



NOBLESVILLE PLANNING DEPARTMENT

16 S. 10th Street, Suite 150 Noblesville, IN 46060
phone: 317-776-6325 www.cityofnoblesville.org/planning

CHECKLIST - PRELIMINARY **NON-RESIDENTIAL** PLANNED DEVELOPMENT APPLICATION

Review the Unified Development Ordinance Appendix B, F and Articles 8 and 6 for additional requirements.

A. APPLICANT SUBMITTAL REQUIREMENTS:

- ☐ A completed application form, including notarized signatures of owner(s) and applicant(s);
- ☐ A legal description of the property involved in the planned development submitted in digital format and attached as text.
- ☐ A check in the amount of \$1200 plus \$65 per acre
- ☐ A separate refundable check in the amount of \$50 as surety for sign placement on the property.
- ☐ One (1) CD or DVD containing all information in a PDF format.
- ☐ Statement listing the exceptions from the requirements of the base zoning district and reasons for the zoning change explaining why the existing zoning would not accommodate the proposed development.
- ☐ Feasibility statements for (1) roads including the classification, right-of-way widths, pavement widths, (2) sidewalks or pathways (3) sanitary sewers; (4) storm drainage, (5) water supply system; (6) street lighting, (7) any proposed signage; and (8) other public utilities.
- ☐ Explanation of the proposed Planned Development, including how the proposed planned development meets the objectives of all adopted land use policies.
- ☐ Development schedule indicating the stages in which the project will be constructed, emphasizing the area to be developed within each phase and approximate time line.
- ☐ One (1) copy of the proposed ordinance and covenants of the Planned Development.
- ☐ Fourteen (14) copies (sets) of the preliminary development plan to be submitted for the Technical Advisory Committee Review.
- ☐ Two (2) 360 degree scaled color elevations (no smaller than 24" by 36" paper size) for all buildings denoting materials used, location of materials on building, percentage of different types of materials on building, height and colors.
- ☐ Building Floor Plans (no smaller than 24" by 36" paper size)
- ☐ One (1) board displaying the materials to be used on the building (no larger than a 11" by 17" board size).
- ☐ Fifteen (15) complete sets of the proposed scaled drawings (no larger than 34" by 44" paper size), and one (1) reproducible 11" by 17" paper size drawing to include the following:
 - ☐ Graphic scale (no smaller than 40 feet to 1 inch), north arrow and date.
 - ☐ Land Surveyor and Professional Engineer registration number and stamp.
 - ☐ Location of the planned development, ownership, use and zoning of adjacent properties;
 - ☐ Location, width or size of existing streets, easements, water bodies, and other pertinent features such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, bridges, and culverts.
 - ☐ Location of wetlands, including total area and type.
 - ☐ Location of floodplains, indicating the floodway line and base flood elevation.
 - ☐ Location, width, names, dimensions of proposed streets; including rights-of-way and dedications, easements, drainage ways, etc.
 - ☐ A Tree Preservation plan, showing the location of wooded areas or trees eight (8) inches in diameter and greater, measured four (4) feet above ground level, in accordance with Article 12 of the Unified Development Ordinance.
 - ☐ 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.

- ☐ Vicinity map showing the location of the parcel to be developed, identified by street, block, and adjacent subdivisions, or in the case of un-subdivided properties, location by township, range, and section (metes and bounds). Include names of adjoining property owners of record, the names of adjoining developments, uses, and adjoining streets. Include school district lines and identify.
- ☐ Preliminary Landscape Plan showing the landscape intent, types of plant materials to be provided, general sizes of plants, and intensity and scale of landscape plantings with site details to fully explain the concept, including buffer areas.
- ☐ Location, size, invert elevations and slopes of existing sewers, water lines, culverts and other underground structures within the tract.
- ☐ Proposal for connecting with the existing water supply and sanitary sewer systems or alternative means of providing water supply and sanitary waste disposal and treatment, primary provisions for collecting and discharging surface water drainage.
- ☐ Location of existing permanent buildings.
- ☐ Location of utility poles.
- ☐ Approximate topographic contours shown at five (5) foot intervals in rolling or hilly terrain and two (2) foot intervals in level terrain.
- ☐ An erosion control plan.
- ☐ Soils data.
- ☐ Lighting plan, including height of structures and photometrics.
- ☐ General information on all service facilities, driveways, paths and off-street parking facilities, etc.
- ☐ A site plan indicating proposed streets, all buildings or buildable area including yards and use, common open space, parking areas, buffer areas, service areas, and other facilities that indicate the CHARACTER of the planned development.
- ☐ Statement of present and proposed ownership of all land within the project.

☐ **ADDITIONAL REQUIRED ITEMS:** No later than 12:00pm eight (8) days after the Technical Advisory Committee review and prior to the plan commission meeting, fourteen (14) additional copies of the proposed development plan reflecting the changes requested by the Technical Advisory Committee along with the ordinance and other exhibits on 11" by 17" paper and two (2) 24" by 36" scaled sets of drawings.

☐ **ADDITIONAL REQUIRED ITEMS:** No later than 12:00pm, the Thursday following the Plan Commission meeting, four (4) unbound (not stapled) originals, including the ordinance and exhibits properly sequenced and identified at the top of the page (not by tabs) compiled in a booklet or pamphlet, no larger than 11" by 17" paper size and eleven (11) bound copies shall be submitted to the Planning Department.

B. PROCESSING:

1. A pre-filing meeting is required prior to submittal of documentation. Contact the Senior Planner at the Department of Planning and Development at, 16 South 10th Street, Suite 150, Noblesville, IN 46060, (317) 776-6325.
2. Application must be date stamped on the date received.
3. After a public hearing before the Plan Commission, a recommendation is sent to the City Council concerning the adoption of the preliminary development and standards. The ordinance is introduced at the initial hearing before the City Council and generally two weeks later a vote to adopt or not adopt the ordinance is finalized.
4. The applicant's presentation before City Council occurs at the first meeting of the Council when the ordinance is introduced.
5. If approved by the City Council, contact the City Engineering Office for a pre-construction meeting and posting of bonds.

C. FEES:

1. A fee of \$1200 plus \$65 per acre shall be paid when the application is submitted and a separate refundable fee of \$50 to be paid when the application is submitted.
2. The TAC filing fee (separate check) is due with the submittal of the TAC application and associated documentation.

<u>Number of Sheets</u>	<u>Review Fee</u>
1 to 20	\$1,325.00
21 to 40	\$1,590.00
41 to 60	\$1,855.00
61 to 80	\$2,120.00
Each additional 20 sheets	\$265.00

D. FOR INFORMATION & QUESTIONS:

City of Noblesville, Indiana
Department of Planning & Development
16 South 10th Street, Suite 150
Noblesville, IN 46060
Phone: (317) 776-6325
Fax: (317) 776-4638
www.cityofnoblesville.org/planning



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Date Stamp
Office Use Only

APPLICATION - PLANNED DEVELOPMENT

APPLICATION NUMBER: _____

1. PROPERTY INFORMATION

Property location: _____

Proposed name of planned development: _____ Acreage: _____

16-digit parcel ID: _____

Township Name: _____ Section #: _____ Township #: _____ Range #: _____

Present Zone District: _____ Proposed Zone District: _____ Existing Land Use: _____

Proposed open space %: _____ Acreage of open space: _____ Miles of public dedicated streets (new): _____

2. APPLICANT INFORMATION

Applicant's name: _____

Applicant's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax : _____ Email address: _____

3. OWNER INFORMATION

Property owner's name: _____

Property owner's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax : _____ Email address: _____

4. ATTORNEY INFORMATION

Company name: _____ Contact Name: _____

Attorney's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax : _____ Email address: _____

5. ENGINEER INFORMATION

Company name: _____ Contact Name: _____

Engineer's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax : _____ Email address: _____

6. SURVEYOR INFORMATION

Company name: _____ Contact Name: _____

Surveyor's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax : _____ Email address: _____

7. PROJECT CONTACT

Contact Name: _____

Phone: _____ Fax : _____ Email address: _____

8. ADVERTISING

Advertising cost of legal publication billed to:

Name: _____

Address: _____ Phone: _____

9. ATTEST & SIGNATURES

State of Indiana)
) SS:
County of Hamilton)

I attest that all of the above information is true and correct to the best of my knowledge and belief. I understand that any materially false, misleading, or incomplete statement on this Application shall constitute grounds for denial of this application and/or revocation of my request.

Signature of Owner* (**REQUIRED**)

Name printed

Signature of Applicant

Name printed

**If the owner's signature cannot be obtained on the application, then a notarized statement acknowledging his/her knowledge of the proceedings is required at the time of filing.*

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

Signature of Notary

Name Printed

My commission expires on _____, 20____

(Owners Signature)

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

Signature of Notary

Name Printed

My commission expires on _____, 20____

(Applicant Signature)