



NOBLESVILLE PLANNING DEPARTMENT

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

CHECKLIST - **NON-RESIDENTIAL** DETAILED PLANNED DEVELOPMENT PLAN APPLICATION

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

A1. SUPPLEMENTAL SUBMITTAL REQUIREMENTS:

- ☐ Subdivisions must also submit application, fees and all required items for a Secondary Plat (see Secondary Plat Application).

A2. APPLICANT SUBMITTAL REQUIREMENTS (ALL PROJECTS):

- ☐ Two (2) 360 degree color elevations (no smaller than 24" by 36" drawings) for all buildings denoting materials used, location of materials on building, percentage of different types of materials on building, height, and colors.
- ☐ Two (2) floor plans for all buildings (no smaller than 24" by 36")
- ☐ One (1) board displaying the materials to be used in the project (no larger than 11" by 17").
- ☐ A completed application form, including notarized signatures of owner(s) and applicant(s);
- ☐ A check in the amount of \$950 plus \$65 per acre for non-residential detailed development plans.
- ☐ A legal description of the property involved in the development plan submitted in digital format and attached as text.
- ☐ A CD or DVD of all civil/construction drawings in .pdf format
- ☐ Four (4) copies of the Drainage report for Planning, Engineering, County Surveyor and MS4.
- ☐ Final draft of covenants.
- ☐ Fifteen (15) complete sets of the proposed scaled drawings (no larger than 34" by 44"), and one (1) reproducible 11" by 17" drawing, to include the following:
 - ☐ Graphic scale (no smaller than 40 feet to 1 inch), north arrow and date,
 - ☐ Name of the development,
 - ☐ Land Surveyor and/or Professional Engineer registration number and stamp,
 - ☐ A vicinity map showing the location of the parcel to be developed or for adjacent properties, identify location by township, range, and section. Include the names of the adjoining developments, uses, and the names of adjoining streets.
 - ☐ Location and width of all existing streets, easements, alleys, and other public ways, proposed street rights-of-way, Duke Power poles or other structures and building setback lines. Identify existing wooded areas, including any existing trees greater than 7 inches in diameter. Include species, diameter and condition.
 - ☐ Location of wetlands, including total area and type.
 - ☐ Location of floodplains, indicating the floodway line and base flood elevation.
 - ☐ Location of all underground utilities such as sewers, water mains, storm drains, gas or oil transmission lines within the property or adjacent to with approximate size and directions of slope.
 - ☐ Development Plan: indicating all uses, parcels, lot lines, building location pads, recreational areas, vehicular access ways, pedestrian ways (sidewalks/trails), floodplains, wetlands, all watercourses by location and name, including drainage swales. All items dimensioned.
 - ☐ Development Summary Table: including the gross and net acreage for the entire project, open space area, building coverage, floodplain and wetland areas, rights-of-way and detention/retention areas.

- ☐ Grading Plan: Approximate topographic contours shown at five (5) foot intervals in rolling or hilly terrain and two (2) foot intervals in level terrain.
- ☐ Landscape Plan: 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 street trees to be used as Street Trees on a separate plan including species, caliper and location.
- ☐ Lighting Plan: including type of fixtures proposed (perspective or elevation drawings). The lighting plan shall denote the locations providing the photometric plan of the foot-candles to the property lines.

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 by staff.
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 non-refundable fee of \$950 plus \$65 per lot shall 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 - NON-RESIDENTIAL DETAILED PLANNED DEVELOPMENT PLAN

APPLICATION NUMBER: _____

1. PROPERTY INFORMATION

Property location: _____

Proposed name of subdivision plat: _____ Section No: _____

16-digit parcel ID: _____ Acreage: _____

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)