

## **PROJECT APPLICATION SUBMITTAL REQUIREMENTS**

The Project Application is used for those projects/processes that require more than one application be completed such as a detailed development plan, TAC application, Improvement Location Permit, etc. In these cases, the project application form is appropriate. The Project Application **is not** applicable to the Board of Zoning Appeals activities or building permits, sign permits, or other similar applications.

### **Submittal Requirements**

**ALL DOCUMENTATION INCLUDING APPLICATIONS, PLANS, REPORTS, ETC. ARE TO BE SUBMITTED IN BOTH PDF AND DWG ON A CD OR USB INCLUDING THREE PAPER FULL SIZED COPIES OF THE PLANS. PLANS TO TAC MEMBERS OUTSIDE OF THE CITY AGENCY ARE YOUR RESPONSIBILITY FOR PROVIDING THOSE COPIES TO THE OUTSIDE AGENCIES.**

1. **Completed Application** (Fill-in blanks)
2. **Required Documentation** (Refer to attached links)
3. **Fees** (The fees below **do not** include any building permit fees, building inspection fees, Engineering Department Construction Fees, Road Impact fees, Park Impact fees, PILOS fees, Drive cut fees, Sanitary Sewer Fees, Miscellaneous fees, Sign Fees or other similar fees. Those fees will be collected at a later time during either the review process or the issuance of other permits.

### **Plan Commission Activities**

#### **Change of Zoning Classification**

Residential \$800 plus \$35 per acre

Non-Residential \$900 plus \$65 per acre

Modification to Zoning Commitments \$425

#### **Subdivisions**

##### **Primary Plat**

Residential \$800 plus \$35 per lot

Non-Residential \$1,000 plus \$65 per lot

##### **Secondary Plat**

Residential \$450 plus \$35 per lot

Non-Residential \$500 plus \$65 per lot

**Fees (continued)****Subdivisions (continued)**

Plat Vacation: \$300 plus \$35 per lot

Amended Plat or Replat

Residential \$300 plus \$35 per lot

Non-Residential \$400 plus \$65 per lot

Variance from Subdivision Standards: \$100 per variance

**Planned Unit Development**

Preliminary Development Plan

Residential: \$1,200 plus \$35 per acre

Non- Residential: \$1,200 plus \$65 per acre

Detailed Development Plan

Residential: \$750 plus \$35 per acre

Non- Residential: \$950 plus \$65 per acre

Amended Development Plan (Previously Approved):

\$550 (Text only)

\$550 plus \$65 per acre

Special Considerations: \$1,000

**Program of Signs (including amendments)** \$500.

**Architectural Review Board** (Review as a part of a Residential  
Planned Development \$600.

**Technical Advisory Committee (TAC)**

Calculated Based on number of pages submitted for review by the TAC  
The number of pages for fee calculation purposes does not include the  
Noblesville Standards Sheets but only those sheets that are preliminary  
plans, construction drawings, site plans, topography plans, SWPPP, etc.

<u>Number of Sheets</u>	<u>Review Fee</u>
5 or Less	\$ 500.
6	\$ 765.
7	\$ 930.
8	\$1,095.
9	\$1,260.
10 to 20	\$1,325.
21 to 40	\$1,590.
41 to 60	\$1,855.
61 to 80	\$2,120.

**Improvement Location Permit** (required as a part of the submittal excluding  
Preliminary Development Plan process)  
\$150 plus \$35 per acre

4. **Revisions to initial submittals.** After the initial submittal all updated plans, reports, correspondence are to be digitally sent to the Project Staff Member in the Planning Department assigned to your particular project even if that individual did not have any comments. It is the Planning Department Staff that is responsible for all new documentation uploads in the database. Updated documentation and plans require a revision date on the appropriate pages and highlighting (clouding) the changes on those particular pages. A transmittal sheet is required for all resubmittals including any correspondence relating to TAC comments to each individual department. Correspondence to Hamilton County agencies shall also be included.
  
5. **Additional Information** regarding submittals: (see links below) It is your responsibility to obtain the latest information and the links below as of January 31, 2017, the most current. The links will be updated on a quarterly basis; however that does not relieve you from checking on the City's webpage at [www.cityofnoblesville.org](http://www.cityofnoblesville.org) for the updated regulations and standards. The Unified Development Ordinance pertinent sections include: Articles 2, 4, 6, 8, 9, 10, 11, 12, 13, 14 and Appendices A, C, C-1, D, E, F, F-1, G, H-1, H-2, J, and K.
  
6. **Non-City TAC Members** regarding submittals. It is your responsibility to send to the outside agencies such as Hamilton County Surveyor's Office, Duke Energy, Citizens Energy, Indiana American Water, Hamilton County Highway, Vectren Energy, ATT, Verizon, Comcast and the like the same submittals that were supplied to the City of Noblesville in the format of their choice. Failure to supply the necessary documentation to the outside agencies could result in delay of your project. A digital copy of the transmittal sheet to those agencies shall be included with your submission to the City of Noblesville at the time of applying including the signature of the receiver of the transmittal and date.

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**Engineering Department**

Contact: [Brian Gray](#)

[Construction Standards](#) (UDO Appendix F – Noblesville Standards)

[Subdivision Standards](#) (UDO Article 6 – Site Design and Improvement Standards)

**MS4**

Contact : [Brad Robbins](#)

[Stormwater Technical Standards Manual](#)

[Chapter 7](#) (Indiana Storm Water Quality Measures for Construction and Land Disturbance Activities)

**Planning Department**

Contact: [Joyceann Yelton](#)

[Planned Developments](#) (UDO Article 8 – Zoning District, Part H, Section 3 Planning Developments)

[Zoning Map](#)

[Unified Development Ordinance](#)

[Site Plan Review](#) (UDO Article 4 – Zoning Applications and Approvals, Part B. Site Plan Review)

[Section 5](#) (Standards for Site Plan Review)

[Section 6](#) (Additional Standards for Non-Residential not currently within a planned development)

[Unified Development Ordinance](#) (Table of Contents)

**GIS**

Contact: [Mike Morris](#)

[Digital As-built Requirements](#)

[Digital As-built Spreadsheet](#)

[Digital As-built Spreadsheet BMP's](#)

[Digital Construction Requirements](#)

**Fire Department**

Contact: [Darrel Cross](#)

[Fire Department Access Requirements](#) (UDO Appendix F-1)

[Fire Prevention Code](#) City of Noblesville

[2012 International Fire Code](#) State of Indiana

[Indiana Amendments to the Fire Code](#) Link takes you to the amendments but cannot view



# PROJECT APPLICATION

(DOES NOT INCLUDE BOARD OF ZONING APPEALS APPLICATIONS)

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

(OFFICE USE ONLY)

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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<br>(including amendments) |
| PRELIMINARY DEVELOPMENT PLAN  | DETAILED DEVELOPMENT PLAN                  |
| AMENDMENT TO ADOPTED<br>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<br>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)	
<b>FIRM</b> REVISION DATE	<b>FIRM</b> 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

HAMILTON COUNTY HIGHWAY DEPARTMENT

HC Highway Required                      Filed    Date Filed/Anticipated File Date

IDEM 401 PERMIT (ARMY CORPS OF ENGINEERS PERMIT 404)

IDEM Required                                      Filed    Date Filed/Anticipated File Date

**Army Corps** Required                      Filed    Date Filed/Anticipated File Date

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**PUBLIC NOTICE ADVERSITING COSTS**

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 Print Name

Owner's 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)