



SITE PLAN REVIEW

COMPREHENSIVE CHECKLIST OF APPLICATION REQUIREMENTS

All items listed in the checklist below are **mandatory** for filing and docketing of an application. At the City of Noblesville, we are committed to thoroughly and expeditiously reviewing your application, but your application must be submitted, online, by the submittal deadline in order to maintain the review process timeline. All items listed below, unless otherwise specified by a staff member of the Noblesville Planning and Development Department, are required for acceptance and review of your application. We appreciate your cooperation and interest in the City of Noblesville.

CHECKLIST

- Completed Pre-Filing Meeting.
- A completed online application using our Citizen Permit Portal, Civic Access, 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 Meeting.
- Payment of filing fees pursuant to the invoice that will be sent upon acceptance/docketing of the application. The fee must be paid within ten (10) business days of receipt.
- Legal Description of property.
- Drainage Reports shall include a statement signed by an Indiana Registered Professional Engineer stating that:
 - The Detailed Site Plan shall conform to any applicable standards for site drainage.
 - Except where a specific variation is stated, the design of all improvements is in accordance with applicable city regulations as well as stand and good engineering practices.
 - The Detailed Site Plan will not overload existing storm or sanitary sewers.
- Post Water Quality (BMP) report, including O&M and draft BMP maintenance agreement and ordinance.
- Certifications, seals, and signatures required for the dedication of land and recording of the document.
- Construction Schedule in a Gantt Chart. Each desired roadway and lane closure must be identified individually.
- Contents of 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:
 - Scaled Drawings at 1" = 20', 1" = 30', 1" = 40', or 1" = 50'.
 - An accurate legal description and survey of the entire area being developed.

- 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 types of wetlands) and watercourses by location and name including drainage swales. All items dimensioned.
- The location, width, and type of use of any existing roads, rights-of-way, 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 species, caliper, and condition, and any native vegetation. All items dimensioned.
- 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).
- 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.
- Parcel identification numbers as per Hamilton County Tax Mapping to be included on plan.
- Non-residential Planned Developments shall include 360-degree 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 floor plans.
 - Include materials board. (Provide one board)
- Lighting Plan including type of fixtures proposed (perspective or elevation drawings). Lighting Plan shall denote the locations providing a photometric plan of the foot-candles to the property lines.
- 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 plans.
- 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 seal level datum and established benchmark.
- Location map indicating the Section, Township and Range.
- 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, section (metes and bounds). Include the names of the adjoining developments, uses, and the names of adjoining streets.
- Plan and profiles of public roadways, sanitary sewer, storm sewer, and water mains.
- Maintenance of Traffic (MOT) Plan showing all temporary traffic control required for construction of the project. Include lane closures, and roadway closures. Plan shall consist of signs, barrels, barricades, flaggers, durations of operation/activity, and comply with the Indiana Design Manual.