Town of Plainfield

Development Plan for Development Incentives

Application Packet

Revised: 10/17/2011

Town of Plainfield
Development Plan for Development Incentives

FOR OFFICE USE ONLY:
Petition DP-_____ -_____
Public Hearing Date _____
Fees $_____
Date of Approval _____

1. NAME OF PROJECT: _____

2. ADDRESS OF PROJECT: _____

3. APPLICANT/PROPERTY OWNER:

Applicant:

Name: _____

Address: _____

_____

Phone Number: _____

Fax Number: _____

E-Mail: _____

Owner:

Name: _____

Address: _____

_____

Phone Number: _____

Fax Number: _____

E-Mail: _____

4. PROJECT INFORMATION:

Existing Use of Property: _____

Area in acres: _____ Current Zoning: _____

Incentive Requested: □ R-1, R-2 or R-3 District □ R-6 District □Commercial / Industrial (specify below):

For Director Approval: □ Common Parking □ Alternate Parking □ Depth of Yards

□ Yards along Private Streets □ Use of Yards

For Plan Commission Approval: □ Orientation of Loading □ Private Streets

The undersigned, having been duly sworn on oath states the above information is true and correct as (s)he is informed and believes.

Signature of Applicant: _____ **Date:** _____

Printed Name & Title: _____

State of Indiana)
County of Hendricks) SS:

Subscribed and sworn to before me this _____day of _____, _____.

_____/_____
Notary Public Signature Printed Name

Residing in _____County My Commission expires _____

Revised: 10/17/2011

TOWN OF PLAINFIELD

Department of Planning & Zoning

AUTHORIZATION FROM OWNER

The undersigned, _____, being the Owner of the property commonly known as _____, hereby authorizes _____to file a Zone Map Change / Development Plan / Primary Plat / Secondary Plat / Vacation / Variance / Special Exception petition (circle all that apply) for the aforementioned address.

This consent shall:

☐ remain in effect until revoked by a written statement filed with the Department of Planning & Zoning.

☐ remain in effect until _____.

_____
Signature

*Printed:*_____

*Title (if applicable):*_____

Date:

STATE OF INDIANA,
COUNTY OF _____, SS:

Subscribed and Sworn to before me this _____ day of _____, 20___.

_____
Notary Public Signature

_____
Printed

My Commission expires:

_____, 20_____.

County of Residence:_____

_____
Signature

*Printed:*_____

*Title (if applicable):*_____

Date:

STATE OF INDIANA,
COUNTY OF _____, SS:

Subscribed and Sworn to before me this _____ day of _____, 20___.

_____
Notary Public Signature

_____
Printed

My Commission expires:

_____, 20 _____.

County of Residence:_____

AFFIDAVIT OF NOTICE OF PUBLIC HEARING
OF THE PLAINFIELD PLAN COMMISSION

STATE OF INDIANA)
COUNTY OF HENDRICKS) SS:

I, _____, DO HEREBY CERTIFY THAT NOTICE TO INTERESTED PARTIES OF THE PUBLIC HEARING BY THE PLAINFIELD PLAN COMMISSION, to consider the application of _____
(Name of Applicant)

Docket Number:_____

Requesting:_____

Located at:_____

Was sent by CERTIFIED MAIL to the last known address of each of the following *(attach additional pages, if necessary)*:

OWNERS NAME ADDRESS

And that said notices were sent by certified mail on or before the _____day of_____, _____, being at least fifteen (15) days prior to the date of the Public Hearing.

And that the notice sign was posted in a conspicuous place on the property on or before the _____day of_____, _____, being at least fifteen (15) days prior to the scheduled public hearing date.

_____
(Name of person mailing letters)

State of Indiana)
County of Hendricks) **SS:**

Subscribed and sworn to before me this _____ day of _____, _____.

_____/_____
Notary Public: Signature Printed

Residing in _____ County My Commission expires _____

Development Incentives Checklist & Contact Information

(Please COMPLETE this form and file with the Petition for Development Plan Approval)

Checklist for Development Plan for Development Incentive Approval by the Director:

An application packet for a Development Incentive approval by the Director shall include the following items:

Follow requirements for an Improvement Location Permit for Multi-family / Commercial / Industrial / Special Exception Use, supplemented with the following information:

Plan requirements differ based upon the type of Development Incentive being requested:

_____Common Parking: Sketch Plan One; Sketch Plan Two; Site Plan and Overall Plan.

_____Alternate Parking: Sketch Plan One; Sketch Plan Two and Site Plan.

_____Depth of Yards: Sketch Plan One; Sketch Plan Two; Site Plan and Landscape Plan.

_____Use of Yards: Sketch Plan One; Sketch Plan Two; Site Plan; Overall Plan and Landscape Plan.

_____Yards along Private Streets: Sketch Plan One; Sketch Plan Two; Overall Plan; Landscape Plan and Sign Plan.

☐ 1 copy of proposed written Findings of Fact *(Note: findings are different for each type of request).*

☐ Filing Fee (*Make checks payable to the Town of Plainfield – See Fee Schedule for applicable filing fee.*)

Contact Information

(Please provide contact information on person to be contacted regarding notices, additional filing requirements and staff comments.:

Attorney/Contact Person:

Name:_____

Address:_____

_____

Phone Number:_____

Fax Number:_____

E-Mail:_____

Project Engineer:

Name: _____

Address:_____

_____

Phone Number:_____

Fax Number:_____

E-Mail:_____

Checklist for Development Plan for Development Incentive Approval by the Plan Commission:

An application packet for a Development Incentive approval by the Plan Commission shall include the following items:

- ☐ Completed, Notarized Development Plan Petition.
- ☐ Legal Description of Property.
- ☐ Proof of Ownership (*Warranty Deed*).
- ☐ Authorization from Owner (*if Applicant is not the Owner*).
- ☐ List of Interested Parties (*This is a list of all persons or groups who own property within six-hundred (600) feet or two ownerships from the property, whichever is less.*)
- ☐ **Initial Filing of Plans:** Nine (9) **folded** copies of any required plans that are different from those provided for a concurrent Architecture and Site Design Review petition. In this case, only one full set of plans will be required for the file. **[NOTE:** All Initial Filing Plans will be distributed to Staff and DRC for review. A Re-Filing of Plans for Plan Commission review, including all plans including necessary revisions, shall be submitted by **12:00 noon** on the Friday immediately following the DRC Meeting (See Project Schedule for exact dates). The Re-Filing of Plans shall include: (i) a CD containing a digital copy of all plans in: (a) DWG format; and, (b) either JPEG, TIFF or PDF format; and, (ii) ten (10) sets of full sized plans **OR** ten (10) sets of plans in 11" X 17" booklet format AND one (1) set of full sized plans.**]**

Plan requirements differ based upon the type of Development Incentive being requested:

_____R-1, R-2 or R-3 District: Sketch Plan One; Sketch Plan Two; Open Space Documentation; Residential Design Guidelines Documentation (Please refer to Article 5.2 of Plainfield Zoning Ordinance for details).

_____R-6 District: Sketch Plan One; Sketch Plan Two; Site Plan, Building Elevations, Landscape Plan, Sign Plan and Lighting Plan.

_____Orientation of Loading: Sketch Plan One; Sketch Plan Two; Site Plan and Landscape Plan.

_____Private Streets: Sketch Plan One; Sketch Plan Two and Overall Plan.

- ☐ 1 copy of proposed written Findings of Fact *(Note: findings are different for each type of request).*
- ☐ Proof of Notification to Checkpoint Agencies.
- ☐ Filing Fee (*Make checks payable to the Town of Plainfield – See Fee Schedule for applicable filing fee.*)

Contact Information

(Please provide contact information on person to be contacted regarding notices, additional filing requirements and staff comments.:

Attorney/Contact Person:

Name:_____

Address:_____

_____

Phone Number:_____

Fax Number:_____

E-Mail:_____

Project Engineer:

Name: _____

Address:_____

_____

Phone Number:_____

Fax Number:_____

E-Mail:_____

PROCEDURE FOR DEVELOPMENT INCENTIVE APPROVAL

Pre-Filing Conference

Pre-Filing Conference – In order to avoid delays in the processing of a Development Plan, the applicant is encouraged to prepare a Concept Plan and consult with the Director on an informal basis to learn of any comments, concerns and questions regarding the proposed Development Plan application. The Concept Plan shall be prepared with as much information and detail as is available at the time of presenting the Concept Plan. The applicant is hereby advised that the greater the level of information and detail shown on the Concept Plan, the greater the value of the Concept Plan review and comments.

Filing a Petition for Development Incentives

1. Deadline for Filing: Petitions shall be filed by **12:00 noon** not less than 37 days prior to the initial hearing before the Plan Commission. The Plan Commission typically meets on the first Monday of each month at 7:00 p.m., Second Floor, Plainfield Municipal Building. A project schedule is available from the Department of Planning and Zoning.

2. Completeness: Prior to acceptance, the Petition will be reviewed for completeness. Only complete Petitions will be docketed for the next Plan Commission meeting. If the Petition is incomplete 37 days prior to the initial hearing before the Plan Commission, the Petition will be docketed for the following Plan Commission meeting to allow the applicant time to submit a complete Petition.

3. Rules: Filings for Development Plan Approval and the hearing process shall follow the guidelines outlined in the Rules of Procedure of the Plainfield Plan Commission.

Review of Development Incentives Requiring Public Hearing

1. Staff Review: Staff will begin processing the petition, which will also be reviewed and discussed at a Technical Advisory Committee (TAC) meeting. TAC meetings are generally held on two Thursdays of each month during the daytime in the Plainfield Town Hall. If deemed necessary by Staff, the Applicant will be contacted prior to a TAC meeting to set up a time for review of their specific project. A summary of the Technical Advisory Committee comments and recommendations will be forwarded to the Plan Commission for their consideration of the Petition.

2. DRC Review: All petitions for Development Incentives requiring Plan Commission approval will be scheduled for review by the Design Review Committee. See Project Schedule for dates.

3. Notice: A public hearing will be held by the Plainfield Plan Commission about 37 days after the filing deadline. Notice of Public Hearing for a Development Incentive must be completed prior to the Public Hearing. The procedures related to public hearing notification contained in this Petition Packet are provided for convenience purposes only. Please refer to the Rules of Procedure for the Plainfield Plan Commission for complete details.

   A. ***Notice by Publication:*** Staff will prepare and submit the Legal Notice to the Weekend Flyer for two publications at least 10 days prior to the Plan Commission Public Hearing. **The applicant will be billed by the Town of Plainfield for the cost of publishing the legal notice.**

B. ***Notice by Mailing*:** The applicant is to send the Legal Notice prepared by Staff to each Interested Party via certified mail-return receipt requested at least 15 days prior to the Plan Commission Public Hearing.

C. ***Posted Notice on Subject Property*:** Notice of Public Hearing is to be posted on the property at least 15 days prior to the Plan Commission Public Hearing. Notice Posters shall be obtained from the Department of Planning and Zoning. The Notice Posters are to be placed in a conspicuous location on the subject property visible from the public street.

D. ***Affidavit of Notice*:** One (1) business day prior to the Public Hearing, proof of notice by way of the Affidavit of Notice to Interested Parties and by Sign Posting is to be completed and submitted to the Department of Planning and Zoning with the white receipts attached.

4. Public Hearing: At the Public Hearing, Staff will make an initial presentation to summarize the Petition. The Petitioner may then make additional comments or presentation followed by those who wish to speak in support of the Petition. Remonstrators are then given an opportunity to present their views on the matter. The Petitioner is then given a short rebuttal period. The Plan Commission may ask questions of any party at the conclusion of their remarks.

5. Continuance: The Petitioner may request continuation of the Public Hearing prior to the Plan Commission meeting, or at any time up to a vote being taken. Continuances shall be for cause shown.

6. Determination: The Plan Commission has final approval authority for all Development Plans and shall render its determination at the conclusion of the Public Hearing.

Review of Development Incentives NOT Requiring Public Hearing

1. Director's Review: The Director has been delegated approval authority over certain types of Development Incentives. Please refer to the Plainfield Zoning Ordinance for specific details and limitations regarding the Director's approval authority. The Director has 15 days to make a determination or request additional information. Prior to making a determination, the Director may consult with the Technical Advisory Committee (TAC) or Design Review Committee.

2. Notice: Notice and public hearing are not required for Development Incentives which have been delegated to the Director.

3. Determination: Any determination of the Director shall be a final determination unless appealed as provided below.

4. Appeal: Any determination of the Director may be appealed within 30 days to the Plan Commission and shall be heard at the Plan Commission's next regularly scheduled public hearing for which notice can be provided.

SUBMISSION OF APPLICATION FOR IMPROVEMENT LOCATION PERMIT:
Filing Procedures for Improvement Location Permit must follow the procedures outlined in Article 11.2 of the Plainfield Zoning Ordinance.

Two (2) complete sets of individually folded and separated plans drawn to scale. Required plans will include a Site Plan (see attached Checklist for details) and may include one or more of the following types of plan, depending on the nature and location of the project:

Overall Plan;
Utilities Plan (including sewer, water, electrical, power lines, cable, fiber optic, etc.);
Landscape Plan;
Building Elevations;
Colored Rendering;
Light Fixture Cut Sheets;
Lighting Plan (a/k/a Photometric Plan); and/or,
Sign Plans.

Please consult with the Department of Planning and Zoning to determine the types of plans required for your project and to obtain Checklists necessary for the proper preparation of these additional plans.

IMPROVEMENT LOCATION PERMIT REVIEW FEES:
See Fee Schedule for applicable Improvement Location Permit fees. Fees are to be paid when permit is filed with the Planning and Zoning department. Make checks payable to the Town of Plainfield.

CERTIFICATE OF ZONING COMPLIANCE PROCEDURES:
Filing Procedures for a Certificate of Zoning Compliance must follow the procedures outlined in Article 11.5 of the Plainfield Zoning Ordinance.

Please submit a Certificate of Zoning Compliance Inspection Request to the Department of Planning and Zoning a minimum of two (2) weeks prior to the requested inspection. For more information, you may contact the Department of Planning and Zoning (317) 839-2561.

RE-INSPECTION FEES:
If an inspection is requested and the work has not been completed as stated, a re-inspection fee will be charged to the applicant requesting the inspection and the Final Certificate of Zoning Compliance will not be issued until all re-inspection fees are paid. The Re-Inspection Fee for Multi-Family/Commercial/Industrial/Special Exception Use is established by the Town of Plainfield Fee Schedule.

ADDITIONAL REQUIRED PERMITS & APPROVALS:
Construction Plan Review and Building Permits: Please contact the Engineering Department at (317) 839-3490 and the Building Department at (317) 839-2561 to determine the full scope of additional permits which may be required for your project. An Improvement Location Permit will not be released until Construction Plan Review has been completed.

Secondary Plat: Town Ordinances require that a Secondary Plat be recorded prior to the issuance of an Improvement Location Permit.

Rezone, Variance or Development Plan: If any of these zoning approvals are required by the Plainfield Zoning Ordinance, final determinations are required prior to the issuance of an Improvement Location Permit.

Application Packets, Fee Schedule and Checklists may be found on-line at www.townofplainfield.com.

IMPROVEMENT LOCATION PERMIT
MULTI-FAMILY/COMMERCIAL/INDUSTRIAL/SPECIAL EXCEPTION USE
SITE PLAN CHECKLIST

All Site Plans submitted for an Improvement Location Permit shall be prepared in accordance with the following specifications. If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for quality reproduction.

Plans for Improvement Location Permit Approval Multi-Family, Commercial, Industrial or Special Exception Use Site Plans shall be drawn at a scale no smaller than 1"= 100' and shall include:

_____North arrow.
_____Address of the site.
_____Actual shape, size and dimensions of the lot.
_____Area map and sketch to indicate the location of the lot.
_____Names, center-lines and right-of-way widths of all streets, alleys, thoroughfares, public ways, water ways, or railroad right-of-ways abutting or within the lot.
_____Location and dimensions of all buildings, structures, improvements or signs currently existing on the lot.
_____Structures proposed for demolition should be indicated as such.
_____Location and dimensions of all proposed buildings, structures, improvement or signs, including fences, sheds, paved areas, storage areas, parking areas (indicate if parking is hard surfaced). Cross-hatch or shade lightly all proposed buildings.
_____Location of any proposed or existing driveway and its width at the property line. (Any connection to an alley must also be indicated).
_____(If applicable) Location, dimensions, and type (e.g. ground, pole, wall) of all signs on the site, existing and proposed. Include separate elevations of proposed sign structures with all dimensions drawn to scale.
_____The distance from lot lines for all existing and proposed buildings, structures, improvements or signs (This distance is measured as a line from the point where the building, structure, improvement or sign is closest to the property line. This measurement is taken perpendicular to the property line.)
_____The height of the existing and proposed buildings, structures, improvements or signs.
_____The number of dwelling units (if applicable) of existing and proposed buildings or structures.
_____The current and proposed use to be made of all buildings, structures, improvements or lands within the lot (e.g. parking, residence, office, storage).
_____Locational Engineering information regarding all utilities to provide service to the buildings or structures on the lot (including power line easements and power lines).
_____The location and dimensions of all off-street parking and off-street loading facilities.
_____The location and dimensions of all fences, walls or other screening and buffering devices.
_____Location, size and species of all proposed and existing trees 6" or larger and landscaping.
_____Site Data Summary (a text summary in table format describing: square footage of existing and proposed buildings; existing, proposed and required parking; existing, proposed and required loading; proposed and maximum permitted building height; accommodation of drainage, sanitary sewer, water and other utility services; legal description; lighting; and landscaping.
_____The seal of the registered professional engineer or architect responsible for the site plan.
_____All other information required by the Director of the proper administration and enforcement of the *Plainfield Zoning Ordinance.*

The Director may waive or relax any of the site plan requirements listed above, as circumstances dictate.

TOWN OF PLAINFIELD
CHECK POINT AGENCY LIST

A copy of a plan or other information sufficient to alert the following agencies as to the nature of the proposed development shall be mailed to the appropriate agencies prior to filing a petition with the Town of Plainfield.

Town of Plainfield - Protective Services
Plainfield Police Department
Chief Darel Krieger
1075 W. Main Street
Plainfield, Indiana 46168
(317) 838-3562

Hendricks County Communications Center
Steven Cook
1075 W. Main Street
Plainfield, Indiana 46168
(317) 839-8700

Plainfield Fire Department
Kenneth Foster, Fire Marshall
4010 S. Clarks Creek Road
Plainfield, Indiana 46168
(317) 839-6939

Utilities - Telephone
Sheri Brewer
AT&T
5858 N. College Avenue
Indianapolis, Indiana 46220
(317) 252-5012

Utilities - Natural Gas
Mr. Gerry Jones
Vectren
1630 N. Meridian
Indianapolis, Indiana 46202
(317) 718-3604

Utilities – Sanitary Sewer
Plainfield Sewer Department
Timothy A. Belcher, P.E.
206 West Main Street
Plainfield, Indiana 46168
(317) 839-2561 x 218

Hendricks County
Hendricks County Drainage Board
Dave Gaston, Surveyor
Hendricks Co. Government Center
355 S. Washington Street #214
P.O. Box 43
Danville, Indiana 46122
(317) 745-9237

Hendricks County Health Department
Cathy Grindstaff, Director
Hendricks Co. Government Center
355 S. Washington Street, #210
Danville, Indiana 46122
(317) 745-9217

Hendricks County Engineer
John Ayres
Hendricks Co. Government Center
355 S. Washington Street #209
P.O. Box 51
Danville, Indiana 46122
(317) 745-9236

Hendricks County Soil and Water Conservation District
Harry Wallis
195 Meadow Drive, Suite 2
Danville, Indiana 46122
(317) 745-2555 x 3

Last Updated: July 2, 2014

Utilities – Water (send to affected utility)
Plainfield Water Department
Jason Castetter, Superintendent
c/o Shannon Swan
986 S. Center Street
Plainfield, Indiana 46168
(317) 839-3490

Citizens Energy Group
Stanley Graves
1220 Waterway Blvd.
Indianapolis, Indiana 46202
(317) 635-3711

Utilities - Electric (send to all parties of affected utility)
Duke Energy
Brian Bantly
5055 E. Main Street
Avon, Indiana 46123
(317) 745-1006

Duke Energy
Thomas Ordway
T&D Forester, Vegetation Management Midwest
100 Mill Creek Road
Noblesville, Indiana 46060
(317) 776-5354

Duke Energy
Gary McNamee
Asset Protection Associate
WF500 / 2727 Central Ave.
Columbus, IN 47201
(812) 375-2021

Hendricks Power Cooperative
Steve Knotts
86 North CR 500 E.
Avon, Indiana 46123
(317) 745-5473

Indianapolis Power & Light
Ron Morris
1230 W. Morris St.
Indianapolis, Indiana 46221
(317) 261-5261

Utilities – Cable (send to affected utility)
Comcast
Gary Gray
5330 E. 65th Street
Indianapolis, IN 46220
(317) 275-6356

Brighthouse Networks
Construction Department
3030 Roosevelt Avenue
Indianapolis, Indiana 46218
(317) 972-9700

School District (send to affected school corp.)
Plainfield Community School Corporation
Scott Olinger, Superintendent
985 Longfellow Drive
Plainfield, Indiana 46168
(317) 839-2578

Avon Community School Corporation
Dr. Maggie Hoernemann, Superintendent
7203 E. US Highway 36
Avon, Indiana 46168
(317) 544-6000

Mill Creek School Corporation (Liberty Twp)
Dr. Patrick Spray, Superintendent
6631 S. County Rd. 200 W
Clayton, Indiana 46118
(317) 539-9200

For projects located on property which abuts US 40 / Main Street
Indiana National Road Association
Joe Frost, Executive Director
P.O. Box 284
Cambridge City, Indiana 47327
(317) 822-7939

Sketch Plan Checklist

A **Sketch Plan One** is intended to depict development in full compliance with all requirements of the Plainfield Zoning Ordinance and all other applicable regulations.

A **Sketch Plan Two** is intended to depict how the proposed development would appear if developed in compliance with a Development Incentive. The intent is to allow the Plan Commission to compare the two Sketch Plans to assure that the proposed development is appropriate for the site.

A sketch plan filed in connection with the submission of a Development Plan for Development Incentives shall be drawn to a useable scale, typically not more than 1"=100', and shall include the following items:

_____1. North arrow and scale;
_____2. Address of the site;
_____3. Proposed name of the development;
_____4. Area map insert showing the general location of the site referenced to major Streets and section lines;
_____5. Boundary lines of the site;
_____6. Names, center-lines and Right-of-Way of all Streets, Alleys and easements;
_____7. Layout of all Lots and Out Lots;
_____8. Location of all existing Structures, including paved areas;
_____9. Location of all proposed Structures, including paved areas, and indicated by cross-hatching;
_____10. Location of all floodway and floodway fringe areas within the boundaries of the site;
_____11. Location of all existing and proposed utility facilities and easements which impact the area of the site for which the Development Incentive is requested, including, but not limited to: sanitary sewer, water, storm water management, electric, gas, telephone and cable;
_____12. Structures proposed for demolition should be indicated as such;
_____13. Distance of all Structures from Front, Rear and Side Lot Lines. (This distance is measured as a line from the point where the Structure is closest to the Lot Line. This line is perpendicular to the Lot Line.);
_____14. Location of any proposed or existing Driveway. (Any connection to an Alley must also be indicated);
_____15. All Improvements to Street system on-site and off-site;
_____16. Sidewalk plan or alternate plan for pedestrian ways;
_____17. Areas reserved for park, recreation, conservation, wetland, common area, lake or other similar uses; and,
_____18. Any other information requested in writing by the Plan Commission or Director.

Director, in its sole discretion, may waive or relax any of the Site Plan requirements listed above, as circumstances dictate.