

# Secondary Plat

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". \$1,000 base fee (includes \$15 technology fee) plus \$5 per lot.
- 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 G:** Certificate of Sufficiency of Plan
- Attachment H:** Certificate of Obligation to Observe
- 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
- Attachment S:** Impervious Surface Area Change Form
- 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.
- Johnson County Drainage Board Report.** (if applicable)
- Drainage Calculations and Watershed Map.** (two copies)
- Open Space and/or Trail Plan** (24" x 36" in size)
- Secondary Plat and Construction Plans.** Submit **four** full sets that are 24" x 36" in size. Secondary Plat plans shall be prepared in accordance with Greenwood Municipal Code Chapter 10, Article 20 (Subdivision Control Ordinance), Sec 10-506, which describes the necessary information on a sheet-by-sheet basis.
- Electronic Copy of Plat and Plans.** Submit **one** copy of the plat and 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**

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

## **Step 3: Staff Report and Application Schedule**

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### ***Application Schedule***

There is no general schedule for a Secondary Plat Petition, since each request is subject to Outside Engineering Review. The goal for a secondary plat 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)**

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

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## **What Happens Next?**

Secondary Subdivision approval is done by staff. 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. Additionally, Outside Review Fees must be paid. 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, 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

## Secondary Plat and 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 – Secondary Subdivision Plat and Plans to be known as Section \_\_\_\_\_ of \_\_\_\_\_ Subdivision.

- Residential
- Commercial
- Industrial

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

**Attachment G: Certificate of Sufficiency**

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**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 \_\_\_\_\_



# 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 \_\_\_\_\_

<b>Planning Division</b> <i>Comments:</i>	(317) 881-8698	Date of meeting:	Staff Signature:
<b>City Engineering</b> <i>Comments:</i>	(317) 887-5230	Date of meeting:	Staff Signature:
<b>Fire Department</b> <i>Comments:</i>	Gwd: (317) 882-2599 White River: (317) 888-8337	Date of meeting:	Staff Signature:
<b>Stormwater Department</b> <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		@ \$	= \$
<b>Erosion Control TOTAL:</b>				<b>\$</b>

**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				@ \$	= \$
				<b>Quantity</b>	<b>Unit Price</b>	<b>Gross Price</b>
<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)
<b>Guarantee 1</b> Dirt Work & Storm Sewers	\$	x 1.10 = \$	x 0.20 = \$
<b>Guarantee 2</b> Erosion Control	\$	x 1.10 = \$	x 0.20 = \$
<b>Guarantee 3</b> Sanitary Sewers	\$	x 1.10 = \$	x 0.20 = \$
<b>Guarantee 4</b> Streets	\$	x 1.10 = \$	x 0.20 = \$
<b>Guarantee 5</b> Sidewalks	\$	x 1.10 = \$	x 0.20 = \$
<b>Guarantee 6</b> 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: \_\_\_\_\_