

APPENDIX B. APPLICATIONS

PART A. APPLICATIONS

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PART A. APPLICATIONS

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:

- 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:
 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. In addition, site plans in any flood hazard area 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, fill, storage of materials, drainage facilities; and the location of the foregoing. Specifically, the following information is required, where applicable:
 1. Elevation in relation to mean sea level of the lowest floor including basement of all structures;
 2. Elevation in relation to mean sea level to which any structure has been floodproofed;
 3. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in this ordinance;
 4. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development; and
 5. Indiana Department of Natural Resources approval 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 by at least one owner or lessee of property for which such Conditional Use is proposed. At a minimum, the application shall contain the following information:

- 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. Location and size of all existing and proposed buildings and structures;
 3. 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. 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. Details of drainage structures including cover details for all structures under paved areas;
 7. Layout of drives and other traffic and drainage features on opposite side of street or adjacent properties;
 8. 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. 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. Any other information the Board of Zoning Appeals 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

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 containing:

- 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:
 1. Name, address, and phone number of applicant;
 2. Present use;
 3. Present zoning district;
 4. Proposed zoning district;
 5. 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;
 6. 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;
 7. A statement on how the proposed amendment relates to the Comprehensive Plan;
 8. A fee as established from time to time by the Common Council; and
 9. 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.

Section 5. Subdivisions

A. Contents of Sketch Plat Application

1. Sketch Plan Map

A sketch at a scale of approximately two hundred (200) feet to one (1) inch shall show information for the property which is proposed to be subdivided, and for adjoining properties for a distance of at least two hundred (200) feet, and shall include:

- a. The boundary of the property to be subdivided and its true relationship to the right-of-way of the existing road(s) upon which it may border;
- b. The location, width, and type of use of any existing roads, rights-of-way, 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;
- c. 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;
- d. Existing topography with contour intervals not greater than five (5) feet, giving bench marks together with drainage channels, streams, springs, swamps, flood zones, rock outcrops, existing buildings, wooded areas, or other features likely to affect the plan. The source and accuracy of the topographic details shown on the plan shall be in terms of U.S.G.S. data and/or field survey.
- e. A general layout of proposed streets, blocks, and lots for the entire parcel under control of the subdivider.
- f. Identification of any general area to be set aside for schools, parks, or other community facilities.
- g. Identification of sites for uses other than single-family dwellings.

- h. General indications of how the subdivision is to be provided with water service, sanitary sewers, and storm drainage.

2. Supplemental Information

- a. Location of the parcel to be subdivided, 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).
- b. Legal description of any existing legal rights-of-way or easements affecting the property.
- c. Listing of any existing covenants on the property.
- d. Zoning classification.
- e. The location and name of all adjacent subdivisions, if any, and names of owners of adjacent un-subdivided property.

3. Other Application Requirements

The subdivider shall file an application with the Planning Director for approval of the primary plat. The application shall:

- a. Be made on {applications adopted by the Plan Commission and} **ORD. 36-08-02** available at the Department of Planning and Development;
- b. Be submitted at least {forty-two (42)} **ORD. 36-08-02** days prior to a regular meeting of the Planning Commission to allow adequate time for reviews by staff and Technical Advisory Committee, and Architectural Review Committee, if required;
- c. Be accompanied by a minimum of {fourteen (14)} **ORD. 36-08-02** copies of the primary plat map and any supplemental information, as described in subsection B, below. {The additional copies will be forwarded to the Technical Advisory Committee for their review and comments.} **ORD. 36-08-02**
- d. Be accompanied by a minimum of {fourteen (14)} **ORD. 36-08-02** copies of provisional construction plans. {The additional copies will be forwarded to the Technical Advisory Committee for their review and comments.} **ORD. 36-08-02**
- e. Be accompanied by a non-returnable fee as described in Appendix A., Fee Schedule.

B. Contents of Primary Plat Application

Applications for primary plats shall comply generally with the approved sketch plan. The following items are required for the primary plat application:

1. Primary Plat Map

The Primary Plat Map shall be prepared by a licensed land surveyor or engineer at a scale no smaller than one hundred (100) feet to one (1) inch. It shall be prepared in pen on tracing cloth or reproducible mylar, and the sheets shall be numbered in sequence if more than one sheet is used. All sheets shall be of such size as is acceptable for filing in the office of the County Recorder, but shall not be larger than 34 x 44 inches.

The Primary Plat Map shall show information for the property which is proposed to be subdivided, and for adjoining properties for a distance of not less than five hundred (500) feet, and shall include the following:

- a. Location of property lines, existing easements, burial grounds, railroad rights-of-way, watercourses, and existing wooded areas or trees eight (8) inches or more in diameter, measured four (4) feet above ground level; and the location, width, and names of all existing or platted streets or other public ways within the tract.
- b. The location of property; with respect to surrounding property and streets, including the names of all adjoining property owners of record, the names of adjoining developments, and names of adjoining streets.
- c. 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.

- d. Approximate topographic contours shown at five (5) foot intervals in rolling or hilly terrain and two (2) foot intervals in level terrain, as determined by the Planning Director, and referenced to sea level datum and an established benchmark.
- e. The approximate location and width of proposed streets and rights-of-way.
- f. Proposals for connection with 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.
- g. The approximate location, dimensions, and areas of all proposed or existing lots.
- h. The approximately location, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use, or for the use of property owners in the proposed subdivision.
- i. A vicinity map showing streets and other general development of the surrounding area. The primary plat shall show all school and improvement district lines with the districts properly designated.
- j. The location of temporary stakes to enable the local officials to find and appraise features of the proposed layout in the field, if needed.
- k. Soils Data—See Article 6, Part J, of this Ordinance.
- l. Graphic scale, north arrow, and date.
- m. The names of the owners as shown in the Assessor's files. This information may be shown on a separate current tax map or plat reproduction from the Assessor's Office showing the subdivision superimposed thereon.
- n. Whenever the primary plat covers only a part of an applicant's contiguous holdings, the applicant shall submit, at the scale no smaller than one (1) inch equals two hundred (200) feet, a sketch of the entire holdings, including the proposed subdivision area, showing an indication of the probable future street and drainage systems for the remaining portion of the tract.

2. Supplemental Information

a. Subdivision Name

The name of subdivision if property is within an existing subdivision, or proposed name if not within an existing subdivision.

b. Ownership and Right to Develop

- (1) Name and address, including telephone number, of legal owner(s) or agent of property.
- (2) Citation of any existing legal rights-of-way or easements affecting the property.
- (3) Existing covenants on the property, if any.

c. Preparer of Plat

Name and address, telephone number, and registration number of the professional engineer and surveyor responsible for subdivision design, public improvements, and for surveys.

d. Location and Description

Location of property by lot or section, township, range, and county (metes and bounds).

- e. The presence or absence of any exceptions to the development standards for the zoning district in which it is located, any general development standards, or Article 6, Site Design and Improvement Standards; as evidenced by the listing of any exceptions in the primary plat application;
- f. The presence or absence of any protective covenants for the subdivision which would alter its impact from what would typically be permitted in the zoning district in which it is located; as evidenced by the inclusion of any covenants in the primary plat application.

3. Other Application Requirements

The subdivider shall file an application with the Planning Director for approval of the secondary plat. The application shall:

- a. Be made on {applications approved by the Plan Commission and} **ORD. 36-08-02** available at the Department of Planning and Development;
- b. Be submitted to the Planning Director at least fifteen (15) days prior to a regular meeting of the Plan Commission to provide sufficient time for staff review;
- c. Be accompanied by a minimum of six (6) full sized copies of the secondary plat plus one (1) reduced copy at 8-1/2" x 11"; electronic drawings shall be submitted upon signing of the plat.
- d. Be accompanied by a minimum of six (6) copies of complete secondary construction plans. "As built" drawings shall be submitted upon completion of improvements.
- e. Be accompanied by all formal irrevocable offers of dedication to the public of all streets, utilities, parks, easements, and other local government uses. In addition, the subdivision plat shall be marked with a notation indicating the formal offers of dedication as follows:

The owner, or his representative, hereby irrevocably offers for dedication to the City all the streets, City uses, easements, parks and required utilities shown on the subdivision plat and construction plans.

Signature _____

Date _____

- f. Be accompanied by a general warranty deed to all lands including school sites, park sites, utility sites, etc., offered for dedication in proper form for recording.
- g. Be accompanied by a Performance Bond or other security.
- h. Be endorsed by Other Public Authorities as Applicable. The secondary subdivision plat shall be properly endorsed by appropriate authorities to assure that the plat is in compliance with all rules, regulations, and requirements of local and state authorities.

C. Contents of Secondary Plat Application

Applications for secondary plat approval shall comply with the approved primary plat. The secondary plat shall be prepared by a registered land surveyor or engineer at a scale no smaller than one (1) inch equals one-hundred (100) feet. It shall be prepared in pen and ink on tracing cloth or reproducible mylar, and the sheets shall be numbered in sequence if more than one (1) sheet is used. All sheets shall be of such size as is acceptable for filing in the office of the County Recorder, but shall not be larger than thirty-four (34) inches by forty-four (44) inches. Electronic drawings shall be submitted upon signing of the secondary plat.

The secondary plat map shall show the following:

1. 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.
2. 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.
3. The location and width of all proposed streets, easements, alleys, and other public ways, and proposed street rights-of-way and building setback lines.
4. 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.
5. 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.
6. 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. Also citation of last

instrument conveying title to each parcel of property involved, giving grantor, grantee, date, and land record reference.

7. The date, north arrow, and scale.
8. 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.
9. The location of all proposed and existing monuments.
10. Name of the subdivision.
11. Indication of the use of any lot (single-family, two-family, multi-family, etc.) and all uses other than residential proposed by the subdivider.
12. Lots shall be consecutively numbered, and blocks shall be lettered in alphabetical order.
13. The plat should include the following notations (when necessary):
 - a. explanation of drainage easements;
 - b. explanation of site easements;
 - c. explanation of reservations;
 - d. endorsement of owner with date and signature.
14. A block or space shall be set aside on the secondary plat to include the signatures of the Plan Commission President, Plan Commission Secretary, Board of Works and/or Board of County Commissioners, and the Director of Planning and Development.

Section 6. Residential Mobile Home (RMH) Park or Subdivision

Applications for Residential Mobile Home Parks or Subdivisions shall contain the following information. In addition, the Mobile Home Subdivision shall comply with all requirements for subdivisions given in this Ordinance and in Appendix B, Part A, Section 5.

A. A vicinity key map at an appropriate scale.

B. Description:

1. Proposed name of such mobile home park.
2. Location by legal description, and city, town, or civil township.
3. Name and address of the applicant.
4. Name, address, and seal of registered professional engineer or land surveyor preparing the plat.
5. Scale of the plan, north arrow, and date.

C. Existing Conditions:

1. Boundary line of proposed mobile home park indicated by solid heavy line.
2. Location, width, and names of all existing or prior dedicated streets or public ways abutting or in said area of the proposed mobile home park, railroad and utility rights-of-way, parks and other public open spaces within said area, and location of permanent buildings or structures.
3. Any existing sewers, water mains, culverts, drainage tile, or underground facilities within the area of the proposed mobile home park.
4. Existing zoning of proposed mobile home park and adjacent tracts.
5. Other conditions on the tract such as watercourses, marshes, rock outcroppings, wooded areas, etc.

D. Proposed Conditions:

1. Layout of streets and sidewalks with width thereof, whether dedicated or private street, together with typical cross section to meet City or County standards.
2. Layout of any alleys, crosswalks, and easements.
3. If lots are laid out, the dimensions and number thereof.
4. Land to be set aside for common use of the tenants of the mobile home park.
5. All setback lines.
6. Location of all proposed permanent buildings, storage area, office and community center.

E. Improvement Plan:

At the time of filing the development plan, the applicant shall also file five copies of the proposed improvement plans which shall contain the following information:

1. Description:
The same information as contained above.
2. Proposed Conditions:
 - a. Plan and profile sheets of the proposed mobile home park streets, including typical cross section showing pavement design.
 - b. Plans for the proposed handling of surface water drainage, including plan and profile sheets of storm sewers, if included in the proposed improvements, to the satisfaction of the County Surveyor and Engineer of appropriate jurisdiction.

Section 7. Zero Lot Line (ZLL) Development

Applications for Zero Lot Line (ZLL) Development shall contain the following information. In addition, Zero Lot Line Developments shall comply with all requirements for subdivisions given in this Ordinance and in Appendix B, Part A, Section 5.

- A. A location map indicating existing zoning on the site and adjacent area.
- B. Site plan at no less than one (1) inch equals one hundred (100) feet, including the following information:
 1. Lot lines and setbacks;
 2. Location, shape, size, and height of existing and proposed buildings, decorative walls and elements, entrance features, storm water detention areas, sidewalks and sanitary sewer design;
 3. Existing and proposed landscaping;
 4. Recreation facilities (if applicable);
 5. Stage of development, if any;
 6. Location of off-street parking;
 7. Indication of exterior graphics;
 8. Indication of design methods used to conserve energy;
 9. Landscaped areas both interior as well as the adjacent perimeter treatment.
- C. Floor plans and elevations of all typical units and any other structures such as recreation buildings. The total amount of lineal exterior wall area and that portion which has visual and physical access to outside patio/court areas shall be indicated for each typical unit.
- D. Information indicating the following:
 1. Gross and net acreage;
 2. Lot sizes (dimensions and square footage);
 3. Building heights and stories;

4. Building coverage for each lot;
5. Amount of common open space in square feet (if applicable);
6. Total trees provided and total trees required;
7. Parking required and provided;
8. Such other architectural and engineering data as may be required to evaluate the project;
9. Sidewalks and other access paths (required). Minimum width of sidewalks is four (4) feet.
10. Where there are no public streetlights, front yard dusk to dawn lights are required on each individual lot.

Section 8. Village Center Commercial (VCC) and Village Center Mixed Use (VCM) Detailed Development Plans

Applications for Village Center Commercial (VCC) and Village Center Mixed Use (VCM) Detailed Development Plans shall not be prepared until approval of a Village Center Overlay (VCO) Preliminary Development Plan. Village Center Detailed Plans shall contain the following:

- A. The location of all buildings to be constructed and the specific internal uses of each building, structure, and use of land, layout of parking lot, location of access drives, provisions for pedestrian circulation including sidewalks, location and design of outdoor lighting fixtures and free standing signage.
- B. Development schedule.
- C. Architectural Plans: Preliminary architectural plans for all primary buildings shall be submitted in sufficient detail to permit an understanding of the style of the development, the design of the building, and design and location of attached signage.
- D. Landscape Plan: A 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.
- E. A statement signed by an Indiana Registered Professional Engineer stating that:
 1. The Detailed Site Plan will 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.
- F. Certifications, seals, and signatures required for the dedication of land and recording of the document.
- G. 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 hereunder 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 improvement, running with the land for the benefit of residents of the Planned Development or adjoining property owners and/or both.

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{Section 9. Planned Developments

A. Contents of Concept Plan

1. Contents Plan

Concept Plan - A plan for the development of land brought by the applicant/petitioner to a PRE-Submittal meeting that shows in general terms the proposed land use, circulation, natural characteristics, and typical development of the area to be developed including the affected adjacent properties and traffic. Maximum scale 1" = 60' and shall include:

- a. The boundary of the property and its true relationship to the right-of-way of the existing road(s) upon which it may border;
- b. Existing topography with contour intervals not greater than five (5) feet, giving bench marks together with drainage channels, streams, springs, swamps, flood zones, rock outcrops, existing buildings, wooded areas, or other features likely to affect the plan. The source and accuracy of the topographic details shown on the plan shall be in terms of E.I.F.S. data and/or field survey.
- c. A general layout of proposed streets, blocks, and lots for the entire parcel under control of the developer.
- d. Identification of any general area to be set aside for schools, parks, or other community facilities.

B. Preliminary Development Plan

1. Contents of Plan

- a. Completion of Preliminary Development Plan Application, filing fee, TAC fee, sign fee. Filing deadlines are as per the *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 REASONS FOR REVISION(S) AND BY WHOM.**
- b. Fifteen (15) sets full sized plans (minimum size 24" by 36"); one set reduced 11" by 17". 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 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 plan indicating the location and configuration of the planned development including parcels, lot lines, uses, building locations and 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, 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.
- e. 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).

- f. 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.
 - g. 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 pip size and directions of slope.
 - h. General indications of how the development is to be provided with water service, sanitary sewers, and storm drainage, gas, electricity, etc. 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.
 - i. Parcel identification numbers as per Hamilton County Tax Mapping to be include on plan.
 - j. 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).
 - (2) Include a materials board. (Provide one board)
 - k. 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.
 - l. 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.
 - m. 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.
 - n. Soils map and data. Two 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.
 - o. Location map indicating the Section, Township, and Range.
 - p. Proposed zoning classification of real property being developed and surrounding zoning classifications
 - q. 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.
 - r. Name of proposed development.
- 2. Supplemental Information (single copy)**
- a. Legal description of property.
 - b. Legal description and recorded documents of any existing easements and/or right-of-way dedications affecting the property. If existing, indicate recorded instrument numbers on the plans.
 - c. A statement of the proposed uses for the entire development and how it relates to the adopted Comprehensive Master Plan.
 - d. A statement identifying any variations from the underlying zoning district development standards, and Article 6 – Site and Improvement Standards. Include a justification for each standard that is proposed to be varied.
 - e. Feasibility statements concerning the infrastructure such as sanitary sewer, storm sewer, water, electricity, etc.

- f. A statement of the stages proposed for the development indicating the sequence and phasing.
- g. Proposed covenants
- h. Any bonds for improvements as may be required.

3. Residential Planned Developments

- a. 360° 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.
- b. Floor plans
- c. A sample materials board indicating colors, and types of materials, and location of materials used.
- d. Architectural Review Board Application
- e. Seven (7) sets of the elevations including any deviations from the adopted standards for Architectural Review. Include the 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. Contents of Plan

- a. Completion of Detailed Development Plan Application , filing fee, and TAC fee. Filing deadlines are as per the *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.**
- b. Fifteen (15) sets full sized plans (minimum size 24" by 36"), one set reduced 11" by 17". 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 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.
- 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 shall be converted to a PDF as a separate document. DO NOT FILE 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, 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)].
 - (2) Include a materials board. (Provide one board)
 - j. 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.
 - 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.
- 2. Supplemental Information (single copy)**
- a. Legal description of property.
 - b. Drainage Reports (four copies).
 - c. Final draft of covenants
- 3. Additional Information (when applicable)**

- a. Completion of Secondary Plat, Application and filing fee. Filing deadlines are as per the *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):
 - a. explanation of drainage easements;
 - b. explanation of site easements;
 - c. explanation of reservations;
 - d. endorsement of owner with date and signature
12. Signature blocks for the Plan Commission, Board of Public Works, or County Commissioners, and the Director of Planning.
13. Three Mylars and one paper copy. Owner and surveyor shall sign prior to submission.
14. Posting of bonds.} ORD. #56-11-07

FOR UPDATED APPLICATION FORMS: www.cityofnoblesville.org. - Planning Department - Applications