

Article 4. Zoning Applications and Approvals

PART A. Applications and Hearings

Section 1. Applications

Applications submitted pursuant to this Ordinance shall be handled in accordance with the procedures set forth below:

A. Place of Filing

Applications shall be filed with the ~~Director of~~ **Department of** Planning and Development. ~~or with such other City official or body as the Director of Planning and Development may designate.~~

B. Form, Number, and Scale

Applications shall be on forms supplied by the Department of Planning and Development, and/or the Department of Engineering and shall be filed ~~in such number of duplicate copies as required~~ **digitally in a Portable Document Format (PDF), version 7 or later submitted via email, file share site, flash drive or other similar media.** All plans filed as part of any application shall be at a scale sufficient to permit a clear and precise understanding of the contents of said plans and of the proposal being made ~~and submitted on the required paper size and scale size as per the specific instruction sheets attached to said applications.~~ **Corrupted files, images that are unclear, or text that is not legible may be rejected.**

C. Minimum Requirements

Every application submitted pursuant to this Ordinance shall contain such minimum data and information as listed on the application, **in Appendix B,** or as may be required by the Director of Planning and Development, the City Engineer, or their designees. ~~In addition, the applicant shall provide all the required submittals in a Portable Document Format (PDF), version 7 or later submitted on a CD, DVD or other similar media.~~

D. Filing Deadlines

1. An application requiring a public hearing or meeting will not be scheduled for such hearing or meeting unless filed, in proper form and number and containing all required information, ~~according to the following schedule and~~ as per the **applicable year's** Adopted Meeting Dates and Filing Deadline Schedule which is **adopted annually by the body to which the application is made (i.e. Plan Commission and/or Board of Zoning Appeals)** and is available at the Planning Department or on the City's website.

Hearing/Meeting Body	Number of Minimum Days Prior to Hearing/Meeting
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	<i>by Which Application Must be Filed</i>
Plan Commission	Forty-nine (49)
Board of Zoning Appeals	Twenty-eight (28)
Technical Advisory Committee	Seventeen (17)
Architectural Review Board	Seventeen (17)

~~An application so filed will be scheduled for hearing or meeting as per the Adopted Meeting Dates and Filing Deadline Schedule, or on the first available date thereafter open on the relevant hearing or meeting agenda. All applications shall follow the meetings dates as per the filing deadline date. If for some unforeseen reason, the meeting dates following the filing deadline date cannot be adhered to, those application shall then adhere to the following month's filing deadline and meeting dates schedule.~~

2. An application that does not require a public hearing shall be filed, in proper form and number and containing all required information.

Section 3. **Content of Notice for** Public Hearings and Meetings

~~A. Setting Hearing or Meeting~~

~~When the provisions of this Ordinance require a public hearing or public meeting in connection with any application filed pursuant to this Ordinance, the official or body charged with conducting the hearing or meeting shall, upon receipt of a properly completed application, fix a reasonable time and place for such hearing or meeting.~~

~~a. Hearings for All Applications~~

~~The exact time for hearings or meetings held before the Board of Zoning Appeals or Plan Commission shall be determined by the official filing deadline timetable adopted yearly. However, no public hearing shall be held within seventeen (17) days, not including the day of the meeting, or more than forty nine (49) days of receipt by the Board of Zoning Appeals or Plan Commission on any application.~~

A. Notice

~~C. B. Content of Notice~~

Any matter required to be noticed shall be noticed in accordance with the rules of the applicable board, and except as determined by the Board, ~~a~~All notices shall include the date, time and place of such hearing or meeting, description of the matter to be heard or considered, **and** the address or particular location of the subject property, ~~and a legal description of the subject property.~~

PART B. Site Plan Review

Section 4. Procedure for Review and Recommendation

B. Technical Advisory Committee Review

2. Within seven (7) days after receipt by the Department of a properly completed application, the Director of Planning and Development or his/her designee shall ~~forthwith~~ transmit such application **and drawings** to the **City of Noblesville** Technical Advisory Committee **members** for hearing and review. **The applicant shall be responsible for providing all documents to agencies outside of the City of Noblesville at the time of filing and providing copies of transmittal sheets documenting such transmission.**
5. A Pre-Construction meeting shall be held within six months from the date of the Technical Advisory Committee meeting. Within 60 days ~~after the issuance of said ILP~~ **of the Pre-Construction meeting, erosion control installation,** earthmoving, and installation of infrastructure shall begin. Should the issuance of the ILP and construction activity not begin within the above noted time frames, the TAC approvals shall lapse and ~~begin~~ **become** null and void thus requiring the re-submittal of said plans including new filing fees, project plans, and application(s) and other supplemental documents as required.

PART C. Conditional Use Permits

Section 4. Procedure for Review and Decision

D. Action by Board of Zoning Appeals

~~Within forty five (45) days after the close of the public meeting, the Board of Zoning Appeals shall in writing approve, approve with supplementary conditions, or disapprove the application. If the application is approved or approved with modifications, the Board of Zoning Appeals shall instruct the Director of Planning and Development in writing to issue a Conditional Use Permit listing the specific conditions specified by the Board of Zoning Appeals for approval. If the application is disapproved by the Board of Zoning Appeals, it shall notify the applicant in writing.~~ **The Board of Zoning Appeals shall take action in accordance with IC 36-7-4 et seq. with particular attention to the 900 series of said statute as the same may be amended.**

E. ~~Review by Certiorari~~ **Judicial Review**

~~Every decision by the Board of Zoning Appeals shall be subject to review by certiorari. Any person aggrieved by a decision of the Board of Zoning Appeals may present to the Circuit Court of Hamilton County a petition duly verified setting forth that such decision is illegal in whole or in part and specifying the grounds of the illegality. The petition shall be presented to the court within thirty (30) days after the entry of the decision or order of the Board of Zoning Appeals.~~ **Decisions are subject to judicial review as provided by applicable law. (See, e.g. IC 36-7-4-1600 et seq as the same may be amended)**

Part D. Interpretations, Appeals, and Variances

Section 2. Appeals

D. Procedure

4. Action by Board of Zoning Appeals

~~Within thirty (30) days after the close of the public meeting, the Board of Zoning Appeals shall render a written decision on the appeal. Such decision may reverse, affirm, or modify, in whole or in part, the action appealed from and may include such order or determination as, in the opinion of the Board of Zoning Appeals, is proper to be made in the premises. The failure of the Board of Zoning Appeals to act within such thirty (30) days, or such further time to which the applicant may agree, shall be deemed to be a decision denying the appeal. The Board of Zoning Appeals shall hear and determine appeals from and review those items set forth in applicable law. (See, e.g., IC 36-7-4-918.1 as the same may be amended)~~

Section 3. Variances

D. Procedure for Review and Decision

2. Action by Director of Planning and Development

a. Upon receipt of a properly completed application for a ~~Conditional Use Permit~~ **Variance**, the Director of Planning and Development ~~shall forthwith~~ **may** transmit it to the Technical Advisory Committee for its review subject to Part B of this Article 4 **if construction drawings of sufficient detail are provided.**

b. The report and recommendations of the Technical Advisory Committee shall be submitted in writing from the Director to the Board of Zoning Appeals for its review **if Technical Advisory Committee review is completed on a pending application.**

~~4. Within forty five (45) days after the close of the public meeting, the Board of Zoning Appeals shall in writing approve, approve with supplementary conditions, or disapprove the application. If the application is approved or approved with modifications, the Board of Zoning Appeals shall instruct the Director of Planning in writing to issue a Variance Permit listing the variance allowed and the specific conditions specified by the Board of Zoning Appeals for approval. If the application is disapproved by the Board of Zoning Appeals, it shall notify the applicant in writing. The Board of Zoning Appeals shall take action in accordance with IC 36-7-4 et seq. with particular attention to the 900 series of said statute as the same may be amended.~~

Part E. Amendments

Section 5. Procedure for Review and Decision

C. Plan Commission Action

~~Within sixty (60) days after receipt of the proposed amendment, t~~The Plan Commission shall recommend the approval or denial of the proposed amendment, or the approval of the amendment with modifications, and shall then submit its written recommendation, together with the petition for the text and/or map change, to the Common Council.

D. Common Council Action

~~The Common Council shall either adopt or reject the recommendation of the Plan Commission or adopt some modification of the recommendation of the Plan Commission. Failure of the legislative body to pass the proposed amendment within ninety (90) days after its rejection by the Plan Commission constitutes rejection of the proposed amendment; and the proposed amendment may not be reconsidered by the Plan Commission or legislative body until the expiration of one (1) year after the date of its original rejection by the Plan Commission.~~ Amendments shall be handled in accordance with applicable law (See, e.g., the 600 series of IC 36-7-4 as the same may be amended).

Part G. Pre-Filing Application Conference

Section 1. Scope and Purpose

- A. A pre-filing meeting with Planning Department Staff is required prior to the applicant/developer/owner filing an application(s) for a public hearing before the Plan Commission or for site plan review by the Technical Advisory Committee with said conference being completed at a minimum of ~~seven~~ **ten (710)** business days prior to the filing of said application(s) ~~and adopted filing deadline dates. (Refer to the adopted Schedule of Meeting Dates and Filing Deadlines.~~ **These applications are subject to the filing dates contained on the adopted Schedule of Meeting Dates and Filing Deadlines adopted by the Plan Commission annually.**
- B. At the Pre-Filing Conference the following items shall be available for discussion purposes:
 1. **Property Information**
 - a. **Aerial photograph of the property and general area**
 - b. **Property owner information**
 - c. **Status of property control**
 - d. **Acreage of property**
 - e. **Legal Description of property**
 2. Preliminary Site Plan including delineation of floodplains and wetlands
 - a. **Layout of proposed development elements**
 - b. **Statement of proposed uses**
 - c. **Statement of consistency with Comprehensive Master Plan**
 3. Preliminary Utility Plan
 4. Preliminary Building Elevations including materials
 5. Preliminary Landscaping Plan

- ~~6. Aerial Photograph of general area surrounding the real estate in discussion. Due diligence analysis~~
- ~~a. ALTA/Title survey~~
 - ~~b. Wetland delineation~~
 - ~~c. Phase I ESA~~
 - ~~d. Drainage basins (on-site and offsite)~~
 - ~~e. Geotechnical analysis~~
 - ~~f. Offsite easement identification~~

Part H. Planned Developments

Section 1.

~~A.~~ Applicability

This article is applicable to all new planned developments and amendments to existing planned developments that are either ~~textual in nature or amending the ordinance text~~ or any adopted exhibits.

Section 2. Purpose

A district that employs written text, a plan or other drawing, or any combination of those items used in specifying the permitted uses and development requirements for the planned development district.

Section 3. Parties Entitled to seek Planned Development Approval

An application for a Planned Development may be filed with the Director of Planning and Development or his/her designee by the owner or lessee of the subject property or other person having the written consent of the owner of the subject property.

Applications shall be signed by the property owner or a consent form signed by the property owner and notarized stating that the property owner is aware of the specific action being requested in the application.

Section 4. Procedure for Review and Decision

1. ~~Application Procedures~~

- A. Applications for a Planned Development shall be filed in accordance with the requirements of Part A of this Article 4.
- B. All applications for a Planned Development shall include the information required in Appendix B. Applications, Section 9. Planned Developments.
- ~~C. Pre-Filing Conference with the Planning Department is required prior to the filing of any PD application. (Refer to Article 4, Part G. Pre-Filing Application Conference)~~

- ~~D. Applications shall be signed by the property owner or a consent form signed by the property owner and notarized stating that the property owner is aware of the specific action being requested in the application.~~
- ~~E. Filing Deadlines. Applications shall be filed in accordance with the adopted Plan Commission Meeting and Filing Deadline Schedule.~~
- ~~F. An applicant shall complete all forms necessary on forms provided and developed by the Planning Department with all supporting documentation and required fees.~~
- G. Docketing of Applications. Each filed application shall be reviewed for completeness. Any application which is determined to be in proper form as per the guidelines established by the Planning Department shall be docketed by the Department. Those applications not adhering to the guidelines shall be held in abeyance until all missing documentation is submitted and once docketed shall follow the meeting schedule adopted.
- H. Neighborhood meetings. The applicants shall host a "neighborhood meeting" prior to the public hearing at the Plan Commission meeting. Those to be notified include at a minimum the property owners identified from the list obtained through the Transfer and Mapping Division of the Hamilton County Auditor's Office. Notification shall be emailed to the Planning Department Staff involved with said application. The notification to the "interested parties" shall not be included with the public notice provided by the Planning Department.
- I. After docketing, the **Director of Planning and Development or his/her designee shall coordinate a review of the Preliminary Development Plan materials to include review of by all relevant Departments, application shall be reviewed by the** Technical Advisory Committee, **and the Architectural Review Board (ARB). The Technical Advisory Committee shall provide** general comments regarding the preliminary development plan. Text amendments, unless it affects the design of the overall planned development shall not be reviewed by the Technical Advisory Committee but reviewed by the Planning Staff and other that may be deemed necessary. **Written findings and recommendations will be submitted to the Plan Commission.**
- J. **Prior to the public hearing, the Preliminary Development Plan Shall be introduced at a Council Meeting as per the adopted Planned Development and Change of Zoning Meeting Dates and Filing Deadlines Schedule. Written suggestions or recommendations as per the City Council shall be provided to the applicant by Staff within five days after said "introduction meeting."**
- K. Planned Development consideration shall be handled in accordance with applicable law (See, e.g., the 1500 series of IC 36-7-4 as the same may be amended).
- L. **Effect of Preliminary Development Plan Approval. Approval of the Preliminary Development Plan for a Planned Development shall not constitute approval of the Planned Development Detailed Plan. Rather, it shall be deemed an expression of approval of the concepts and details of the Preliminary Development Plan of the Planned Development and the proposed map amendment, which are set forth in the Application for Approval of the Planned Development. It shall also be deemed as a specific guide to**

the preparation of final documents which are required as part of the Application for Approval of the Detailed Development Plan. Further, it indicates approval of the details set forth in the application, and a commitment by the applicant to such details.

- M. A Planned Development (PD) Ordinance shall become effective after its approval and its recording in the Hamilton County Recorder's Office. The official zoning map shall be amended once a recorded copy of the PD ordinance is submitted to the Planning Department. The use and development of the real estate shall thereafter be governed by the PD ordinance and Exhibits subject to the review and approval of subsequent permits and approvals as required by the Unified Development Ordinance and any regulatory processes which may be required prior to the issuance of any Improvement Location Permit, Building Permit or other permits.
- N. Following Common Council Approval of the Preliminary Development Plan, an application for Detailed Development Plan may be submitted. This application and supporting documentation shall be reviewed by the Director of Planning and Development or his/her designee for compliance with the approved Preliminary Development Plan and if it is in substantial compliance with the adopted Preliminary Development Plan and subject to the submission of the application requirements located in Appendix B. Applications, Section 9. Planned Developments.
 - 1. Approval of a Detailed Development Plan, or first phase Detailed Development Plan shall be filed for review within six months after adoption of the Preliminary Development Plan by the Common Council. However, the Common Council may grant an extension of time for such period as it deems in the public interest.
 - 2. In the event that a Detailed Development Plan is not filed for review within the six month period or an approved extension of time, the action of the Common Council, adopting the relevant Preliminary Development Plan as a particular class of Planned District shall be declared null and void, and the land shall revert to the category or categories it held before being zoned as a "PD" District subject to the submission of approved Detailed Development Plan.
- O. The Director of Planning and Development shall coordinate a review of the Detailed Development Plan to include review by relevant City Departments and Technical Advisory Committee. If the Director of Planning and Development, upon review finds major changes on the Detailed Development Plans, he/she shall forward the plans to the Plan Commission.
- P. A Detailed Development Plan shall be approved by all agencies and departments provided said detailed plan meets the requirements and intent of the adopted PD ordinance. All development plans shall conform to the adopted PD ordinance and exhibits.
- Q. Appeal Procedure. The Plan Commission may, upon the applicant's request, hear an appeal of the decision of the Director of Planning and Development, in regard to the detailed development plan review action. This appeal procedure is provided as a safeguard against arbitrary, ill-considered, or erroneous administrative decisions. An application for appeal to the Plan Commission must be filed (if at all) no later than thirty

(30) days after the action being appealed. The Plan Commission shall hold a public hearing on the application in accordance with Article 4. Zoning Applications and Hearings, Part A. Applications and Hearings. The Plan Commission may reverse, affirm, wholly or partially modify the decision of the Director of Planning and Development.

R. No permit of any kind shall be issued for any purpose within the PD district except in accordance with the approved Detailed Development Plan, ~~and after acceptance by the City all required guarantees for improvements,~~ and subject to all processes being completed pursuant to the Unified Development Ordinance. **The owner and/or developer shall also guarantee the completion of all required improvements and facilities, as set forth in applicable city regulations, except where varied by application of these procedures, whether said improvement or facilities shall become public or remain private, by either completing the improvements in advance of approval of the Detailed Site Plan or submitting irrevocable letters of credit in a form and from a financial institution acceptable to the City's legal department (or an escrow department) in an amount equal to at least 110 percent of the construction cost estimate approved at the time said improvements and facilities are scheduled to be installed.**

2. ~~PD District Ordinance Requirements~~

~~A. The following documentation shall be required:~~

- ~~1. PD Ordinance. The PD ordinance shall be submitted as per the adopted format by the City for PD Districts.~~
- ~~2. Preliminary Plan (Refer to Article 8.H. Special Districts, Section 3. Planned Development (PD) Overlay District, G. Procedure, Item 2. Preliminary Development Plan.)~~
- ~~3. The words "Preliminary Development Plan" and the name of the proposed development shall appear on the Title page.~~
- ~~4. The Planning Department shall inform the applicant in writing of any additional materials, information, documentation or data deemed necessary to support a thorough review of the proposed development.~~

ARTICLE 5. SUBDIVISION PROCEDURE

PART B. SUBDIVISION APPLICATION AND APPROVAL PROCESS

Section 2. Primary Plat

A. Primary Plat Application

Applications for Primary Plat approval shall be processed in accordance with the procedures set forth below:

1. **Action by the Department of Planning and Development**

- a. **Transmit Primary Plat Application to Technical Advisory Committee for Site Plan Review**

~~Within {twenty eight (28)} days after receipt by the Department of and~~

~~Development of a completed primary plat application, t~~The Director of and Development or his/her designee shall transmit the application to the Technical Advisory Committee for hearing and review. The Technical Advisory Committee hearing and review shall be conducted pursuant to Article 4, Part B, Section 2, "Site Plan Review". ~~Within twenty one (21) days of the Technical Advisory Committee hearing, t~~The report and recommendations of the **Technical Advisory** Committee shall be submitted in writing from the Director of and Development to the Plan Commission for its review.

3. Action by Plan Commission; Public Hearing

Upon receipt of the Primary Plat application, the report of the Technical Advisory Committee, and the report of the Director of Planning and Development, the Plan Commission shall hold a public hearing scheduled pursuant to Section 1 (B), above. ~~Within forty five (45) days after the public hearing, t~~The Plan Commission shall approve, approve with conditions, or deny the Primary Plat.

Section 3. Secondary Plat

A. Secondary Plat Application Procedure

Applications for a ~~Primary~~ **Secondary** Plat approval shall be filed with the Department of Planning and Development, on a form provided by the Director and shall contain at least the information listed in Section 3 of Part H of Appendix B of this Ordinance, "Secondary Plats".

B. Secondary Plat Review Procedure

An application for Secondary Plat approval shall be processed in accordance with the procedures set forth below:

1. Action by the Department of Planning and Development

Upon receipt of a completed Secondary Plat application and all information required by Section 3 of Part H of Appendix B, the Director of Planning and Development or his/her designee shall:

b. Transmit Secondary Plat Application to Technical Advisory Committee for Review

~~Within twenty eight (28) days a~~After receipt by the Department of and Development of a completed secondary plat application, the Director or his/her designee shall transmit the application to the Technical Advisory Committee for hearing and review. The Technical Advisory Committee hearing and review shall be conducted pursuant to Article 4, Part B, Section 2, "Site Plan Review".

c. Notify Subdivider

~~Within twenty one (21) days of the Technical Advisory Committee hearing, t~~The report and recommendations of the Committee shall be submitted in writing from the Director of and Development or his/her designee to the subdivider. ~~The Director shall return one (1) copy of the secondary plat to the subdivider, with the date of approval, conditional approval, or disapproval noted thereon; and the reasons therefore, in writing, accompanying the plat.~~ The Director shall maintain one (1) file copy of the secondary plat application.

Article 8. Zoning Districts

Part E. Corporate Campus Planned Development District (CCPD)

Section 1. Purpose and Procedures

A. Review

Procedures

All development within the CCPD District shall be subject to site plan review, Unified Development Ordinance subdivision regulations, and site development standards, in addition to the use, bulk, and site development standards of this part.

The following types of development proposals ~~shall be required to be reviewed as planned developments in the CCPD ordinance with Article 8, Planned Development Overlay Districts~~ are subject to the procedures and requirements for Planned Developments contained in Article 4. Zoning Applications and Approvals, Section H. Planned Developments and Article 8. Zoning Districts, Part H. Special Districts, Section 3. Planned Development (PD) Overlay District:

1. All proposed subdivisions.
2. All development proposals in the Mixed Residential Subdistrict (unless otherwise specified).
3. All development proposals that include requests for any exceptions from the standards listed for this district and/or subdistricts.
4. All proposed uses listed as Special Considerations in Appendix D. These uses are not assumed permitted by-right and thus, there shall be no presumption of their approval. **Special Considerations, if any are to be given, must be specifically approved by the Plan Commission and Council.**
5. All development proposals in the Agricultural/I-O Subdistrict.

Part H. Special Districts

Section 3. Planned Development (PD) Overlay District

G. Procedure

The authorization of a Planned Development shall require approval of the preliminary development plan and detailed development plan ~~as stipulated in this Section~~ that conforms with the provisions laid out in this Section. **Additional information regarding the procedures and information required to file a Planned Development Ordinance, a Preliminary Development Plan, and a Detailed Development Plan may be found in Article 4. Zoning Applications and Approvals, Part H. Planned Developments and in Appendix B. Applications, Section 9. Planned Developments.**

- ~~1. Pre-Filing Conference prior to filing the Preliminary Development application and documentation as per Article 4 – Zoning Applications and Approvals, Part G. Pre-Filing Application Conference.~~
- 1. Preliminary Development Plan**

~~a. Purpose~~

~~A Preliminary Development Plan is required for the purposes of establishing basic goals and policies, {bulk standards, architectural standards, variations/waivers from the underlying zoning district standards and layout of the proposed Planned Development.~~

~~b. Submission of Application~~

~~A. The petitioner shall refer to the Schedule of Meeting Dates and submit the completed application, filing fee, and supporting documentation for consideration by the Technical Advisory Committee, Architectural Review Board (if applicable) and the Plan Commission.~~

~~B. All drawings shall be submitted on a minimum paper size of 24 by 36 IN and drawn to a scale of 1" = 40' maximum. The landscaping plans shall be drawn to a scale of 1" = 20' maximum.} ORD. #56-11-07~~

~~a. Written application for approval of a Planned Development to be made on forms available from the Department of Planning and Development and in the manner prescribed by the City Plan Commission. Each application shall be accompanied by a written description of the project. The length of the description will vary with the size of the project; however, it is very important that the description include the design concept, the rationale for the design, the project proposal in written language, the relation of existing conditions on site, and the existing and proposed uses.~~

~~b. {Proposed maximum site development intensity and demonstration that it is in keeping with the comprehensive plan and will not exceed 100 percent of the base zone.} ORD.# 64-11-98~~

~~c. A list of any requested exceptions including justification from the requirements of the base zone.~~

~~d. Site (development) Plans shall show such designations as proposed streets, all buildings and their yards and uses, common open space, recreation/facilities, parking areas, service areas, floodways, detention/retention facilities, and other facilities to indicate the character of the proposed development.~~

~~e. Character: Explanation of the character of the Planned Development and the reasons why it has been planned to take advantage of the flexibility of these regulations. This item shall include a specific explanation of how the proposed Planned Development meets the objectives of all adopted land use policies that affect the land in question.~~

~~f. Ownership: Statement of present and proposed ownership of all land within the project including the beneficial owners of a land trust.~~

~~g. Schedule: Development schedule indicating:~~

~~a. Stages in which project will be built, with emphasis on area, density, use and public facilities, such as open space to be developed with each stage. Each stage shall be described and mapped as a unit of the project. Overall design of each unit shall be shown on the plan and through supporting graphic material.~~

~~b. Dates for beginning and completion of each stage.~~

~~h. Service Facilities: Information on all service facilities, driveways, private streets, paths and off-street parking facilities.~~

~~i. {Architectural Plans: Architectural plans for all residential and non-residential buildings shall be submitted in sufficient detail to permit an understanding of the style of the development, and the design of the buildings. {Key exterior elements such as masonry, siding, roof, windows, chimney, etc. must be rendered in sufficient detail and accompanied by clear descriptions of materials, colors, and textures. 360-degree colored elevations are required and submitted on a minimum paper size of 24 by 36-IN including the height, materials used, and colors. A sample materials block, and floor plan are required.} ORD. #56-11-07~~

~~In the case of residential developments, a complete set of color 360-degree elevations detailing the front, rear, and opposite side views of each proposed above-ground structure Key exterior elements such as siding, roof, windows, chimney, etc. must be rendered in sufficient detail and accompanied by clear descriptions of materials, colors, and textures. A sample materials board and floor plans are required. A percentage breakdown of how many of each elevation is proposed within the subdivision should be submitted along with the elevation drawings.~~

~~All building elevations for residential development plans shall be reviewed by the Architectural Review Board who shall comment upon the proposed plans and forward a recommendation to the Plan Commission for consideration} ORD# 68-11-00, ORD. #33-6-04~~

~~j. Facilities Plan: Preliminary Development Plans and feasibility reports for:~~

~~a. Roads, including classification, width of right-of-way, width of pavement, and construction details.~~

~~b. Sidewalks/{trails (Noblesville Alternative Transportation Plan)} ORD. 56-11-07~~

~~c. Sanitary sewers.~~

~~d. Storm drainage.~~

~~e. Water supply system.~~

~~f. Street lighting.~~

~~g. Public utilities.~~

~~h. Proposed development amenities (i.e. parks, playgrounds, pools, etc.)~~

~~k. Landscape Concept Plan: a general planting plan for the site showing landscape intent, types of plant material to be provided, intensity and scale of landscape with site details where appropriate to fully explain the concept. The landscape concept should be provided at the same scale of the overall site plan. All existing trees over four inches in diameter shall be indicated on development plans. Retention of all trees is encouraged and any [tree](#) larger than twelve inches in diameter should not be removed.~~

~~l. {Development Entrance Feature Sign Plan shall be submitted including a color elevation drawing or representation indicating all text and symbol letter sizes, dimensions of the overall sign, materials designated for the sign and if it is either external or internal illumination. A landscaping plan surrounding the sign base, radiating a minimum of five feet from the base in all directions including plant materials, sizes, etc. All plans to be drawn to a scale. The elevation plan should include the landscaping as to the sizes it will be planted so as to be relevant to the initial installation.}~~

~~m. Traffic Analysis: if requested by the Director of Planning and Development or his/her designee, City Engineer, or the Plan Commission, a study of the impact caused by the Planned Development on the street and highway systems operating in the City.~~

~~n. Environmental Assessment: if requested by the Director of Planning and Development, or other agencies and/or City Departments, a study of the impact upon natural vegetation, water courses, topography, noise, lighting and another features as identified by the Department of Planning and Development.~~

~~o. Ordinance: An ordinance shall be submitted for consideration by the Plan Commission and Common Council, which outlines all standards and uses requested, bulk standards, and variations. The ordinance shall include as~~

~~appendices and commitments all drawings and renderings used in presentation of the application. The ordinance shall include a sunset clause for obtaining individual building permits and beginning construction should be PD not be developed after it is adopted and recorded.~~

~~p. {All drawings and plans shall be submitted to the Planning Department on a CD or DVD as a Portable Document Format (PDF), Version 7 or later at the time of submission of the application.} ORD. #56 11 07 All drawings and plans shall be scaled drawings.} ORD #78 10 16~~

~~c. Preliminary Development Plan Review~~

~~{Prior to the public hearing, the Preliminary Development Plan Shall be introduced at a Council Meeting as per the adopted Planned Development and Change of Zoning Meeting Dates and Filing Deadlines Schedule. Written suggestions or recommendations as per the City Council shall be provided to the applicant by Staff within five days after said "introduction meeting."}~~

~~The Director of Planning and Development or designee shall coordinate a review of the Preliminary Development Plan materials to include review by all relevant Departments, Technical Advisory Committee (TAC), and the Architectural Review Board (ARB). Written findings and recommendations will be submitted to the Plan Commission.~~

~~The required "Neighborhood Meeting" shall be conducted prior to the Plan Commission public hearing.~~

~~Public notice requirements and Revised Materials Deadlines shall be as per the adopted Planned Development and Change of Zoning Dates and Filing Deadlines schedule. All notice requirements including legal advertisements in the local newspaper(s) and notice to the surrounding property owners shall be completed as per the adopted Rules of Procedure of the Plan Commission and this Unified Development Ordinance.} ORD #78 10 16~~

~~d. Public Hearing~~

~~A. The Plan Commission shall hold a public hearing on each application for approval of a Planned Development {District in accordance with Article IV, Part H, "Planned Developments."}~~

~~B. The Commission may approve the plan submitted, amend and approve the plan as amended, imposing any reasonable conditions upon its approval, including the recording of covenants or disapprove the plan,. If approved, the Preliminary Development Plan, with any amendments, shall be stamped "Approved" including the date of the Plan Commission hearing and signed by the President and Secretary of the Plan Commission. One [copy](#) shall be permanently retained in the office of the Plan Commission.} ORD #78 10 16~~

~~e. {Second Reading and Final Vote Action by the Common Council The Common Council shall consider the proposed ordinance and exhibits upon the recommendation within thirty (30) days after receipt of the Plan Commission's Certification. The Common Council may approve, approve with modifications, refer back to the Plan Commission, disapprove, or provide written explanation to the petitioner on why an extension is required for Common Council action. The time period for action shall be exclusive of any time extensions or continuances requested by the petitioner. Common Council action shall be based upon the record of the Plan Commission. The second reading and final vote action of the PD Ordinance shall be conducted at two different Council meetings dates excluding the introduction meeting date.} ORD #78 10 16~~

~~f. Effect of Preliminary Development Plan Approval {Approval of the Preliminary Development Plan for a Planned Development shall not constitute approval of the Planned Development Detailed Plan.}. Rather, it shall be deemed an expression of approval of the concepts and details of the Preliminary Development Plan of the Planned Development and the proposed map amendment, which are set forth in the Application for Approval of the Planned Development. It shall also be deemed as a specific guide to the preparation of final documents which are required as part of the Application for Approval of the Detailed Development Plan. Further, it indicates approval of the details set forth in the application, and a commitment by the applicant to such details.~~

~~g. Recording of Preliminary Development Plan Approval Upon approval of the Preliminary Development Plan by the Common Council, the conditions, modifications, density premiums and exceptions, if any, shall be indicated on the plan shown in the application. {It is the applicant's financial responsibility to pay for the formal recording of this document and to return the original recorded ordinance to the City of Noblesville Clerk Treasurer's office within 30 days of approval. The plan~~

~~shall be kept on file in the office of the Director of Planning and Development and no permits shall be issued for the subject development until proof of recording is submitted.} ORD #53-10-15~~

~~3.~~ 2. Detailed Development Plan

~~a.~~ The purpose of the Detailed Development Plan is to specifically designate the land subdivided into conventional lots or blocks for non-residential planned developments as well as the division of other lands into common open areas and building sites. The Detailed Development Plan shall show the exact location of each building to be constructed, and a designation of the specific internal use for each building. The Detailed Development Plan also informs all who deal with the Planned Development of the restrictions placed upon the land, and acts as a zoning control device.

~~b.~~ Time Period for Detailed Development Plan Approval

~~A.~~ Approval of a Detailed Development Plan, or first phase{(detailed development plan) of the preliminary development plan,} shall be obtained within six months after adoption of the Preliminary Development Plan by the Common Council. However, the Common Council may grant an extension of time for such period as it deems in the public interest. ORD #78-10-16

~~B.~~ In the event that a detailed development plan is not approved within the six month period or an approved extension of time, the action of the Common Council, adopting the relevant Preliminary Development Plan as a particular class of Planned District shall be declared null and void, and the land shall revert to the category or categories it held before being zone as a "PD" District subject to submission of approved Detailed Development Plan.

~~c.~~ Submission of Application

~~A.~~ Following Common Council Approval of the Preliminary Development Plan, an application for Detailed Development Plan may be submitted. This application and supporting documentation shall be reviewed by the Director of Planning and Development or his/her designee for compliance with the approved Preliminary Development Plan and [sign](#) a copy of the detailed plan, if it is in substantial compliance with the adopted Preliminary Development Plan and subject to the requirements below.

~~B.~~ Submission of Materials: The applicant shall prepare and submit {15 copies} ORD. #86-11-03 of the following plans and documents:

- ~~a. Written application for approval of a Final Detailed Development Plan is to be made on forms available from the Department of Planning and Development and in the manner prescribed by the Plan Commission.~~
- ~~b. Final Detailed Development Plan: A Final Detailed Development Plan shall be prepared by a licensed engineer and architect including Civil Drawings (signed and sealed), landscaping plans, lighting plans, signage plans and elevations including the following:
 - ~~a. The land subdivided into conventional lots as well as the division of other lands, not so treated, into common open space areas and building areas,~~
 - ~~b. The location of all buildings to be constructed and the specific internal uses of each building, structure, and use of land,~~
 - ~~c. Infrastructure improvements including construction details, showing centerline elevations, pavement type, curbs, gutters, culverts, etc.~~
 - ~~d. Such additional information as the Common Council or the Plan Commission may have required when approving the Preliminary Development Plan.~~
 - ~~e. An accurate legal description and survey of the entire area being developed as the Planned Development.} ORD. #56-11-07~~
 - ~~d. If subdivided lands are included in the Planned Development, a subdivision plat of all subdivided lands in the same form and meeting all the requirements of a normal subdivision plat in accordance with the City's applicable regulations.~~
 - ~~e. An accurate legal description of each separate un-subdivided use area, including open space.~~
 - ~~f. [Landscape Plan](#): A detailed landscape planting plan for the site including a plant list containing the common and botanical names, sizes, at the time of installation and at maturity, and quantities of all plants, permanent signs, site lighting and street fixtures. {Maximum scale 1" = 20'.} ORD. #56-11-07~~
 - ~~g. A complete set of approved 360-degree elevations, in color, of any proposed structures~~~~

- ~~h. A statement signed by an Indiana Registered Professional Engineer stating that:
 - ~~a. The Detailed Site Plan will conform to any applicable standards for site drainage;~~
 - ~~b. Except where a specific variation is stated, the design of all improvements is in accordance with applicable city regulations as well as standard and good engineering practice;~~
 - ~~c. The Detailed Site Plan will not overload existing storm or sanitary sewers.~~~~
- ~~i. Certifications, seals, and signatures required for the dedication of land and recording of the document.~~
- ~~j. Tabulation on each separate subdivided use area, including land area, number of buildings, number of dwelling units per acre.~~
- ~~k. Construction schedule.~~
- ~~l. Common Open Space Documents: All common open space, at the election of the City, may be:
 - ~~a. Conveyed to a municipal or public corporation; or~~
 - ~~b. Conveyed to a not for profit corporation or entity established for the purpose of benefiting the owners and tenants of the Planned Development or adjoining property owners or any one or more of them. All lands conveyed thereunder shall be subject to the right of the grantee or grantees to enforce maintenance and improvement of the common open space; or~~
 - ~~c. Guaranteed by a restrictive covenant describing the open space and its maintenance and improvement, running with the land for the benefit of residents of the Planned Development or adjoining property owners and/or both.~~~~
- ~~m. Improvements Guarantee of Performance
The owner and/or developer shall guarantee the completion of all required improvements and facilities, as set forth in applicable city regulations, except where varied by this application of these procedures, whether said improvement or~~

~~facilities shall become public or remain private, by either completing the improvements in advance of approval of the Detailed Site Plan or submitting irrevocable letters of credit in a form and from a financial institution acceptable to the City's legal department (or an escrow department) in an amount equal to at least 110 percent of the construction cost estimate approved at the time said improvements and facilities are scheduled to be installed.~~

d. ~~Staff~~ _____ ~~Review~~

~~The Director of Planning and Development shall coordinate a review of the Detailed Development Plan to include review by relevant City Departments {and Technical Advisory Committee.} ORD. 36-08-02 If the Director of Planning and Development, upon review finds major changes on the Detailed Development Plans, he shall forward the plans to the Plan Commission as per subsection (M), "Changes in the Planned Development."~~

e. ~~{Appeal~~ _____ ~~Procedure~~

~~The Plan Commission may, upon the applicant's request, hear an appeal of the decision of the Director of Planning and Development, in regard to the detailed development plan review action. This appeal procedure is provided as a safeguard against arbitrary, ill considered, or erroneous administrative decisions. An application for appeal to the Plan Commission shall be filed no later than thirty (30) days after the action being appealed. The Plan Commission shall hold a public hearing on the application in accordance with Article 4 Zoning Applications and Hearings, Part A. Applications and Hearings. The Plan Commission may reverse, affirm, wholly or partially modify the decision of the Director of Planning and Development.} ORD. 36-08-02~~

Appendix B. Applications

PART A. APPLICATIONS **BASIC FILING REQUIREMENTS FOR ALL APPLICATIONS**

All applications must meet the following basic criteria along with the requirements specific to the type of application being filed in Part B of this appendix.

- A. Prefiling meeting for any application identified in Article 4, Part G.
- B. A completed application on a form prescribed by the Department of Planning or digital submittal of an application using the Department's online permitting portal when the application type is available on the portal with the required signatures per the application type.

- C. Payment of filing fees pursuant to the invoice that you will receive upon the acceptance/docketing of your application. The fee must be paid within ten (10) business days of receipt.
- D. All submittals must be made via file share site, flash drive or other similar media. All documents must be in Portable Document Format (PDF).
- E. Each drawing type (i.e. construction plans, landscaping plans, architectural plans, etc.) must be submitted in a single file by type. Individual sheets as separate files from drawing sets will not be accepted, but each required submittal must be a separate file – DO NOT FILE as one total document. Refer to the Unified Development Ordinance, Noblesville Standards, and Stormwater Technical Standards for additional guidance and requirements.
- F. All construction plans shall include the name and address, telephone number, email address, and registration number of the professional engineer, architect, landscape architect, and surveyor responsible for the design, public improvement, and surveys.
- G. All plans shall be clearly legible and readable.
- H. All sheets shall be numbered in sequence.
- I. All plans shall be appropriately scaled based upon the level of detail required on the drawings.
- J. All drawings shall include graphic scale, north arrow, date, revisions dates including reason for revision, and by whom the revision was made.

PART B. REQUIREMENTS BY APPLICATION TYPE

Section 1. Site Plan Review

Applications for site plan review shall contain the information listed under Article 4.B, for the Site Plan Review as required, and the following additional requirements application materials:

- A. ~~The application for site plan shall be signed by the owner attesting to the accuracy of all information supplied by the application. The following information is the minimum required:~~ Completed application on forms supplied by the Department of Planning and Development for all required processes that may include Technical Advisory Committee review, Secondary Plat, or any other process deemed necessary by staff and identified at the Pre-Filing Conference.
 - 1. ~~Name, address, and phone number(s) of applicant.~~
 - 2. ~~Legal description of property.~~
 - 3. ~~Existing and/or proposed use.~~
 - 4. ~~Zoning District.~~
 - 5. ~~Plans in duplicate drawn to scale showing the actual dimensions and the shape of the lot to be built upon; the exact size and location of the existing buildings on the lot, if any; and the location and dimensions of the proposed building(s) or alteration. (Plot plan.)~~
 - 6. ~~Building heights.~~
 - 7. ~~Number of dwelling units, if applicable.~~

- ~~8. Number of off-street parking spaces and/or loading berths, if applicable.~~
 - ~~9. Landscape Plan, in accordance with Article 12 of this Ordinance, if applicable.~~
 - ~~10. Any other matters which may be necessary to determine conformance with and provide for the enforcement of this ordinance, as determined by the Director of Planning and Development or his representative.~~
- B. Legal description of the property.
- C. Drainage Reports. Shall include a statement signed by an Indiana Registered Professional Engineer stating that:
1. The site plan shall conform to any applicable standards for site drainage;
 2. Except where a specific variation is stated, the design of all improvements is in accordance with applicable city regulations as well as standard and good engineering practice;
 3. The site plan will not overload existing storm or sanitary sewers.
- D. Post Water Quality (BMP) report
- E. Certifications, seals, and signatures required for the dedication of land and recording of the document.
- F. Construction Schedule.
- G. Contents of drawings
- The applicant shall prepare and submit Civil Drawings prepared by a licensed engineer or architect subject to the following:
1. Scaled drawings at 1"= 20', 1"= 30', or 1"= 40'.
 2. An accurate legal description and survey of the entire area being developed.
 3. A development plan indicating all uses, parcels, lots lines, building location pads, recreational areas (residential), vehicular access ways, pedestrian ways (sidewalks/trails) (if trails denote if it is part of the Noblesville Alternative Transportation Plan), floodplains and wetlands (adopted community and panel numbers of FIRMS; delineation and type of wetlands) and watercourses by location and name including drainage swales. All items dimensioned.
 4. The location, width, and type of use of any existing roads, rights-of-way, railroad rights-of-ways, burial grounds, watercourses, easements or other special purpose areas within the property, or immediately adjacent thereto, and the location of towers, poles, or other structures in connection with electric transmission lines. Clearly identify all easements and existing and proposed rights-of-way. Identify any woodland areas. Identify any trees existing on the property greater than 7-inches in diameter by species, caliper, and condition, and any native vegetation. All items dimensioned.
 5. A landscaping plan drawn by a landscape architect or a landscape contractor including company name, address, telephone number and

email address. Scale 1" = 20' or 1" = 30'. The plan should include the location of trees, shrubs, and ground cover. Identification of the plant species (botanical and common names), sizes at the time of planting by caliper, height, and/or container size. Identify all trees to be used as Street Trees on a separate plan including species, caliper, and location and include on the overall plan. (Street Trees shall be approved by the Urban Forester).

6. The location of any existing underground utilities, such as sewers, water mains, storm drains, gas or oil transmission lines, etc., within the property or immediately adjacent thereto, with approximate pipe size and directions of slope.
7. Parcel identification numbers as per Hamilton County Tax Mapping to be include on plan.
8. Non-residential developments shall include 360° Color Elevations for all buildings denoting materials used, location of materials on building, percentage of different types of materials on building, height, and colors. Include floorplans, and include a materials board.
9. Lighting Plan including type of fixtures proposed (perspective or elevation drawings). The lighting plan shall denote the locations providing a photometric plan of the foot-candles to the property lines.
10. Development Summary Table including gross and net acreage for the entire project, open space area, building coverage, floodplain and wetland areas, rights-of-way, and detention/retention areas. Indicate locations of the above on the plans.
11. Grading plan. Topographic contours shown at five (5) foot intervals in rolling or hilly terrain and two (2) foot intervals in level terrain, as referenced to sea level datum and an established benchmark.
12. Location map indicating the Section, Township, and Range.
13. A vicinity map showing the location of the parcel to be developed, identified by streets, block, and adjacent subdivisions (with block and lot numbers) as applicable, or in the case of un-subdivided properties, location by township, range, and section (metes and bounds). Include the names of the adjoining developments, uses, and the names of adjoining streets.

BH. In addition, all development activities located wholly within, partially within, or in contact with an identified special flood hazard area shall be required to submit additional information. Such application shall be made prior to the actual commencement of such construction. Such applications shall include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed

structures, earthen fill, storage of materials or equipment, drainage facilities; and the location of the foregoing. Specifically, the following information is required, where applicable:

1. A site development plan showing existing and proposed development locations and existing and proposed land grades.
2. Verification that connection to either a public sewer system or to an approved on-site septic system is available and approved by the respective regulatory agency for proposed structures with plumbing including, but not limited to, a restroom, kitchen or other facilities requiring disposal of wastewater.
3. Plans showing elevation of the top of the planned lowest floor (including basement) of all proposed structures in Zones A, AE. Elevation should be in NAVD 88.
4. Plans showing elevation (in NAVD 88) to which any non-residential structure will be floodproofed.
5. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in this ordinance;
6. Plans showing location and specifications for flood openings for any proposed structure with enclosed areas below the flood protection grade.
7. Plans showing materials to be used below the flood protection grade for any proposed structure are flood resistant.
8. Plans showing how any proposed structure will be anchored to resist flotation or collapse;
9. Plans showing how any electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities are designed and/or located to be above flood protection grade. Elevation should be in NAVD 88.
10. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development. A hydrologic and hydraulic engineering study is required, and any watercourse changes submitted to IDNR for approval. Once IDNR approval is obtained, a FEMA Conditional Letter of Map Revision must be obtained prior to construction.
11. Any additional information, as requested by the Floodplain Administrator, which may be necessary to determine the nature of a proposed development or structure with respect to the requirements of this ordinance.
12. Indiana Department of Natural Resources approval for any construction in a floodway.

Section 2. Conditional Uses

An application for a Conditional Use permit shall be filed with the Director of Planning and Development ~~and the Board of Zoning Appeals~~ **with the consent of the** ~~by at least one owner or lessee~~ of property for which such Conditional Use is proposed. At a minimum, the application **materials** shall contain the following information/**documents**:

- ~~A.~~ Name, address, and phone number of applicant.
- B. Description of existing use.
- C. Zoning district.
- D. Description of proposed Conditional Use.
- E. A narrative statement evaluating the effects of such elements as noise, glare, odor, fumes, and vibration upon adjoining property; a discussion of the general compatibility with adjacent and other properties in the district; and the relationship of the proposed use to the Comprehensive Plan.
- ~~F.~~ Any other information deemed necessary by the Director of Planning and Development, which shall include but not be limited to:
 - ~~1.~~ A legal description of the real estate involved;
 - ~~2.~~**G.** Location and size of all existing and proposed buildings and structures;
 - ~~3.~~**H.** Location and dimensions of building lines, right-of-way lines, setbacks, regulated drains and public and private easements (existing and proposed);
 - ~~4.~~ Elevation contours and spot elevations sufficient to determine drainage both existing and proposed;
 - ~~5.~~**J.** Drainage calculations sufficient for sizing drainage structures based on a 10-year storm along with retention/detention for a 100-year storm with developed site condition and a release rate of a 10-year storm under undeveloped site conditions;
 - ~~6.~~**K.** Details of drainage structures including cover details for all structures under paved areas;
 - ~~7.~~**L.** Layout of drives and other traffic and drainage features on opposite side of street or adjacent properties;
 - ~~8.~~**M.** Location of septic facilities, sanitary sewer lines and all utilities existing and proposed and connection plans for sanitary sewer facilities including details if necessary;
 - ~~9.~~**N.** Location of parking and loading areas, traffic access and circulation, open space, landscaping, refuse and service areas, signs, turning radii, and proposed vehicle and projected turning paths from turning radius templates;
 - ~~10.~~ Vicinity map showing all property boundaries and zone districts within a 1/4-mile radius of the property; and
 - ~~11.~~**P.** Any other information the Board of Zoning Appeals or the Director of Planning and Development may require to determine if the proposed conditional use meets the intent and requirements of the zoning ordinance and is appropriate for the location for which it is proposed.

Section 3. Variances

An application for a variance from the terms of this ordinance shall not be granted by the Board of Zoning Appeals unless and until a written application for a variance is submitted to the Director and the Board of Zoning Appeals be filed with the Director of Planning and Development with the consent of the owner of property for which the Variance is proposed. At a minimum, the application material shall containing the following information/documents:

- A. Name, address, and phone number of applicants;
- B. Legal description of property;
- C. Description of nature of variance requested;
- D. Site plan depicting all information necessary for the Board's decision;
- E. Technical information as determined by the Director of Planning and Development and the Technical Advisory Committee.
- F. A narrative statement demonstrating that the requested variance conforms to the standards of Article 4, Part D, Section 3 (E).
- G. Upon consideration of the factors of this section and the purposes of this ordinance, the Board of Zoning Appeals may attach such conditions to the granting of variances as it deems necessary to further the purposes of this Ordinance.

Section 4. Amendments

- A. Applications for Change of Zoning or Planned Development amendments to the zoning ordinance/map shall contain at least the following information:
 - 1A. Name, address, and phone number of applicant;
 - 2B. Present use;
 - 3C. Present zoning district;
 - 4D. Proposed zoning district;
 - 5E. A vicinity map at a scale approved by the Director of Planning and Development showing property lines, thoroughfares, existing and proposed zoning, and such other items as the Director of Planning and Development may require;
 - 6F. A list of all property owners and their mailing addresses who are within, contiguous to, or directly across the street from the parcel(s) proposed to be rezoned and others that may have a substantial interest in the case;
 - 7G. A statement on how the proposed amendment relates to the Comprehensive Plan;
 - 8H. A fee as established from time to time by the Common Council Draft ordinance; and
 - 9I. Any other matters information or drawings which may be necessary to determine conformance with and provide for the enforcement of this

ordinance, as determined by the Director of Planning and Development or his representative.

Section 9. Planned Developments

B. Preliminary Development Plan

1. Application Materials

- a. ~~Completion of~~ **Completed of Preliminary Development Plan Application, filing fee(s), and for all required processes that may include Preliminary Development Plan, Rezoning, Technical Advisory Committee fee review, Architectural Review Board, or any other process deemed necessary by staff and identified at the Pre-Filing Conference and other related fees.**
- b. A PD Ordinance shall be submitted for consideration by the Plan Commission and Common Council which outlines all standards and uses requested, bulk standards, and variations. The ordinance shall include as appendices and commitments all drawings and renderings used in presentation of the application. The ordinance shall include a sunset clause for obtaining individual building permit and the initial construction should the Planned Development (PD) not be developed after it is adopted and recorded.
- c. A Preliminary Development Plan – see below for specific information to be included.
- d. Each application shall be accompanied by a written description of the project. The length of the description will vary with the size of the project. The following information should be included:
 1. The design concept
 2. The rationale for the design
 3. The project proposal in written language
 4. The relation of the existing conditions on site
 5. the existing and proposed uses
 6. Proposed maximum site development intensity and demonstration that it is in keeping with the comprehensive plan and will not exceed 100 of the base zone.
 7. A list of any requested exceptions including justification from the requirements of the base zone.
 8. Explanation of the character of the Planned Development and the reasons why it has been planned to take advantage of the flexibility of these regulations. This item shall include a specific explanation of how the proposed Planned Development meets the objectives of all adopted land use policies that affect the land in question.

9. Statement of present and proposed ownership of all land within the project including the beneficial owners of a land trust.
 10. Statement of the stages proposed for the development indicating the sequencing and phasing.
- e. Feasibility statements concerning the infrastructure such as sanitary sewer, storm sewer, water, electricity, and other similar utilities.
 - f. A traffic study shall be required for developments expected to generate 1000+ new trips per day. This is approximately equivalent to 100 new single-family homes, 135 apartments/duplexes/quads, or 40,000 square feet of retail space. Study intersections shall include all upstream and downstream thoroughfare intersections and new access points. Study shall consider level of service for existing traffic, traffic at horizon year, and traffic at development at the horizon year. Study shall make recommendations to mitigate any concerns or issues.
 - g. Proposed covenants.
 - h. Legal description of the property.
 - i. Any additional materials, information, documentation, or data deemed necessary to support a thorough review of the proposed development requested by the Planning or Engineering Department in writing.
2. Contents/Requirements of Preliminary Development Plan
- a. The words "Preliminary Development Plan" and the name of the proposed development shall appear on the Title Page.
 - b. ~~Three (3) sets full sized plans (minimum size 24" x 36"). These are to be~~ Scaled drawings prepared by a land surveyor, engineer, and/or architect. Scale of drawings 1"=20', 1"=30', or 1"=40'. All sheets shall be numbered in sequence. All construction drawings shall include the name and address, telephone number, email address, and registration number of the professional engineer, architect, landscape architect, and surveyor responsible for the design, public improvements, and for surveys.
 - c. ~~A CD or DVD containing all information shall be filed in Portable Document Format (PDF), Version 7 or later at the time of submittal. Each drawing shall be converted to a PDF as a separate document. DO NOT FILE as one total document. Reference the Unified Development Ordinance, Noblesville Standards, and Stormwater Technical Standards for additional guidance and requirements.~~
 - d. A site (**development**) plan indicating the location and configuration of the proposed development including parcels, lot lines, uses, building locations, and recreational areas (residential), vehicular access ways, pedestrian ways (sidewalks/trails) (denote if trails are a part of the Noblesville Alternative Transportation Plan), floodplains and wetlands (adopted community and panel numbers of FIRMS, delineation, and type of

wetlands), and watercourses by location and name, including drainage swales. Plans shall show right-of-way improvements including drainage improvements, clearing, pavement widening and resurfacing of roadway frontage, and relocation of existing overhead utilities to the back of the right-of-way, All items shall be dimensioned, and drawings shall be scaled.

- e. The location, width, and type of use of any existing roads, rights-of-way, railroad rights-of-ways, burial grounds, watercourses, easements or other special purpose areas within the property, or immediately adjacent thereto, and the location of towers, poles, or other structures in connection with electric transmission lines. Clearly identify all easements and existing and proposed rights-of-way. Identify any woodland areas. Identify any trees existing on the property greater than 7-inches in diameter by species, caliper, and condition, as well as any native vegetation. All items shall be dimensioned.
- f. A landscaping plan drawn by a landscape architect or a landscape contractor including company name, address, telephone number, and email address. Scale shall be 1" = 20' or 1" = 30'. The plan should include the location of trees, shrubs, and ground cover and identification of the plant species (botanical and common names), sizes at the time of planting by caliper, height, and/or container size.
- g. Identify all trees to be used as Street Trees on a separate plan including species, caliper, and location and include on the overall plan. (Street Trees shall be approved by the Urban Forester). This plan shall be provided on a separate sheet from the other landscaping elements.
- h. The approximate location of any existing underground utilities, such as sewers, water mains, storm drains, gas or oil transmission lines, etc., within the property or immediately adjacent thereto, with approximate pipe size and directions of slope.
- i. General indications of how the development is to be provided with water service, sanitary sewers, and storm drainage, gas, electricity, etc. Indicate location, size, invert elevations, and slopes of existing sewers, water mains, culverts, and other underground structures within the tract and existing permanent buildings and utility poles on the tract. Critical grades of proposed system shall be shown for gravity service for storm sewer and sanitary sewer.
- j. Parcel identification numbers as per the Hamilton County Tax Mapping to be include on the plan. Parcel numbers shall be Hamilton County parcel numbers, not state parcel numbers.
- k. Non-residential development shall include 360-degree color elevations for all buildings denoting materials used, location of materials on building,

percentage of different types of materials on the building, height, and colors. Floor plans shall also be provided.

- l. Lighting Plan including type of fixtures proposed (perspective or elevation drawings). The lighting plan shall denote the general locations. Include cut-sheets for fixture types. Single Sheet and digital submission. Who will be providing lighting and paying costs for installation and operation/maintenance.
- m. Development Summary Table including gross and net acreage for the entire project, open space area, building coverage, floodplain and wetland areas, right of ways, and detention/retention areas. These shall be indicated on the plans.
- n. Grading plan including topographic contours shown at five (5) foot intervals in rolling or hilly terrain and two (2) foot intervals in level terrain, as referenced to sea level datum and an established benchmark.
- o. Soils map and data. Two (2) copies of a preliminary geological soils report prepared by a qualified soils geologist registered in the State of Indiana addressing slope stability, ground water seepage, erosion hazards, expansive soils, fault related hazards, and conclusions and recommendations on the proposed soils regarding the development.
- p. Preliminary drainage report showing onsite and offsite drainage sheds, narrative of design process, calculations with input and outputs including hydrographs confirming the ponds on the plans are conceptually sized correctly. Reports intent is proof of concept that the site's drainage plan considers the requirements of the Stormwater Technical Standards requirements.
- q. Traffic impact study for projects which will create one thousand (1,000+) or more new trips. Study intersections shall include all upstream and downstream thoroughfare intersections and new access points. Study shall consider level of service for existing traffic, traffic at horizon year, and traffic at development at the horizon year. Study shall make recommendation to mitigate any concerns or issues.
- r. Location map indicating the Section, Township, and Range.
- s. Proposed zoning classification of real property being developed and surrounding zoning classifications.
- t. A Vicinity Map showing the location of the parcel to be developed, identified by street, block, and adjacent subdivisions (with block and lot numbers) as applicable, or in the case of un-subdivided properties, location by township, range, and section (metes and bounds). Include the names of the adjoining property owners of record, the names of the adjoining developments, uses, and the names of adjoining streets. Include school district lines and identify.

~~u. Name of proposed development~~

3. Additional Required Information for Residential Planned Developments

- a. 360-degree architectural elevations of all proposed buildings including accessory buildings, clubhouses/pool structures, and residential houses. Include heights, color names, and location of materials on buildings and swatch colors.
- b. Floor plans
- c. A completed Architectural Review Board Application
- d. Seven (7) paper sets and a digital submission of the elevations including any deviations from the adopted standards for Architectural Review. Include the proposed and/or adopted standards. The elevations and supporting documentation may be submitted in a booklet form provided the drawings are to a scale and scalable.

C. Detailed Development Plan

1. ~~Application Materials~~ Contents of Plan

- a. ~~Completion of Detailed Development Plan Application, filing fee, and TAC fee. Filing deadlines are as per the {adopted} Schedule of Meeting Dates and Filing Deadlines. ALL PLANS SHALL BE CLEARLY READABLE. ALL DRAWINGS SHALL INCLUDE GRAPHIC SCALE, NORTH ARROW, DATE, AND REVISION(S) DATES AS PER REASON FOR THE REVISIONS AND BY WHOM.~~
ORD #25-04-15 Completed application on forms supplied by the Department of Planning and Development for all required processes that may include Technical Advisory Committee review, Secondary Plat, or any other process deemed necessary by staff and identified at the Pre-Filing Conference.
- ~~b.~~ Legal description of the property.
- c. Drainage Reports. Shall include a statement signed by an Indiana Registered Professional Engineer stating that:
 1. The Detailed Site Plan shall conform to any applicable standards for site drainage;
 2. Except where a specific variation is stated, the design of all improvements is in accordance with applicable city regulations as well as standard and good engineering practice;
 3. The Detailed Site Plan will not overload existing storm or sanitary sewers.
- d. Final draft of covenants.
- e. Post Water Quality (BMP) report
- f. Certifications, seals, and signatures required for the dedication of land and recording of the document.
- g. Construction Schedule

h. Common Open Space documents: All common open space, at the election of the City may be:

1. Conveyed to a municipal or public corporation; or
2. Conveyed to a not-for-profit corporation or entity established for the purpose of benefiting the owners and tenants of the Planned Development or adjoining property owners or any one or more of them. All lands conveyed thereunder shall be subject to the right of the grantee or grantees to enforce maintenance and improvement of the common open space; or
3. Guaranteed by a restrictive covenant describing the open space and its maintenance and improvements, running with the land for the benefit of residents of the Planned Development or adjoining property owners and/or both.

2. Contents of Detailed Development Plan drawings

The applicant shall prepare and submit a final Detailed Development Plan prepared by a licensed engineer or architect including Civil Drawings subject to the following:

- a. ~~Three (3) sets full-sized plans (minimum size 24" by 36"), one set reduced 11" by 17". These are to be s~~ Scaled drawings prepared by a land surveyor, engineer, and/or architect. Scale of drawings 1" = 20', 1" = 30' or 1" = 40'. All sheets shall be numbered in sequence. All drawings shall include the name and address, telephone number, email address and registration number of the professional engineer, architect, landscape architect and surveyor responsible for the design, public improvements, and for surveys. IF the area is part of the Corporate Campus Planned Development District or a phase of an overall detailed development plan, include all information pertinent to the development of the individual parcel.
- b. An accurate legal description and survey of the entire area being developed as the Planned Development.
- c. ~~A CD or a DVD containing all information in Portable Document Format (PDF), Version 7 or later is required at the time of filing. Each drawing {submission e.g. construction plans, landscaping plans, architectural plan, etc., shall be converted to a PDF as a separate document. DO NOT FILE ALL DRAWINGS} as one total document. Civil Drawings/Construction Drawings for the overall development are required. Reference the Unified Development Ordinance, Noblesville Standards, and Stormwater Technical Standards for additional guidance and requirements.~~
- d. A development plan indicating all uses, parcels, lot lines, building location pads, recreational areas (residential), vehicular access ways, pedestrian ways (sidewalks/trails) (if trails denote if it is part of the Noblesville Alternative Transportation Plan), floodplains and wetlands (adopted

community and panel numbers of FIRMS; delineation and type of wetlands) and watercourses by location and name including drainage swales. All items dimensioned.

- e. The location, width, and type of use of any existing roads, rights-of-way, railroad rights-of-ways, burial grounds, watercourses, easements or other special purpose areas within the property, or immediately adjacent thereto, and the location of towers, poles, or other structures in connection with electric transmission lines. Clearly identify all easements and existing and proposed rights-of-way. Identify any woodland areas. Identify any trees existing on the property greater than 7-inches in diameter by species, caliper, and condition, and any native vegetation. All items dimensioned.
- f. A landscaping plan drawn by a landscape architect or a landscape contractor including company name, address, telephone number and email address. Scale 1" = 20' or 1" = 30'. The plan should include the location of trees, shrubs, and ground cover. Identification of the plant species (botanical and common names), sizes at the time of planting by caliper, height, and/or container size. Identify all trees to be used as Street Trees on a separate plan including species, caliper, and location and include on the overall plan. (Street Trees shall be approved by the Urban Forester).
- g. The location of any existing underground utilities, such as sewers, water mains, storm drains, gas or oil transmission lines, etc., within the property or immediately adjacent thereto, with approximate pipe size and directions of slope.
- h. Parcel identification numbers as per Hamilton County Tax Mapping to be include on plan.
- i. Non-residential Planned Developments shall include 360° Color Elevations for all buildings denoting materials used, location of materials on building, percentage of different types of materials on building, height, and colors. ~~{Provide two (2) 24" by 36" drawings (minimum size)}~~
 1. Include floor plans ~~{Provide two (2) 24" by 36" drawings (minimum size)}~~ and digital submission.
 2. Include a materials board. (Provide one board)
- j. Lighting Plan including type of fixtures proposed (perspective or elevation drawings). The lighting plan ~~{and digital submission}~~ shall denote the locations providing a photometric plan of the foot-candles to the property lines.
- k. Development Summary Table including gross and net acreage for the entire project, open space area, building coverage, floodplain and wetland

areas, right of ways, and detention/retention areas. Indicate locations of the above on the plans.

- l. Grading plan. Topographic contours shown at five (5) foot intervals in rolling or hilly terrain and two (2) foot intervals in level terrain, as referenced to sea level datum and an established benchmark.
- m. Location map indicating the Section, Township, and Range.
- n. A Vicinity Map showing the location of the parcel to be developed, identified by streets, block, and adjacent subdivisions (with block and lot numbers) as applicable, or in the case of un-subdivided properties, location by township, range, and section (metes and bounds). Include the names of the adjoining developments, uses, and the names of adjoining streets.

~~o. Name of development.~~

~~3. Supplemental Information~~

- ~~a. Legal description of the property. (single copy)~~
- ~~b. Drainage Reports (three copies).~~
- ~~c. Final draft of covenants. (single copy)~~
- ~~d. Post Water Quality (BMP) report (three copies)~~

~~4. Additional Information (when applicable)~~

- ~~a. Completion of Secondary Plat, Application and filing fee. Filing deadlines are as per the adopted Schedule of Meeting Dates and Filing Deadlines. ALL PLANS SHALL BE CLEARLY READABLE. ALL DRAWINGS SHALL INCLUDE GRAPHIC SCALE, NORTH ARROW, AND DATE.~~

~~The secondary plat map shall show the following:~~

- ~~b. The dimensions of all boundary lines of the property expressed in feet and hundredths of a foot; the bearings of all lines to a minimum of one-half minute.~~
- ~~c. The location, width or size of existing streets, easements, water bodies, and other pertinent features such as swamps, railroad, building, parks, cemeteries, drainage ditches, bridges and culverts, as determined by the Plan Commission.~~
- ~~d. The location and width of all proposed streets, easements, alleys, and other public ways, and proposed street rights-of-way and building setback lines.~~
- ~~e. The locations, dimensions, and areas of all proposed or existing lots including dimensions of all lot lines expressed in feet and hundredths of a foot; and bearings of all lines to a minimum of one-half minute.~~
- ~~f. The location and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the proposed thereof, and conditions, if any, of dedication or reservation.~~

- ~~g. The name and address of the owner of land to be subdivided; the name and address of the subdivider, if other than the owner; and the name and address of the land surveyor or engineer. In addition, citation of last instrument conveying title to each parcel of property involved; giving grantor, grantee, date, and land record reference.~~
- ~~h. Sufficient data acceptable to the Engineer of appropriate jurisdiction to determine readily the location, bearing, and length of lines for reproduction of such lines upon the ground.~~
- ~~i. The location of all proposed and existing monuments.~~
- ~~j. Name of the subdivision.~~
- ~~k. Lots shall be consecutively numbered, and blocks shall be lettered in alphabetical order.~~
- ~~l. The plat should include the following notations (when necessary):~~
 - ~~m. explanation of drainage easements;~~
 - ~~n. explanation of site easements;~~
 - ~~o. explanation of reservations;~~
 - ~~p. endorsement of owner with date and signature~~
- ~~q. Signature blocks for the Plan Commission, Board of Public Works, and/or County Commissioners, and the Director of Planning.~~
- ~~r. One Mylar and one paper copy. Owner and surveyor shall sign prior to submission on Mylar. Mylar not required until all Technical Advisory Committee comments have been satisfactorily addressed and notification by the Planning Department to submit the Mylar has been requested.~~
- ~~s. Posting of bonds accepted by the Engineering Department required prior to placement on the Board of Public Works agenda. All required County Government signatures shall be obtained prior to submission to the Board of Public Works.~~

2.