



## **PROJECT APPLICATION SUBMITTAL REQUIREMENTS**

The Project Application is used for those projects/processes that require more than one application be completed including but not limited to detailed development plan, TAC application, Improvement Location Permit, Change of Zoning, Plats, etc. The Project Application **is not** applicable to the Board of Zoning Appeals activities, building permits, sign permits, or other similar applications.

### **Submittal Requirements**

In most instances, a Pre-Filing Application Conference is required with City Staff prior to the submittal of the application, plans, and reports for docketing and review. This pre-filing conference is required to be held a minimum of seven (7) days prior to the adopted filing deadline dates.

All documentation including completed/signed application; plans (civil, landscaping, photometric, building floor plan, etc.); and reports (drainage, traffic study, etc.) are to be submitted in a PDF and sent to Planning Department Representative Joyceann Yelton at [jyelton@noblesville.in.us](mailto:jyelton@noblesville.in.us) either by email or with through a "File Sharing Platform". The above list is not all-inclusive of items required for submittal. **NO PAPER COPIES ARE REQUIRED.** Once the submittal has been docketed for review, an invoice will be sent regarding the total fees owed.

For specific filing deadline dates, meeting dates, required documentation, fees and other information refer to the City of Noblesville's - Planning and Development Department web page at [www.cityofnoblesville.org](http://www.cityofnoblesville.org).

### **Non-City Technical Advisory Committee (TAC) members' plan submittals**

It is the responsibility of your team members to supply the same materials submitted to the Planning Department to **ALL** outside agency TAC members including but not limited to: Hamilton County Offices; water, electric, gas utility providers; non-city sanitary sewer providers; and fiber and internet providers in the format of their choice. Failure to submit to the non-city agencies could result in a delayed review of the project. Provide a digital copy of the transmittal sheet to those non-city agencies with your project submittal.

**DO NOT ATTACH THIS INFORMATION PAGE AS A PART OF YOUR APPLICATION SUBMITTAL**



## PROJECT APPLICATION

(DOES NOT INCLUDE BOARD OF ZONING APPEALS APPLICATIONS)

APPLICATION  
NO'S \_\_\_\_\_

(OFFICE USE ONLY)

The applicant, owner, and developer shall provide requested information in its entirety. Lines not completed or left blank shall cause delays in providing docketing numbers and processing of the project. Fees associated with the project application include all checked processes below for the total fee.

This single application is for the processes listed below. **PLEASE CHECK ALL THAT APPLY.**

CHANGE OF ZONING

PROGRAM OF SIGNS  
(including amendments)

PRELIMINARY DEVELOPMENT PLAN

DETAILED DEVELOPMENT PLAN

AMENDMENT TO ADOPTED  
PLANNED DEVELOPMENT

SPECIAL CONSIDERATION (PD)

PRIMARY PLAT

SECONDARY PLAT

REPLAT/AMENDED PLAT/PLAT VACATION

IMPROVEMENT LOCATION PERMIT

TECHNICAL ADVISORY COMMITTEE (TAC)

ARCHITECTURAL REVIEW BOARD

OTHER MODIFICATIONS TO ADOPTED ORDINANCES REGARDING A CHANGE OF ZONING SUCH AS  
COMMITMENTS, CONDITIONS, WAIVERS, AND/OR STIPULATIONS

### **PROJECT INFORMATION** (CHECK ALL THAT APPLY)

RESIDENTIAL

NON-RESIDENTIAL

PROPOSED PROJECT NAME

ADDRESS / LOCATION

**PROJECT DESCRIPTION** (BE SPECIFIC AND PROVIDE DETAILS)

**PROJECT DETAILS**

TOTAL PROJECT ACRES	TOTAL DISTURBED ACRES (Rule 5)	EXISTING LAND USE	
ACRES OF OPEN SPACE	PERCENTAGE OF OPEN SPACE	ACRES OF IMPERVIOUS SURFACE	PERCENTAGE OF IMPERVIOUS SURFACE
CURRENT ZONING DISTRICT(S) (REFER TO ONLINE ZONING MAP(S):		PROPOSED ZONING DISTRICT(S)	
PD OVERLAY	PILOS	BMP	
FLOODPLAIN	ACRES	FLOOD ZONE(S) (REFER TO FEMA MAPS)	
FIRM REVISION DATE		FIRM PANEL NUMBER(S)	
<i>Is the site dirt balanced</i>		<i>Location of Dirt Stockpiles</i>	

WETLANDS

ACRES

WETLAND DESIGNED TYPE

COUNTY PARCEL NUMBER(S)

TOWNSHIP  
NAME

TOWNSHIP  
SECTION NUMBER

TOWNSHIP  
NUMBER

RANGE  
NUMBER

SUBDIVISION NAME

SUBDIVISION  
SECTION

LOT RANGE  
OR  
SINGLE LOT

BLOCK  
NUMBER  
(IF APPLICABLE)

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## **PROJECT CONTACT INFORMATION**

### **OWNER'S NAME**

MAILING ADDRESS

EMAIL ADDRESS

TELEPHONE NUMBER *(OFFICE OR HOME)*

CELLULAR NUMBER

### **APPLICANT'S NAME**

MAILING ADDRESS

EMAIL ADDRESS

TELEPHONE NUMBER *(OFFICE OR HOME)*

CELLULAR NUMBER

**PROJECT ENGINEER'S NAME**

COMPANY NAME

MAILING ADDRESS

EMAIL ADDRESS

TELEPHONE NUMBER (OFFICE)

CELLULAR NUMBER

**PROJECT SURVEYOR'S NAME**

COMPANY NAME

MAILING ADDRESS

EMAIL ADDRESS

TELEPHONE NUMBER (OFFICE)

CELLULAR NUMBER

**PROJECT ARCHITECT'S NAME**

COMPANY NAME

MAILING ADDRESS

EMAIL ADDRESS

TELEPHONE NUMBER (OFFICE)

CELLULAR NUMBER

**PROJECT LANDSCAPE ARCHITECT'S NAME**

COMPANY NAME

MAILING ADDRESS

EMAIL ADDRESS

TELEPHONE NUMBER (OFFICE)

CELLULAR NUMBER

PROJECT ATTORNEY'S NAME

COMPANY NAME

MAILING ADDRESS

EMAIL ADDRESS

TELEPHONE NUMBER (OFFICE)

CELLULAR NUMBER

NAME OF PRIMARY CONTACT

MAILING ADDRESS

EMAIL ADDRESS

TELEPHONE NUMBER

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### **OUTSIDE AGENCY PERMIT INFORMATION**

327 IAC 3 CONSTRUCTION PERMIT (SANITARY SEWER)

IDEM Required

Filed

Date Filed/Anticipated File Date

327 IAC 8 CONSTRUCTION PERMIT (DRINKING WATER)

IDEM Required

Filed

Date Filed/Anticipated File Date

327 IAC 15-5 CONSTRUCTION PERMIT (RULE 5 – LAND DISTURBANCE)

IDEM Required

Filed

Date Filed/Anticipated File Date

HAMILTON COUNTY SURVEYOR'S OFFICE  
(NON-ENFORCEMENT, OUTLET, CROSSING, RELOCATION/RECONSTRUCTION PERMIT(S))

HC Surveyor Required	Filed	Date Filed/Anticipated File Date
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HAMILTON COUNTY HIGHWAY DEPARTMENT

HC Highway Required	Filed	Date Filed/Anticipated File Date
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IDEM 401 PERMIT (ARMY CORPS OF ENGINEERS PERMIT 404)

IDEM Required	Filed	Date Filed/Anticipated File Date
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Army Corps Required	Filed	Date Filed/Anticipated File Date
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**PUBLIC NOTICE ADVERSITING COSTS**

BILLED TO:

FEES BILLED TO:

## **ATTESTS AND 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 statements on this application shall constitute grounds for denial of this application and/or revocation of my request.*

Owner's Printed Name:

Owner Signature **(Required)**: \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Signature \_\_\_\_\_

(Printed Name, Commission Expires, Resident of What County or STAMP)

Applicant or Developer's Printed Name

Applicant or Developer's Signature \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Signature

(Printed Name, Commission Expires, Resident of What County or STAMP)

**PRIOR TO ANY SUBMITTALS FOR THE NOTED APPLICATIONS, A PRE-FILING MEETING IS REQUIRED WITH PLANNING DEPARTMENT REPRESENTATIVES.**

Pre-Filing Meeting Date

Planning Representative(s)