuracy of the plat, it may receive Planning Officer approval after completing required applications.

1200.04 PLAT DRAWN FROM EXISTING DEED(S)

When a plat is drawn from an existing recorded deed(s) to improve the legal description of the property, it may, if required, receive Planning Officer approval after completing required applications, unless the deed was originally prepared or recorded without a plat to circumvent the subdivision regulations.

1200.05 PLAT CREATED FOR NONDEVELOPMENT PURPOSES

When a plat is created to subdivide a parcel of land for the sole purpose of separating the parcel for nondevelopment purposes, i.e., utility substation, it may receive Planning Officer approval, after completing required applications, provided the following condition is met:

The following language shall appear on the plat:

DEVELOPMENT RESTRICTIONS

The property hereon described shall not be developed, as defined by the Subdivision Regulations of the Putnam County Planning Commission. If the property is to be developed, it shall be reviewed, and action taken by the Planning Commission under the requirements of the Subdivision Regulations.

1200.06 MANDATORY LEGAL DESCRIPTION *(Added 12-12-23)*

All plats submitted to the Office of Planning and Infrastructure for review prior to approval and recordation shall be accompanied by a legal description prepared by a licensed surveyor including applicable metes and bounds relative to the subject parcel(s).