

Commercial Site Plan

Office, Commercial and Industrial Development Proposals

Step 1: Application

Pre-Application Meeting. Prior to the intended filing, the applicant must discuss the potential application with Staff for the purpose of becoming familiar with requirements, procedures, deadlines, and hearings. The legal descriptions for the petition may be reviewed at this time.

Making Application. The applicant must make an appointment with Staff to file by calling (317) 881-8698. A complete application with all required attachments must be submitted by the date shown on the Application Schedule. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

Items Required for a Complete Application:

- Application Fee.** Make checks payable to “The City of Greenwood”.
 - Site Development Plan: \$750 (includes \$15 technology fee) plus \$10 per acre
 - Change in Previously Approved Plan: \$100 plus \$10 per acre (includes \$10 technology fee)
- Outside Review Deposit.** \$500.00. Make separate check payable to “The City of Greenwood”
- Application Form.** All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
- Attachment D:** Affidavit and Consent of Property Owner. (Submit only if the owner is different from the applicant.)
- Attachment E:** Detailed Data Sheet
- Attachment F:** Intent to Provide Utility Service (provide transmittal letter to provider or copy of letter from provider upon filing. City must receive copies of letters from utilities prior to final approval)
- Attachment G:** Certificate of Sufficiency of Plan
- Attachment H:** Certificate of Obligation to Observe
- Attachment J:** Waiver Request (if applicable)
- Attachment P:** Waiver Request (if applicable)
- Attachment L:** Project Routing Sign-Off Sheet – must be completed by all applicable departments
- Attachment M:** Take-Off Sheets for Guarantee Estimates (download spreadsheet for this form at: <http://www.greenwood.in.gov/egov/apps/document/center.egov?view=item:id=2984>)
- Attachment N:** Outside Review Agreement
- SAF/Tap-on Fee:** Can be found on the City’s website under the Sanitation Utility page
- Johnson County Drainage Board Report.** (if applicable) (317) 736-3933 (two copies)
- Drainage Calculations and Watershed Map.** (2 copies)
- Reproducible Site Development Plan.** Submit one basic, overall plan that is 11” x 17” or smaller in size on a separate sheet.
- Recorded Commitments.** Submit one copy of the recorded commitments associated with the rezoning of this property (if applicable).
- Legal Description.** A legal description of the subject property is required.
- Site Development Plan.** Site Development Plans shall be prepared in accordance with Greenwood Municipal Code Chapter 10-460 of the Zoning Ordinance, which describes the necessary information on a sheet-by-sheet basis. Submit **four full sets** that are 24” x 36” in size.
- Electronic Copy of Plat and Plans.** Submit **one** copy of the plan set in a .pdf format on compact disk or other portable media device.
- Vicinity Map.** 8 ½”x11” in size showing where the property is located in Greenwood, making sure major streets are labeled. Scale should be approximately 1:1,000.

Step 2: Notifying the Public

Public notice is not required for this type of petition. Go to step 3.

Step 3: Staff Report, Public Meeting and Application Schedule

Staff Report

After an examination of information in the public record and findings from additional research, Staff shall publish a Technical Review Committee Report that provides an analysis of the petition request. Such report shall be published along with the agenda approximately five days prior to the meeting.

Public Meeting

Staff may refer site development plans to a Plan Commission public meeting due to the nature or magnitude of the development. Applications for waivers also must go to the Plan Commission for consideration.

The Commission shall follow its adopted Rules of Procedure for the meeting, a copy of which is available at the Planning Office. Public meetings of the Plan Commission are generally held on the second and fourth Monday of each month in the Common Council Chambers at the Greenwood City Center, 300 S Madison Avenue, Greenwood, Indiana, 46142.

When your request comes up on the agenda, you must present your request to the Commission. You may represent yourself or have a consultant or attorney represent you. You may use any maps or graphics that will assist you in the presentation. If the members need additional information, they will ask questions regarding your request.

Upon conclusion of its public meeting, the Commission will vote on your petition. The Commission may include commitments and conditions as part of its decision.

Application Schedule

There is no general schedule for a Commercial Site Plan Petition, since each request is subject to Outside Engineering Review. The goal for a commercial site plan is to issue a Land Alteration Permit approximately 60 days from the date of filing. As a result, these petitions should be filed at the earliest convenience of the petitioner and a worksheet shall be completed by staff establishing specific dates as benchmarks during the review process.

Step 4: Petition Information (Completed by Staff at the Time of Application)

The Docket Number for this petition is _____. Please use this number for referencing the request and when submitting additional information in the future.

This petition may be heard by the Commission, if waivers are necessary. This public meeting is currently scheduled for _____, however, the petition must complete Outside Review and be reviewed by the Technical Review Committee prior to the meeting. The meeting starts at 7:00pm in the Common Council Chambers of the Greenwood City Center, 300 S Madison Avenue, Greenwood, Indiana 46142.

Public Notification is not required.

What Happens Next?

The petition will be forwarded to Outside Review consultant within four days of filing. Upon Completion of Outside Review, you will need to submit five (5) revised sets of plans (as approved by the consultant) and one (1) final drainage report to the Planning Division and the petition will be scheduled for review by the Technical Review Committee. Subsequent to Technical Review, performance guarantees, inspection and testing agreements, and any necessary dedications must be accepted by the Board of Public Works and Safety; Outside Review Fees must be paid; and desired waivers must be approved by the Plan Commission. Refer to the current Greenwood Advisory Plan Commission schedule (Primary Plat, Secondary Plat and site Development Plans) posted on the Planning webpage. Deviations from this schedule are not permitted without approval from the Commission. The issuance of a Land Alteration Permit will then provide for the commencement of site work.

CITY OF GREENWOOD
DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES
PLANNING DIVISION
300 S Madison Avenue, 2nd Floor, Greenwood, IN 46142
Phone: (317) 881-8698 * Fax: (317) 887-5616
Website: www.greenwood.in.gov



City of Greenwood Plan Commission

For Office Use Only			
Docket #			
Filing Date		Fee	
PC Date		PN Date	

Petition

Commercial Site Plan

1. Petitioner

Name _____

Street Address _____

City, State, Zip _____

Primary Contact Person regarding this petition _____

Phone _____ Fax _____ E-Mail _____

2. Property Owner

Name _____

Street Address _____

City, State, Zip _____

Phone _____ Fax _____ E-Mail _____

Applicant is (circle one): ___ Sole owner ___ Joint Owner ___ Tenant ___ Agent ___ Other (specify)

3. Type of Petition

Commercial Site Plan

4. Premises Affected

Address, Subdivision Lot Number, or location from major streets

Total Acreage		Existing Zoning:		Existing Use	
Total Lots		Proposed Zoning:		Proposed Use:	

5. Notarization

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant _____

Notary Public's Name (printed) _____ Signature of Notary _____

My Commission Expires _____ State _____ County _____

Subscribed and sworn to before me this _____ day of _____, _____



City of Greenwood Plan Commission

Attachment E: Detail Data Sheet

Project _____ Docket _____

1. Acreage

Total Acreage _____
Proposed Private Acreage _____
Proposed Public Acreage _____

2. Densities

Number of Lots/Units _____
Units per Acre _____
Estimated Population _____

3. Utilities to Serve the Development (Contact list provided.)

- | | |
|---|---|
| <input type="checkbox"/> Greenwood Sanitation | <input type="checkbox"/> Cinergy |
| <input type="checkbox"/> Indiana-American Water Co. | <input type="checkbox"/> Johnson County REMC |
| <input type="checkbox"/> Bargersville Utilities | <input type="checkbox"/> IPALCO |
| <input type="checkbox"/> Private Wells | <input type="checkbox"/> Vectren Energy |
| <input type="checkbox"/> Private Septic | <input type="checkbox"/> SBC |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Insight Communications |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

4. List any improvements that are to be owned and maintained privately (and by whom):

5. For which of the following improvements will you be submitting performance bond estimates as part of your application?

- Streets
- Signs and Monuments
- Sanitary Sewers
- Off-Site Sewers
- Storm Sewers
- Off-Site Drainage
- Sidewalks
- Other _____
- Other _____
- Other _____



City of Greenwood Plan Commission

Attachment F: Intent to Provide Utility Service

This is a sample letter to be submitted on letterhead at the time of application.

Copies of the letters that were sent to the Utility requesting the information will not be accepted. For Site Development Plan and Secondary Plat applications, copies of the letters from the applicable utilities that were submitted for Primary Plat approval are acceptable.

TO: Greenwood City Planning Division
300 S Madison Avenue
Greenwood, IN 46142

DATE: _____

RE: Intent to Provide Utility Service

PROJECT: _____

APPLICANT: _____

The Plans for the above referenced project have been reviewed and a determination has been made that _____ (utility) has the capacity and facilities to provide adequate service to this proposed development, subject to our standard policies and procedures.

This shall not be construed as approval of plans for said project, but rather a statement that the capacity and facilities to provide service are available (or can be made readily available).

BY: _____
(typed/printed name of utility company)

(signature)

Attachment G: Certificate of Sufficiency

This is a sample letter to be submitted on Engineer's letterhead at the time of application.

This actual attachment should not be submitted.

RE: Certificate of Sufficiency

DATE: _____

DOCKET #: _____

ADDRESS WHERE LAND ALTERATION IS OCCURRING: _____

PLAN DATE: _____

I hereby certify that to the best of my knowledge and belief:

- 1) The drainage plan for this project is in compliance with drainage requirements as set forth in the Greenwood Subdivision Control Ordinance pertaining to this class of work.
- 2) The calculations, designs, reproducible drawings, master and original ideas reproduced in this drainage plan are under my dominion and control and they were prepared by me and my employees.

Signature _____

Date _____

Typed or Printed Name _____

Phone _____

Business Address _____

Surveyor

Engineer

Architect

Indiana Registration Number _____

Attachment H: Obligation to Observe

This is a sample letter to be submitted on Engineer's letterhead at the time of application.

This actual attachment should not be submitted.

RE: Obligation to Observe

DATE: _____

DOCKET #: _____

ADDRESS WHERE LAND ALTERATION IS OCCURRING: _____

PLAN DATE: _____

I will perform periodic observations of this project during construction to determine that such land alteration is in accordance with both the applicable drainage requirements and the drainage plan for the project submitted for a drainage permit to the Greenwood Plan Commission.

Signature _____

Date _____

Typed or Printed Name _____

Phone _____

Business Address _____

Surveyor

Engineer

Architect

Indiana Registration Number _____



City of Greenwood Board of Public Works

Attachment J: Stormwater/ Drainage Waiver Request

Project _____

Docket _____

Waivers from these Regulations.

Where the Board of Public Works finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers to these stormwater/drainage regulations so that substantial justice may be done and the public interest secured, provided that such waivers shall not have the effect of nullifying the intent and purpose of these regulations. Such waivers may be granted upon written request of the applicant stating the reasons for each waiver and may be waived by two-thirds (2/3) of the regular membership of the Board of Public Works. (Sec. 10-534)

The Board of Public Works may, in its discretion, authorize and approve waivers from the requirements and standards of these regulations upon finding that the following five criteria have been justified:

- (1) The granting of the waiver will not be detrimental to the public safety, health, or welfare, or injurious to other property;
- (2) The conditions upon which the request for a waiver is based are unique to the property for which a waiver is sought and are not applicable generally to other property;
- (3) Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations are carried out. Financial hardship does not constitute grounds for a waiver.
- (4) The waiver is exclusive to the Drainage Ordinance, and shall not in any manner vary the provisions of the Zoning Ordinance, Subdivision Ordinance, Comprehensive Plan or Thoroughfare Plan of the City of Greenwood; and
- (5) Where the waiver impacts on design and construction of public facilities, all appropriate public agencies will be given reasonable time to comment in writing to the Board of Public Works and Safety.

Attach a separate sheet that thoroughly itemizes, explains, and justifies how each Waiver Request meets each of the Waiver Guidelines outlined above.

I respectfully request consideration by the Greenwood Board of Public Works to waive the requirements established by the following Section(s) of the Greenwood Municipal Code for the Stormwater Drainage and Sediment Control Ordinance of the City of Greenwood: (Staff can assist) **NOTE: Do not use this form if requesting a Waiver from Landscaping, Subdivision, Site Development, or the Zoning Ordinance (parking) requirements.**

1. Section 10- _____: _____
2. Section 10- _____: _____
3. Section 10- _____: _____
4. Section 10- _____: _____

I submit that this request is not in conflict with the Board of Public Works guidelines for review of waiver requests outlined above.

Signature of Applicant



City of Greenwood Plan Commission

Attachment P: Subdivision, Site Development, Parking and or Landscape Waiver Request

Project _____

Docket _____

Waivers from these Regulations.

Where the Plan Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers to these subdivision, site development, and or parking regulations so that substantial justice may be done and the public interest secured, provided that such waivers shall not have the effect of nullifying the intent and purpose of these regulations. Such waivers may be granted upon written request of the applicant stating the reasons for each waiver and may be waived by two-thirds (2/3) of the regular membership of the Plan Commission. (Sec. 10-501: Subdivision Control); (Sec. 10-460: Site Development); (Sec. 10-103: Parking); (Sec. 10-472: Landscape)

The Plan Commission may, in its discretion, authorize and approve waivers from the requirements and standards of these regulations upon finding that the following five criteria have been justified:

- (1) The approval of the waiver request will not be detrimental to the public safety, health, and welfare, or injurious to property within a reasonable proximity to the subject property involved in the waiver request.
- (2) The strict application of the applicable ordinance standard will result in practical difficulties in the development due to the particular physical surroundings, unique constraints, or topographical conditions of the subject property. These conditions will not substantially alter the character of the subject district or neighborhood.
- (3) The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives. Financial hardship does not constitute grounds for a waiver.
- (4) The waiver request is necessary and represents a minimal deviation from explicit ordinance standards.

Attach a separate sheet that thoroughly itemizes, explains, and justifies how each Waiver Request meets the Waiver Guidelines outlined above.

I respectfully request consideration by the Greenwood Plan Commission to waive the requirements established by the following Section(s) of the Greenwood Municipal Code for the Subdivision Control Ordinance, Site Development, Zoning Ordinance as it relates to parking requirements, and Landscaping requirements for the City of Greenwood: (Staff can assist) **NOTE: Do not use this form if requesting a Waiver from the Stormwater Drainage and Sediment Control Ordinance. Contact the City Engineering Department to discuss drainage waiver requests.**

- 1. Section 10- _____ : _____
- 2. Section 10- _____ : _____
- 3. Section 10- _____ : _____
- 4. Section 10- _____ : _____

I submit that this request is not in conflict with the Plan Commission's guidelines for review of waiver requests outlined above.

Signature of Applicant



Attachment L: Project Routing Sheet

Applicants are required to consult with the Planning Division, the City Engineer, the Stormwater Department and the applicable Fire Department, prior to making application for Primary Subdivisions, Secondary Subdivisions, and Site Development Plans in order to provide general information concerning the site, as well as to familiarize the applicant with the procedures and requirements of the Plan Commission and appropriate Greenwood ordinances. For the purpose of this meeting, the applicant is expected to provide a lot/block layout for Subdivisions (commercial and residential) or provide a general site layout for Site Development Plans.

Project Name _____

Developer _____

Firm Preparing Plans _____

Contact Phone Number _____

Planning Division <i>Comments:</i>	(317) 881-8698	Date of meeting:	Staff Signature:
City Engineering <i>Comments:</i>	(317) 887-5230	Date of meeting:	Staff Signature:
Fire Department <i>Comments:</i>	Gwd: (317) 882-2599 White River: (317) 888-8337	Date of meeting:	Staff Signature:
Stormwater Department <i>Comments:</i>	(317) 887-4711	Date of meeting:	Staff Signature:

Storm Sewer TOTAL: \$

Erosion Control

		Quantity	Unit Price	Gross Price
<i>Seeding</i>	Square yards of seed and mulch		@ \$	= \$
	Square yards of hydro-seed		@ \$	= \$
<i>Sod</i>	Square yards of sod		@ \$	= \$
<i>Other</i>	Square yards of erosion control blanket		@ \$	= \$
	Individual straw bales		@ \$	= \$
	Linear feet of silt fencing		@ \$	= \$
<i>Miscellaneous</i>	Individual sand bags		@ \$	= \$
	Other		@ \$	= \$
	Other		@ \$	= \$
	Other		@ \$	= \$
	Other		@ \$	= \$

Erosion Control TOTAL: \$

Sanitary Sewers

	Quantity	Size	Material	Cut Depth	Unit Price	Gross Price
<i>Pipe</i>	Linear feet of			4-6 feet	@ \$	= \$
	Linear feet of			6-8 feet	@ \$	= \$
	Linear feet of			8-10 feet	@ \$	= \$
	Linear feet of			10-12 feet	@ \$	= \$
	Linear feet of			12-14 feet	@ \$	= \$
	Linear feet of			> 14 feet	@ \$	= \$
	Linear feet of				@ \$	= \$
	Linear feet of				@ \$	= \$
	Linear feet of				@ \$	= \$
	Linear feet of				@ \$	= \$
				Quantity	Unit Price	Gross Price
<i>Laterals</i>	Linear feet of 6" service laterals (check one) <input type="checkbox"/> PVC <input type="checkbox"/> DI				@ \$	= \$
<i>Manholes</i>	Manholes, 4-6 feet				@ \$	= \$
	Manholes, 6-8 feet				@ \$	= \$
	Manholes, 8-10 feet				@ \$	= \$
	Manholes, 10-12 feet				@ \$	= \$
	Manholes, 12-14 feet				@ \$	= \$
	Manholes, >14 feet				@ \$	= \$
<i>Backfill</i>	Tons of granular backfill, #6-9 stone				@ \$	= \$
	Tons of granular backfill, pit run				@ \$	= \$
	Tons of granular backfill, #53				@ \$	= \$
<i>Other</i>	Slant Stacks				@ \$	= \$
	Clean Outs				@ \$	= \$
	8" x 6" wyes				@ \$	= \$
	10" x 6" wyes				@ \$	= \$
	12" x 6" wyes				@ \$	= \$
	Special structures				@ \$	= \$
	Special structures				@ \$	= \$
Special structures				@ \$	= \$	

Sanitary Sewer TOTAL : \$ _____

Streets

	Quantity	Unit Price	Total Price
<i>Concrete Streets</i> With integral curbs (square yards)		@ \$	= \$
<i>Asphalt Streets</i> Linear feet of curb and gutter		@ \$	= \$
Tons of base stone compacted, #2		@ \$	= \$
Tons of base stone compacted, #53		@ \$	= \$
Tons of bituminous base		@ \$	= \$
Tons of bituminous binder		@ \$	= \$
Tons of bituminous surface		@ \$	= \$
Gallons of bituminous tack coat		@ \$	= \$

Street TOTAL : \$ _____

Sidewalks

	Quantity	Unit Price	Total Price
Linear feet of four-foot concrete sidewalks		@ \$	= \$

Sidewalks TOTAL: \$ _____

Surveying Monuments & Street Signs

	Quantity	Unit Price	Total Price
Standard centerline monuments		@ \$	= \$
Standard perimeter monuments		@ \$	= \$
Standard Street name signs		@ \$	= \$
Traffic control signs		@ \$	= \$

Surveying Monuments & Street Signs TOTAL: \$ _____

Guarantee Summary

	TOTAL	Performance Guarantee (110% of Total Cost)	Maintenance Guarantee (20% of Performance)
Guarantee 1 Dirt Work & Storm Sewers	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 2 Erosion Control	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 3 Sanitary Sewers	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 4 Streets	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 5 Sidewalks	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 6 Surveying Monuments & Street Signs	\$	x 1.10 = \$	x 0.20 = \$

Comments:

Bond Estimates prepared by: _____

Signature/Title

_____ Date

_____ Printed Name

Reviewed and Approved by: _____

City Engineering Department

_____ Date



City of Greenwood Plan Commission

Attachment N: Outside Review Agreement

AGREEMENT BETWEEN APPLICANT AND CITY OF GREENWOOD FOR INDEPENDENT ENGINEERING SERVICES FOR DEVELOPMENT PLAN REVIEW

SUBJECT PROJECT: _____

DEVELOPER OR OWNER OF THE REAL ESTATE (APPLICANT): _____

ADDRESS: _____

WHEREAS, the Applicant desires to develop a certain parcel of real estate that has been submitted to the Greenwood Advisory Plan Commission for development approvals, which is referred to above as the "SUBJECT PROJECT", and

WHEREAS, the City desires to expedite plan review for subdivision platting, site development, and construction and acceptance of developer or owner-installed infrastructure for said subject subdivision project; and

WHEREAS, the Applicant agrees to pay all sums necessary for the compensation of the Independent Engineer who is providing engineering services to the City for development plan review of the Applicant's project; and

WHEREAS, the Independent Engineer and the City shall keep detailed time and expense records for the Applicant's Project referred to above; and

WHEREAS, Applicant has agreed to pay Five Hundred Dollars (\$500.00) for the Independent Engineer's preliminary review of the platting, site development, and construction plans and all related matters on Applicant's subject development project until the City approves the plat or the site development plan and issues a land alteration permit; and

WHEREAS, the Developer agrees to pay, upon execution of this Agreement, the estimated amount of Independent Engineer fees set forth above.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Applicant has paid the Five Hundred Dollars (\$500.00) non-refundable minimum review fee to begin the preliminary review by the Independent Engineer of its tendered primary plat, secondary plat, site development plan, and construction plans for the Applicant's project of _____.
2. The Applicant shall hold the City harmless from any claim for liability from anyone arising out of any act of the Applicant in performing this Agreement.
3. The City agrees to require the Independent Engineer to present to the City an itemized invoice showing its staff's time and expenses to the nearest quarter hour for each individual project.
4. In the event Applicant is not a sole proprietor, the person signing in its behalf hereby represents and warrants that his or her organization has taken the appropriate action to authorize his or her signature on this document.
5. The parties agree that should the Independent Engineer's fees exceed the \$500.00 non-refundable minimum, the Applicant shall promptly pay for the additional review time at the rate of \$125.00 per hour upon presentation by the city of an itemized invoice showing the additional time and expense for the project review. The full fee shall be paid before the Land Alteration Permit will be issued.

WHEREFORE, the Applicant has hereunto set his/her/its hand this _____ day of _____, 20____.

"APPLICANT"

"CITY OF GREENWOOD"

By: _____

By: _____

Title: _____

Title: _____

Company: _____