

# Primary 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". Primary Plat: \$1,000 base fee (includes \$15 technology Fee), plus \$5 per lot, plus \$16 for each On-Site Notification Sign (one per street frontage).
- 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 B:** Notice of Public Hearing for Newspaper – staff will fill in blanks for you.
- Attachment C:** Notice of Public Hearing for Property Owners – staff will fill in blanks for you.
- 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 Plan Commission hearing)
- 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 N:** Outside Review Agreement
- Johnson County Drainage Board Report.** (if applicable)
- Drainage Calculations and Watershed Map.** (two copies)
- Reproducible Primary 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.
- 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.
- Aerial Map and List of Adjacent Property Owners (8 ½" x 11").** Submit a photographic Aerial Map of the subject parcel showing all properties within 300 feet and a list of all surrounding property owners whose property is within two parcels or 300 feet of any portion of the subject land in this petition (whichever is greater). Map and list will become part of the file and will not be returned. The map and names can be obtained from the Johnson County GIS Department in the Courthouse Annex at 86 West Court Street in Franklin (317) 346-4398 or from <http://beacon.schneidercorp.com/>.
- Primary Plat and Plans.** Submit three full sets that are 24" x 36" in size. Primary Plat plans shall be prepared in accordance with Greenwood Municipal Code Chapter 10, Article 20 (Subdivision Control Ordinance), Sec 10-505, 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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State Law and Greenwood's Rules of Procedure require you to notify the public of the hearing in three different ways: by newspaper, by posting a sign on the subject property, and by notifying property owners that surround the subject property.

### **Notification by Newspaper**

1. Attachment B: Notice of Public Hearing for Newspapers. At the application meeting, Staff will complete the attachment.
2. Publish the completed attachment one time in the newspaper listed below **at least 15 days** prior to the Hearing. Failure to meet the publishing deadline will result in a continuance of the hearing for your petition and may cause you to re-advertise. Obtain a "Proof-of-Publication" affidavit from the newspaper for the advertisement. This affidavit must be filed in the Planning Office at least three days prior to the hearing (see Application Schedule on page 3).
  - a. **The Daily Journal**. Published daily. Information must be submitted by 10:00am at least two days prior to the date you want your ad to be published. They are located at 30 S Water St, Second Floor, Ste A, PO Box 699, Franklin, Indiana, 46131. Phone (317) 736-7101.

### **On-Site Notification**

The On-Site Notification Sign(s) must be posted on-site 15 days prior to the hearing. Post the sign so that it is visible from the street. If the sign should become damaged/removed, replacement signs may be purchased at the Planning Office or a waiver may be requested from the Commission at the time of the hearing (contact Staff for information).

### **Vacation Notification**

If the plat petition also seeks the vacation (either complete or partial) and/or relocation of existing platted easements on the property, then all utility providers or other parties who have a right vested in the easements shall be considered an interested party and are subject to notification consistent with that of surrounding property owners.

### **Surrounding Property Owner Notification**

1. Attachment C: Notice of Public Hearing for Surrounding Property Owners. At the application meeting, Staff will complete the attachment.
2. The Petitioner must notify all surrounding property owners within 300 feet or two properties in depth of the subject property, whichever is greater. If the petitioner owns adjacent parcels, then go 300 feet or two properties beyond those parcels. Notification can be done either by mail or in person.
  - a. **By Mail**. Notification by first class U.S. Mail should be done by either Certificate of Mailing or Certified Mail.
    - Certificate of Mailing provides evidence that mail has been presented to the post office for mailing. Use Form 2 for listing those notified (copy enclosed). Proof of Mailing will be Form 2 that has been stamped by the Post Office.
    - Certified Mail or "green cards" provide the sender with a mailing receipt and proof of delivery. Visit the Post Office for special cards and stickers for addressing letters sent by Certified Mail. Proof of Mailing is a combination of the "green cards" that have been sent back to you and your Certified Mail Receipt for letters that were not claimed.
    - All letters must be postmarked at least 15 days prior to the hearing. Proof of mailing must be submitted to the Planning Office at least three days prior to the hearing. Mail the following information to each person notified by mail:
      - A copy of the approved Attachment C
      - Attachment A
      - A copy of the Site Plan/Concept Plan
  - b. **In Person**. Have each property owner sign Form 1: Signatures of Adjacent Property Owners to verify that they were notified in person. Form 1 must be submitted to the Planning Office at least three days prior to the hearing. Hand-deliver the following to each surrounding property owner at least 15 days prior to the hearing:
    - A copy of the approved Attachment C
    - Attachment A
    - A copy of the Site Plan/Concept Plan

**3. SUBMIT TO CITY 3 DAYS PRIOR TO HEARING:**

- Proof of Publication Affidavit from newspaper
- Certificate of Mailing receipt from post office
- Form 3: Affidavit of Notification – signed and notarized
- Property Owners Signature Sheet (Form 1) – if applicable

**Step 3: Staff Report, Public Hearing and Application Schedule**

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***Staff Report***

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

***Public Hearing***

The Commission shall follow its adopted Rules of Procedure for the hearing, a copy of which is available at the Planning Office. Public hearings 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 evidence 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 hearing, the Commission will vote on your petition. The Commission may include commitments and conditions as part of its decision.

***Application Schedule***

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.

## **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.

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.

This petition will be heard by the Commission on \_\_\_\_\_. 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 required, \_\_\_\_\_ is the latest date to

- Publish legal notice in the newspaper
- Post On-Site Notification Sign
- Postmark letters of notice to surrounding property owners by mail

The Staff Report and Agenda for this petition will be published on approximately \_\_\_\_\_.

Public Notification is required, \_\_\_\_\_ is the latest date to submit:

- Proof-of-Publication from the newspaper
- Form 1: List of Signatures of Adjacent Property Owners Notified in Person (if applicable)
- Form 2: List of Adjacent Property Owners Notified by Accountable Mail (if applicable) and Proof of Mailing
- Form 3: Affidavit of Notification

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## **What Happens Next?**

Once the Plan Commission approves the Primary Subdivision and final plans have been received, the applicant may then apply for Secondary Subdivision approval.

**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

## Primary Subdivision Plat

### 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 – Primary Subdivision Plat to be known as:

\_\_\_\_\_

- 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 and Board of Zoning Appeals

## Attachment B: Notice of Public Hearing for Newspapers

*All legal notices MUST be reviewed by Staff BEFORE it is published in the newspapers.*

**ATTACH:** Legal Description

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of \_\_\_\_\_, Greenwood, Indiana, and legally described by the attached legal description, have filed a petition before the *(check the applicable body)*

- Plan Commission of the City of Greenwood,
- Board of Zoning Appeals for the City of Greenwood,

which petition requests: *(check the applicable request and provide necessary information)*

- Annexation and Zone Map Change** of the said property from the current zoning district of \_\_\_\_\_ to the proposed district of \_\_\_\_\_ for the purpose of \_\_\_\_\_.
- Zone Map Change** of the said property from the current zoning district of \_\_\_\_\_ to the proposed district of \_\_\_\_\_ for the purpose of \_\_\_\_\_.
- Change Commitments for the property.**
- Residential Site Development Plan** for a Mobile Home Park.
- Primary Subdivision** of the said property for a development with \_\_\_\_\_ lots, to be known as \_\_\_\_\_.
- Plat Vacation** of \_\_\_\_\_ subdivision with \_\_\_\_\_ lots.
- Use Variance** for the said property in order to allow a \_\_\_\_\_ use, which is generally not permitted in the \_\_\_\_\_ zoning district.
- Dimensional Variance** for the said property in order to \_\_\_\_\_.
- Special Exception** for the said property to allow property that is zoned \_\_\_\_\_ to be used for \_\_\_\_\_.

This petition, Docket # \_\_\_\_\_, will come for hearing at \_\_\_\_\_ pm in the Common Council Chambers at the Greenwood City Building, 300 South Madison Avenue, Greenwood, Indiana, on \_\_\_\_\_.

A copy of the petition is on file in the Office of the Department of Community Development Services, 300 S. Madison Avenue, Greenwood, Indiana, and is available for inspection before the hearing during business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Written objections filed with the Planning Director before the hearing will be considered and oral comments concerning the petition will be heard. The hearing may be continued from time to time as may be found necessary.

In accordance with the American with Disabilities Act, the City of Greenwood is required to provide reasonable accommodations to persons with disabilities wishing to attend public meetings. Accommodations are available upon request to persons with disabilities who require alternately formatted materials, auxiliary aids, or reasonable modifications to policies and procedures to ensure effective communication and access to the public meetings. If you require accommodation to attend the meeting, please contact Daniel Johnston, Public Access ADA Coordinator, at 300 S. Madison Avenue, Greenwood, Indiana 46142, Tel: (317) 887-5000, Fax: (317) 887-5616, or contact Telecommunications Relay Services (TRS) at 711 to relay your request to Mr. Johnston. Please allow at least two business days to arrange for accommodations.

\_\_\_\_\_  
APPLICANTS PRINTED NAME

City of Greenwood Plan Commission and Board of Zoning Appeals

**Attachment C: Notice of Public Hearing for Property Owners**

*All legal notices MUST be reviewed by Staff BEFORE it is published in the newspapers.*

**ATTACH:** 1) Legal Description. 2) Site/Concept Plan. 3) Attachment A (if applicable)

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of \_\_\_\_\_, Greenwood, Indiana, and legally described by the attached legal description, have filed a petition before the *(check the applicable body)*

- Plan Commission of the City of Greenwood,       Board of Zoning Appeals for the City of Greenwood,

which petition requests: *(check the applicable request and provide necessary information)*

- Annexation and Zone Map Change** of the said property from the current zoning district of \_\_\_\_\_ to the proposed district of \_\_\_\_\_ for the purpose of \_\_\_\_\_.
- Zone Map Change** of the said property from the current zoning district of \_\_\_\_\_ to the proposed district of \_\_\_\_\_ for the purpose of \_\_\_\_\_.
- Change Commitments for the property.**
- Residential Site Development Plan** for a Mobile Home Park.
- Primary Subdivision** of the said property for a development with \_\_\_\_\_ lots, to be known as \_\_\_\_\_.
- Plat Vacation** of \_\_\_\_\_ subdivision with \_\_\_\_\_ lots.
- Use Variance** for the said property in order to allow a \_\_\_\_\_ use, which is generally not permitted in the \_\_\_\_\_ zoning district.
- Dimensional Variance** for the said property in order to \_\_\_\_\_.
- Special Exception** for the said property to allow property that is zoned \_\_\_\_\_ to be used for \_\_\_\_\_.

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\_\_\_\_\_  
APPLICANTS PRINTED NAME



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 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)



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 \_\_\_\_\_

<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:



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: \_\_\_\_\_



City of Greenwood Plan Commission and Board of Zoning Appeals

## Form 1: Signatures of Adjacent Property Owners Notified in Person

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

*Complete and submit ONLY if surrounding property owners are notified in person.  
Make additional copies if necessary.*

**ATTACH:** 1) Legal Description, 2) Site/Concept Plan, 3) Attachment A (if applicable), 4) Public Hearing Brochure

By affixing my signature hereon, I (the adjacent property owner) hereby acknowledge that:

1. \_\_\_\_\_ or his representative has served me written notice that he has filed an application for \_\_\_\_\_ for the property located at \_\_\_\_\_, Greenwood, Indiana. Such written notice includes: Notice of Public Hearing, a copy of the Site Plan, and a brochure entitled “You’ve Been Notified of a Public Hearing”;
2. Said applicant or his representative has explained to me the nature of the petition and the improvements, if applicable, that he proposes to make;
3. **I AM THE OWNER OF THE PROPERTY** indicated by the address following my signature;
4. The applicant or his representative also notified me in writing that there will be a public hearing conducted by the BZA/Plan Commission regarding said application at the Greenwood City Building at \_\_\_\_\_pm on the date of \_\_\_\_\_;
5. That by affixing my signature hereon, I acknowledge **ONLY** that I have received written notice. In no way am I indicating that I approve nor disapprove the granting of said petition; and
6. I have received a copy of the following: 1) Legal Description, 2) Site/Concept Plan, 3) Attachment A (if applicable), and 4) the Public Hearing Brochure.

	NAME	ADDRESS	DATE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			



City of Greenwood Plan Commission and Board of Zoning Appeals

## **Form 2: Adjacent Property Owners Notified by Mail**

*If property owners are to be notified by mail, either complete this form or provide a list with the same information. Make additional copies if necessary.*

Name and Address of Sender		Type of Mail <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certificate of Mailing ONLY		
Line	Name & Address	Postage	Fee	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total Number of Pieces Listed by Sender		Total Number of Pieces Received at Post Office		POSTMASTER, PER <i>(Name of receiving employee)</i>

Affix stamp here if issued as certificate of mailing or for additional copies of this bill.  
 POSTMARK AND DATE OF RECEIPT





City of Greenwood Plan Commission and Board of Zoning Appeals  
**Form 3: Affidavit of Notification**

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

Submit this Form three (3) days prior to the hearing along with Proof of Publication and Proof of Mailing

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

After being first duly sworn, depose and say:

1. That I have notified in person or by First Class U.S. Mail all owners of property located within a 300 foot radius of my property located at \_\_\_\_\_.
2. That the said property owners were informed by me of the filing of the petition and of the nature of said application, as directed in the application pack "Notifying the Public", which is part of the Rules of Procedure of the Board of Zoning Appeals/Plan Commission.
3. That the said property owners were notified that the BZA/Plan Commission will hold a public hearing regarding this application on the date of \_\_\_\_\_, at \_\_\_\_\_ p.m.
4. That the names and addresses of said property owners so notified are listed on a separate paper which is a part of this Affidavit.
5. That the required On-Site Notification Sign has been displayed on the subject property for 15 continuous days prior to the published hearing date.

And further the Affiant sayeth not.

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

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

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

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

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

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