

# Final Plat Change

Residential, Commercial and Industrial Subdivisions

## 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”. \$250 (includes \$15 technology fee).
- 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 G:** Certificate of Sufficiency of Plan (original and one copy if applicable) – re-submit if applicable
- Attachment H:** Certificate of Obligation to Observe (original and one copy if applicable) – re-submit if applicable
- Johnson County Drainage Board Report.** (if applicable)
- Drainage Calculations and Watershed Map.**(if applicable) (two copies)
- Reproducible Secondary Plat.** Submit one basic, overall plan that is 11” x 17” or smaller in size showing where this section of the subdivision is in relation to the entire development.
- Secondary Plat and Construction Plans.** Secondary Plat plans shall be prepared in accordance with Sec. 10-506 of the Subdivision Control Ordinance, which describes the necessary information on a sheet-by-sheet basis. Submit **three full sets** that are 24” x36” in size.
- 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.
- Re-submit Attachment M: Take-Off Sheets for Guarantee Estimates – if applicable.**

## **Step 2: Notifying the Public**

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

## **Step 3: Technical Review Committee**

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This committee meets Wednesdays at 1:30. Items are docketed for review following review by staff.

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

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The Docket# for this petition is \_\_\_\_\_. Please use this number for referencing the request and when submitting additional information/plans in the future.

This petition will be discussed at the Technical Review Committee on \_\_\_\_\_. The meeting starts at 1:30 pm in the Planning Department meeting room at 300 S Madison Avenue, 2<sup>nd</sup> Floor, Greenwood, Indiana, 46142.

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## **What Happens Next?**

Final Plat Change approval is done by staff. Once final plans have been received, the applicant may then proceed with the posting of financial guarantees (if applicable) and plat signatures. Commercial developments may then make application for Site Development Plan and Residential developments may apply for Building Permits.

**PLANNING DIVISION**

300 S Madison Avenue, 2<sup>nd</sup> Floor, Greenwood, IN 46142

Phone: (317) 881-8698 \* Fax: (317) 887-5616

E-Mail: [planning@greenwood.in.gov](mailto:planning@greenwood.in.gov)

Website: [www.greenwood.in.gov](http://www.greenwood.in.gov)



City of Greenwood Plan Commission

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

# Petition

## Change to Final Plat or Plans

### 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 – Change to Final Plat/Plans

Describe the change(s) requested to the secondary plat and/or plans:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. Premises Affected

Address, Subdivision Lot Number, or location from major streets

|   |  |                  |  |               |  |
|---|--|------------------|--|---------------|--|
| 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 and Board of Zoning Appeals

**Attachment D: Affidavit & Consent of Owner**

Project \_\_\_\_\_ Docket \_\_\_\_\_

***Complete and submit if applicant is different from property owner.***

I (we) \_\_\_\_\_

NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(s) of the real estate located at \_\_\_\_\_  
(ADDRESS)
2. That I/we have read and examined the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. That such request being made by the applicant (\_\_\_\_ is) (\_\_\_\_ is not) a condition to the sale or lease of the above referenced property.

\_\_\_\_\_  
(AFFIANT)

STATE OF INDIANA    )  
                                  ) SS:  
COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
, Notary Public

My Commission expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_



City of Greenwood Plan Commission

## 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 \_\_\_\_\_



City of Greenwood Plan Commission

## 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 \_\_\_\_\_