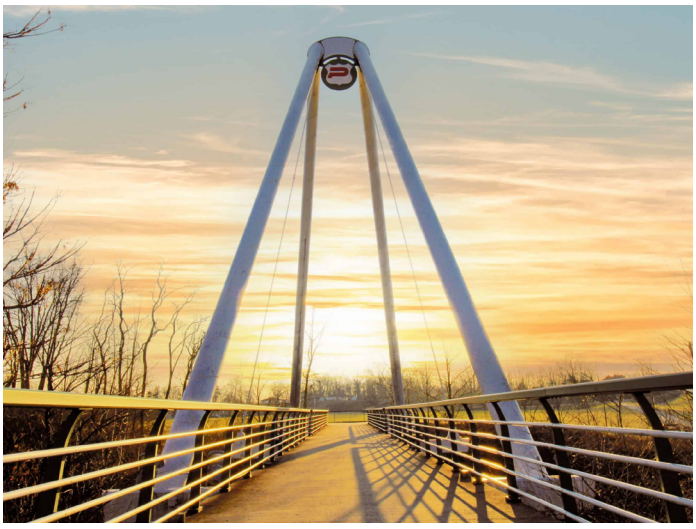
Town of Plainfield









2027 Development Guide

Architectural & Site Design

Welcome to the Town of Plainfield's Development Guide

The 2027 Development Guide has been prepared by the Town of Plainfield to help applicants, developers, and design professionals navigate the Town's development review process. Whether you are preparing a rezoning request, site design submission, plat, or variance, this document serves as a central reference for all submittal requirements, meeting schedules, and contact information.

Purpose

The guide consolidates all major development-related application packets into a single interactive document. Each packet includes:

- Required forms and checklists
- Submittal timelines
- Department and agency contact information
- Meeting schedules and procedural steps

How to Use This Document

- Use the interactive links throughout this guide to navigate directly to the packet you need
- Refer to the color-coded process icons to understand where your project is in the development process
- Each packet contains a summary, forms, and required attachments
- Repeated forms (such as the Authorization from Owner) are standardized across all packets

Development Review Philosophy

Plainfield's approach to growth emphasizes collaboration, predictability, and high-quality design. We encourage applicants to engage Town staff early in the process to discuss site concepts, zoning alignment, and public infrastructure considerations.

Questions or Assistance

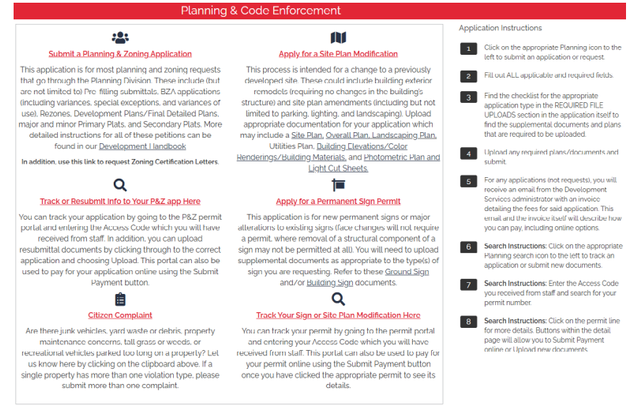
For questions or to schedule a pre-application meeting, contact:
Development Services Department
Town of Plainfield, Indiana
(317) 754-5376 | development@townofplainfield.com
206 W. Main Street | Plainfield, IN 46168

Submittal/Resubmittal to iWorQ & Naming Requirements

Submittals/Resubmittals MUST use the Town's iWorQ portal

1. The Town will not accept paper submittals/ resubmittals or e-mail submittals.
2. The iWorQ system has a maximum individual file size of 25MB. Any larger files will need to be split into smaller files by the applicant.
3. The Naming Requirements below must be used. Incomplete submittals or those not using the Naming Requirements will not be advanced.
4. We do not need the "Town of Plainfield Standards" uploaded.
5. The Town is not responsible for errors in the submittal of documents.

After the submittal, the Town will send the applicant a contractor number and a project number. These numbers will allow the applicant to add more files, plans, or other information.



Naming Requirements: For ease of Project Page creation and maintenance, the following Naming Requirements shall be observed.

File Name	Civil Plans	Architectural	Landscaping	Lighting Plan	Primary Plat
File includes but is not limited to these drawing examples which shall be submitted under the header at the top	Site Plan Overall Plan Area Map Grading Plan Utility Plan Concept Plan	Rendering East Elevation West Elevation North Elevation South Elevation Trash Enclosure Accessory Building Sign Package Line of Sight	Landscape Plan Landscape Detail	Photometric Plan Lighting Fixtures	Plat Drainage Plans Topographical Contour Plans Stop Sign Plans
Standalone Documents	Examples				
	Narrative Traffic Study Findings Legal Description School Study		Checkpoint Agency Notification Interested Party List Commitments PUD Ordinance Proposed CCRs		

Architecture and Site Design Packet

Development Plan: Specific plans for residential or non-residential development of property setting forth certain information and data as required by this ordinance. Specific to Conventional Zoning.

Final Detailed Plan: Specific plans for residential or non-residential development of property setting forth certain information and data as required by this ordinance. Specific to Planned Unit Developments.

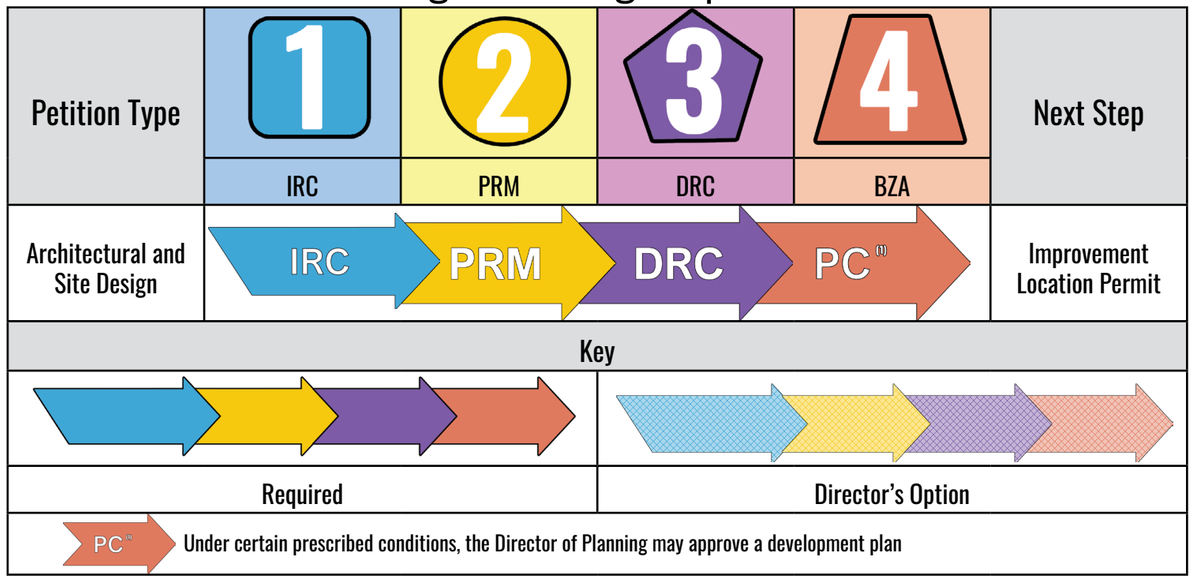
Application Packet	IRC	PRM	DRC/Hearing
Common Forms	Yes	CO	CO
Interested Party List	OP	Yes	CO
Checkpoint Agency Notification	OP	Yes	CO
Project Narrative	Yes	CO	CO
Area Map	Yes	CO	CO
Legal Description	Yes	CO	CO
Fee Schedule	Informational		
Finding of Fact - ASD	**IRC**	**PRM**	**DRC/Hearing**
Development Plan -or- Final Detailed Plan	OP	Yes	CO
Findings of Fact - Waivers	**IRC**	**PRM**	**DRC/Hearing**
Enhanced Building Materials	AN	AN	AN
Existing Building Material	AN	AN	AN
Master Plan	AN	AN	AN

Discretionary Documents	IRC	PRM	DRC/Hearing
Commitments	AN	AN	AN
School Impact Study	DD	DD	DD
Traffic Impact Study	DD	DD	DD
Additional Support Documents	DD	DD	DD
Files and Plans	**IRC**	**PRM**	**DRC/Hearing**
Building Elevations	Yes	Yes	Yes
Site Plan	Yes	Yes	Yes
Overall Plan	Yes	Yes	Yes
Landscape Plan	OP	Yes	Yes
Sign Plan	OP	Yes	Yes
Photometric Plan and Cut Sheets	OP	Yes	Yes
Grading Plan	OP	Yes	Yes
Utilities Plan	OP	Yes	Yes
Final Detailed Plan	**IRC**	**PRM**	**DRC/Hearing**
Final Detailed Plan	Yes	CO	CO

Key for Required Documents				
Yes	Required		CO	Only if Changed
DD	Director Discretion		AN	As Necessary
			OP	Optional (Early)

Architectural & Site Design

Meeting & Hearing Requirements



IRC	PRM	DRC	Plan Commission
Meeting Date	Meeting Date	Meeting Date	Earliest Public Meeting
11/5/26	*11/25/26*	*12/8/26*	1/4
12/3/26	*12/23/26*	1/5	2/1
12/31/26	1/21	2/2	3/1
2/4	2/25	3/9	4/8
3/4	3/25	4/5	5/3
4/8	4/29	5/11	6/7
5/6	5/27	6/8	7/8
6/3	6/24	7/6	8/2
7/8	7/29	8/10	9/9
8/5	8/26	9/7	10/4
9/2	9/23	10/5	11/1
10/7	10/28	11/9	12/6
11/4	11/24	12/7	1/6/28

2027 BZA Schedule	
Filing Date	Earliest Public Meeting
12/19/26	1/21
1/15	2/18
2/12	3/15
3/19	4/19
4/16	5/17
5/21	6/21
6/18	7/19
7/16	8/16
8/20	9/20
9/17	10/18
10/15	11/15
11/19	12/20
12/17	1/20/28

Architecture & Site Design - Common Forms

Project Name			
Address/Location			
Type	☐ Conventional	☐ Planned Unit Development	☐ Other
Existing Zoning		**Requested Zoning**	

Are additional petitions necessary? (see below)		**Have the petitions been submitted? (see below)**	
Architectural and Site Design	☐ Yes ☐ No	Architectural and Site Design	☐ Yes ☐ No
Primary Plat	☐ Yes ☐ No	Primary Plat	☐ Yes ☐ No

Contact Information	Applicant		Owner		Engineer	
Corporate Name						
Contact Name						
Street Address						
Street Address						
City/Town						
State, Zip						
Phone Number						
E-Mail						
Primary Contact	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No

Contact Information	Architect		Attorney		Other	
Corporate Name						
Contact Name						
Street Address						
Street Address						
City/Town						
State, Zip						
Phone Number						
E-Mail						
Primary Contact	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No

Form: Authorization from Owner

_____

_____

_____

☐ Zone Map Amendment ☐ Architectural and Site Design

☐ Primary Plat ☐ Secondary Plat ☐ Vacation

☐ Variance ☐ Special Exception ☐ Administrative Appeal

This consent shall remain in effect:

☐ Until revoked by a written statement filed with the Town of Plainfield

☐ Until the following date:

Signature:		Signature:	
Printed:		Printed:	
Time (if applicable)		Time (if applicable)	
Date:		Date:	

The undersigned, having been duly sworn on oath states the above information is true and correct as (s) he is informed and believes.

Signature of Applicant: _____ Date: _____

Printed Name & Title: _____

State of: _____)

County of: _____) SS:

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

_____ / _____

Notary Public Signature Printed Name

Residing in _____ County My Commission expires _____

Checkpoint Agencies

A copy of a plan or other information sufficient to alert the following agencies as to the nature of the proposed development shall be sent to the applicable agencies prior to filing a petition with the Town of Plainfield.

Town of Plainfield - Public Safety	School District (By Township)		
	Guilford Township	Washington Township	Liberty Township
Department of Public Safety	**Plainfield Community Schools**	**Avon Community Schools**	**Mill Creek Community Schools**
Jared McKee	Scott Olinger, Superintendent	Dr. Scott Wyndham, Superintendent	Brian Tomamichel, Superintendent
206 West Main Street	985 Longfellow Drive	7203 East U.S. Highway 36	6631 South County Road 200 West
Plainfield, IN 46168	Plainfield, IN 46168	Avon, IN 46123	Clayton, IN 46115
317.754.5314	317.839.2578	317.544.6000	317.539.9200
jmckee@townofplainfield.com	solinger@plainfield.k12.in.us	smwyndham@avon-schools.org	btomamichel@mccsc.k12.in.us

Hendricks County			
Drainage Board	**Health Department**	**Engineer**	**Soil and Water Conservation Board**
Dave Gaston, Surveyor	Julie Haas, Director	John Ayers	Brianna Ollier
Hendricks County Govt Center	Hendricks County Govt Center	Hendricks County Govt Center	
355 South Washington Street	355 South Washington Street	355 South Washington Street	195 Meadow Drive
PO Box 43		PO Box 51	
Danville, IN 46122	Danville, IN 46122	Danville, IN 46122	Danville, IN 46122
317.745.9237	317.745.9217	317.745.9236	317.745.2555 ext 3
gsowers@co.hendricks.in.us		jayers@co.hendricks.in.us	brianna.ollier@in.nacdnet.net
gavegaston@co.hendricks.in.us			

Projects located on property abutting US Hwy 40/Main Street	Utilities (Water, Sewer, Storm)	
Indiana National Road Association	**Plainfield Department of Public Works**	Water in some areas west of Reagan
Executive Director		**Citizens Energy Group**
PO Box 284	c/o Shannon Swan	Stanley Graves
Cambridge City, IN 47327	986 South Center Street	1220 Waterway Boulevard
	Plainfield, IN 46168	Indianapolis, IN 46202
317.822.7939	317.839.3490	317.635.3711

Utilities (Telephone, Natural Gas, CATV)			
AT&T	**Vectren**	**Comcast**	**Brighthouse Networks**
240 North Meridian Street	1601 North Meridian Street	5330 East 65th Street	3030 Roosevelt Avenue
Indianapolis, IN 46204	Indianapolis, IN 46202	Indianapolis, IN 46220	Indianapolis, IN 46218

Utilities (Electric)				
	Duke (Send to All)		**Hendricks Power**	**Indianapolis Power & Light**
Brian Bantly	Thomas Ordway	Ryan Daugherty	Jason Stewart	
	T&D Forester, Vegetation Management, Midwest	Asset Protection Associate		
5005 East Main Street	100 Mill Creek Road	2727 Central Avenue	86 North CR 500 East	1230 West Morris Street
Avon, IN 46123	Nobleville, IN 46060	Columbus, IN 46201	Avon, IN 46123	Indianapolis, IN 46221
			jstewart@hendrickspower.com	
317.745.1006	317.776.5354	812.375.2021	317.745.5473	317.261.5261

Project Narrative

The Project Narrative should provide a description detailed enough to allow for a thorough understanding of the proposed petition.

In general, a project narrative will include the “Five W’s and One H.” (Who, What, When, Where, Why, and How).

For example, “Who” could be owners, developers, consultants (architects, engineers, landscape architects, surveyors, etc), and others involved in the project. Any waivers, special exceptions, and/or variances should be listed.

Examples

Attached below are some examples of project narratives. While there are no “one size fits all” or “one style fits all” to narratives, these examples are meant to provide guidance on what could be included.

One	Two	Three	Four	Five
Six	Seven	Eight	Nine	Ten
Eleven	Twelve	Thirteen	Fourteen	Fifteen

Additional Narrative Requirements for Planned Unit Developments

In addition, Planned Unit Developments must show how the proposed PUD addresses the following:

1. Protection of unique topographical features on the site, including, but not limited to, slopes, streams, and natural water features;
2. Protection and preservation of wooded areas, individual trees of significant size, wetlands, or other environmentally sensitive features;
3. Development of common open space and recreational areas (passive or active) accessible to the residents or users of the PUD by way of sidewalks, footpaths, or combined walkways/bikeways;
4. A more efficient use of the land including the reduction of land area disturbed for utility lines and motor vehicle access;
5. Creation of innovative residential and business environments;
6. Minimize the alteration of the natural site features through the design and situation of individual lots, streets, and buildings;
7. Diversity and originality in lot layout;
8. Utilization of individual building designs which achieve an enhanced relationship between the development and the land; and,
9. Relationship to surrounding properties

Commitments

Commitments are written agreements that can be required or allowed for the development or use of real property. They are often filed with land use petitions, such as rezoning or approval petitions. Commitments can be binding on the owner of the property and can be recorded with the county recorder.

- ***Who can make commitments:*** The owner of the property can be required or allowed to make a commitment.
- ***When commitments are required:*** Commitments can be required for the approval of a zone map amendment, development plan, special exception, or variance.
- ***How commitments are recorded:*** Commitments are recorded in the office of the county recorder.
- ***Who can modify or terminate commitments:*** The Plan Commission or Board of Zoning Appeals can modify or terminate commitments. The legislative body can also modify or terminate commitments if the commitment is part of a rezoning proposal.
- ***When commitments are binding:*** Commitments are binding on the owner of the property, even if they are unrecorded. They are also binding on subsequent owners or anyone who acquires an interest in the property.
- ***When commitments can expire:*** Commitments can contain terms that allow them to expire automatically. For example, a commitment can expire if the zoning district or land use changes.

The Town has the following exhibits to use as templates for the request to create, modify, or terminate commitments regarding the use or development of real estate.

Plan Commission

Exhibit A: Enaction of commitments concerning the use or development of real estate.

Exhibit B: Modifying or terminating existing commitments concerning the use or development of real estate.

Board of Zoning Appeals

Exhibit C: Enaction of commitments concerning the use or development of real estate.

Exhibit D: Modifying or terminating existing commitments concerning the use or development of real estate.

Checklist: Final Detailed Plan

Before the Plan Commission approves a Final Detailed Plan, the petitioner must submit a Final Detailed Plan consisting of the following:

1. Area map insert showing the general location of the proposed development referenced to major streets and section lines.
2. Location map showing the names of all metes and bounds property owners, boundary lines of recorded Subdivisions, zoning, and land uses of adjacent properties.
3. Proposed name of the PUD.
4. Legal description of the real estate.
5. Boundary lines of the proposed PUD.
6. Location and name of all existing and proposed public or private roads, Access easements, and Rights-of-Way within two-hundred (200) feet of the real estate.
7. Location of all existing and proposed utility facilities and easements, including, but not limited to; sanitary sewer, water, storm water management, electric, gas, telephone, and cable.
8. Layout, number, and dimensions of all lots and out lots with zoning setback lines.
9. Location, delineation, and elevation of all floodway and floodway fringe areas within the boundaries of the PUD.
10. Drainage Plan for all watersheds in and around the proposed PUD, indicating the general drainage pattern of Lots, the location of all drainage channels and sub-surface drainage Structures, the proposed method of disposing of all stormwater runoff including data to show that the proposed outlet(s) are adequate to accommodate the drainage requirements of the PUD, and all existing and proposed detention facilities.
11. An erosion control plan for all areas of site disturbance.
12. Topographic contour every five (5) feet superimposed upon the proposed Final Detailed Plan.
13. Proposed elevation of all Building pads within the proposed development.
14. All Improvements to Street system on-site and off-site.
15. Sidewalk plan or alternative plan for pedestrian ways.
16. Plans and specifications for all infrastructure Improvements required or proposed in the PUD.
17. Areas reserved for park, conservation, wetland, common area, lake or other similar uses.
18. Proposed covenants, conditions, and restrictions.
19. The character and approximate density of all proposed uses and Structures in the plan area.
20. Any other information requested in writing by the Plan Commission or Staff.

Checklist: Building Elevations

Before Elevations filed in connection with the submission of a Development Plan shall be drawn to scale and shall include the following items:

1. Address of the site.
2. Proposed name of the development.
3. Scale.
4. Elevations for each facade of the Building.
5. Specification or sample of the type and color of Building materials to be used for all wall, window, roof, and other architectural features.
6. A separate true color rendering of the proposed Building, including any proposed Wall Sign.
7. Placement, size color, and illumination details for any proposed Wall Sign.
8. Details of any exterior architectural lighting proposed on or around the Building.
9. A color rendering of the proposed Building.
10. Any other information requested in writing by the Plan Commission or Director.

Director, at their sole discretion, may waive or relax any of the Building Elevation requirements listed above, as circumstances dictate.

Note: Building Elevations shall include a summary table of all building materials used on each facade **and** shall identify the percentage of each applicable facade made up of each of the building materials. This shall include all windows and doors. For more information about building materials, see article 4.21 of the Plainfield Zoning Ordinance.

Checklist: Final Detailed Plan

A site plan filed in connection with the submission of a Development Plan shall be drawn to scale of not more than 1"=100' and shall include the following items:

1. North arrow and scale;
2. Address of the site;
3. Proposed name of the development;
4. Area map insert showing the general location of the site referenced to major Streets and section lines;
5. Legal description of the real estate;
6. Boundary lines of the site including all dimensions of the site;
7. Names, center-lines and Right-of-Way widths of all Streets, Alleys, and Easement;
8. Layout, number, and dimension of all Lots and Out Lots with zoning Setback Lines or Building Setback Lines;
9. Location and dimensions of all existing Structures, including paved areas;
10. Location and dimensions of all proposed Structures, including paved areas, and indicated by cross-hatching;
11. Location and name of all existing and proposed Public or Private Streets, Access easements, and Rights-of-Way within two-hundred (200) feet of the real estate;
12. Location of all floodway and floodway fringe areas within the boundaries of the site;
13. Location of all existing and proposed utility facilities and easements, including, but not limited to: sanitary sewer, water, storm water management, electric, gas, telephone, cable, fiber optic, power line easements, and power lines;
14. Use of each Structure by labeling including approximate density or size of all proposed uses and Structures on the site (e.g. parking - # of Parking Spaces required and provided, residence - # of Dwelling Units per acre, office - Gross Floor Area);
15. Structures proposed for demolition should be indicated as such;
16. Distance of all Structures from Front, Rear, and Side Lot Lines. (This distance is measured as a line from the point where the Structure is closest to the Lot Line. This line is perpendicular to the Lot Line.);
17. Location of any proposed or existing Driveway and its width at the Lot Line. (Any connection to an Alley must also be indicated.);
18. All improvements to Street system on-site and off-site;
19. Sidewalk plan or alternate plan for pedestrian ways, including access easements;
20. Measurement of curb radius and/or taper;
21. Names of legal ditches and streams on or adjacent to the site;
22. Location, dimensions, and type (e.g. ground, pole, wall) of all Signs on the site. Include separate elevations of proposed Sign Structures with all dimensions drawn to scale;
23. Location, size and species of all proposed and existing trees over six (6) inches in caliper at four and one-half (4 1/2) feet above Grade and all proposed and existing landscaping;
24. Areas reserved for park, recreation, conservation, wetland, common area, lake, or other similar uses;
25. Building elevations, including Building materials and colors; and,
26. Any other information requested in writing by the Plan Commission or Director.

Director, at their sole discretion, may waive or relax any of the Building Elevation requirements listed above, as circumstances dictate.

Checklist: Final Detailed Plan

Overall Plan filed in connection with the submission of a Development Plan shall be drawn to scale of not more than 1"=100' and shall include the following items:

1. North arrow and scale;
2. Address of the site;
3. Proposed name of the development;
4. Area map insert showing the general location of the site referenced to major Streets and section lines;
5. Legal description of the real estate;
6. Boundary lines of the site including all dimensions of the site;
7. Names, center-lines and Right-of-Way widths of all Streets, Alleys, and Easement;
8. Layout, number, and dimension of all Lots and Out Lots with zoning Setback Lines or Building Setback Lines;
9. Location and name of all existing and proposed Public or Private Streets, Access easements, and Rights-of-Way within two-hundred (200) feet of the real estate;
10. Location of all floodway and floodway fringe areas within the boundaries of the site;
11. Location of all existing and proposed utility facilities and easements, including, but not limited to: sanitary sewer, water, storm water management, electric, gas, telephone, and cable;
12. All Improvements to Street system on-site and off-site;
13. Sidewalk plan or alternate plan for pedestrian ways;
14. Location, dimensions, and type (e.g. ground, pole, wall) of all Signs on the site. Include separate elevations of proposed Sign Structures with all dimensions drawn to scale;
15. Areas reserved for park, recreation, conservation, wetland, common area, lake, or other similar uses;
16. Any other information requested in writing by the Plan Commission or Director

Director, at their sole discretion, may waive or relax any of the Building Elevation requirements listed above, as circumstances dictate.

Checklist: Landscape Plan

Landscape Plans filed in connection with the submission of a Development Plan shall be drawn to scale of not more than 1"=100' and shall include the following items:

1. Address of the site;
2. Proposed name of the development;
3. Scale;
4. The location of any existing or proposed Freestanding Signs;
5. Outline of all existing or proposed Buildings or Structures, including parking and loading areas;
6. Boundary lines of the site;
7. Location of all floodway and floodway fringe areas within the boundaries of the site;
8. All existing elevations and proposed land contour lines having at least two (2) foot intervals;
9. Proposed sidewalk or alternate plan for pedestrian ways including any required access easements;
10. Location of all existing and proposed utility facilities and easements; including, but not limited to, sanitary sewer, water, stormwater management, electric, gas, telephone, cable, fiber optic, power line easements, and power lines;
11. Size, species, and spacing (on center) of all proposed trees, landscaping, and ground cover;
12. Survey of existing trees in required Yards and required Bufferyards, indicating exact location of existing trees over six (6) inch caliber at four and one-half (4 1/2) feet above Grade and all flowering trees, shrubs, and evergreens over six (6) feet in height;
13. Description of methods to preserve trees without injury and with sufficient area for the root system to sustain a tree;
14. Description of protective care and physical restraint barriers at the drip line to prevent alteration, compaction, or increased depth of the soil in the root system area prior to and during groundwork and construction;
15. Any other information requested in writing by the Plan Commission or Director.

Director, at their sole discretion, may waive or relax any of the Building Elevation requirements listed above, as circumstances dictate.

Checklist: Landscape Plan

Article 4.7 of the Plainfield Zoning Ordinance contains specific requirements regarding the types and amount of landscaping required on a site. Site landscaping includes the following types:

- Perimeter Yards
- Foundation Plantings
- Interior Parking Lot
- Parking Lot Screening

Further, the regulations for Perimeter Yards and Foundation Planting are based upon 100' increments of such yard or building. For ease of design and review, all Landscape Plans shall include the following:

1. A Plant List including: botanical and common name; plant symbol abbreviations; and, size.
2. Perimeter Yard - Each 100' increment of a perimeter yard shall be indicated, with a summary of the plant materials proposed within each 100' increment noted on the plan.
3. Foundation Plantings - A tabular summary for each side of a building including: the length of the building wall; foundation planting area required and provided; and, a summary of the plant materials applied to the foundation requirement.
4. A key to each plant indicating: species, number; and, landscaping requirement addressed by that plant. For example, a "key" to each plant may look like the example key below.

AR	Plant Species Abbreviation
7	Number of Plants
PY	Landscape Requirement

Checklist: Sign Plan

Sign Plans filed in connection with the submission of a Development Plan shall be drawn to scale and shall include the following items:

1. Address of the site.
2. Proposed name of the development.
3. Scale.
4. A site plan indicating the location of any existing or proposed Freestanding Signs.
5. A site plan indicating the location of any Building upon which a Sign is to be mounted, with the location of the Signs indicated.
6. Elevation of proposed Signs, including size, materials, and color.
7. A true color rendering of the proposed Signs.
8. Illumination details for proposed Signs.
9. Placement, size, color, and illumination details for any proposed Wall Sign.
10. Any other information requested in writing by the Plan Commission or Director.

Director, at their sole discretion, may waive or relax any of the Sign Plan requirements listed above, as circumstances dictate.

NOTE: Approval of a sign plan does not constitute a variance of the sign regulations.

Checklist: Photometric Plan

Lighting Plans filed in connection with the submission of a Development Plan shall be drawn to scale of not more than 1"=100' and shall include the following items:

1. North arrow and scale;
2. Address of the site;
3. Proposed name of the development;
4. Boundary lines of the site including all dimensions of the site;
5. Location and dimensions of all existing Structures, Parking Areas, and walkways;
6. Type and location of all exterior of lighting fixtures; including wattage and type of light;
7. Intensity of lighting at base of light Structure and at the Lot Line measured in foot candles;
8. If architectural building lighting is proposed, elevations for each facade of the Building indicating the location, type, and intensity of lighting on each Building facade and the intensity of such lighting at the Lot Line measured in foot candles.

Director, at their sole discretion, may waive or relax any of the Lighting Plan requirements listed above, as circumstances dictate.

NOTE: A "cut sheet" showing details on the fixture will be required (see example below)

Findings: Development Plan

Project	
Location	

Finding	Applicant Response (use additional sheets if necessary)
The Development Plan complies with all applicable Development Standards of the District in which the site is located because:	
The Development Plan complies with all applicable provisions of the Subdivision Control Ordinance for which a waiver has not been granted because:	
The Development Plan complies with all applicable provisions for Architectural and Site Design Review for which a waiver has not been granted because:	
The proposed development is appropriate to the site and its surroundings because:	
The proposed development is consistent with the intent and purpose of the Plainfield Zoning Ordinance because:	

Applicant Signature: _____

Findings: Final Detailed Plan

Project	
Location	

Finding	Applicant Response (use additional sheets if necessary)
The Final Detailed Plan satisfies the Development Requirements and Development Standards specified in the PUD District ordinance establishing such District because:	
The Final Detailed Plan satisfies the Development Requirements and Development Standards specified in the PUD District ordinance establishing such District because:	
The Final Detailed Plan provides for the protection or provision of the site features and amenities outlined in Article 6.1 because:	

Applicant Signature: _____

Findings: Waiver-Enhanced Alternate Material

Project	
Location	

Finding	Applicant Response (use additional sheets if necessary)
The existing material classifications do not adequately describe this material:	
The Design Review Committee has inspected the technical specification and/or material samples and has provided guidance to the Plan Commission:	
The Plan Commission will direct the Design Review Committee to review the interim classification no later than one year after the Certificate of Occupancy for recommendation of permanent classification:	

Applicant Signature: _____

Findings: Waiver-Existing Building Materials

Project	
Location	

Finding	Applicant Response (use additional sheets if necessary)
The proposed Facade Point Value is increased by at least half the difference between the existing Facade Point Value and Required Facade Point Value:	
The Plan Commission deems the proposed facade more aesthetically pleasing than the existing facade:	

Applicant Signature: _____

Findings: Waiver-Master Plan

Project	
Location	

Finding	Applicant Response (use additional sheets if necessary)
The Master Plan development represents an innovative development of a Master Plan use, including site design features, building materials, lighting, and landscaping which will enhance the site or use or value of area properties and the safety and functionality of the Master Plan Use because:	
The Master Plan development is consistent with and compatible with development located in the immediately surrounding area because:	
The Master Plan development is consistent with the intent and purpose of this ordinance because:	

Applicant Signature: _____

Full Calendar

2027 Plan Commission Calendar

IRC		PRM		DRC		Plan Commission		
File Date	Meeting	File Date	Meeting	File Date	Meeting	Docketed	Legal	Earliest PM
10/22	*11/5*	*12/12*	*11/25*	*12/1*	*12/8*	*12/11*	*12/18*	1/4
11/19	*12/3*	*12/10*	*12/23*	*12/29*	1/5	1/8	1/15	2/1
12/17	*12/31*	1/7	1/21	1/26	2/2	2/5	2/12	3/1
1/21	2/4	2/11	2/25	3/2	3/9	3/12	3/19	4/8
2/18	3/4	3/11	3/25	3/30	4/6	4/9	4/16	5/3
3/25	4/8	4/15	4/29	5/4	5/11	5/14	5/21	6/7
4/22	5/6	5/13	5/27	6/1	6/8	6/11	6/17	7/8
5/20	6/3	6/10	6/24	6/29	7/6	7/9	7/16	8/2
6/24	7/8	7/15	7/29	8/3	8/10	8/13	8/20	9/9
7/22	8/5	8/12	8/26	8/31	9/7	9/10	9/17	10/4
8/19	9/2	9/9	9/23	9/28	10/5	10/8	10/15	11/1
9/23	10/7	10/14	10/28	11/2	11/9	11/12	11/19	12/6
10/21	11/4	11/10	11/24	11/30	12/7	12/10	12/17	1/6/28

Date moved due to holiday or other conflict

2026 date

2027 Board of Zoning Appeals Calendar

Filing Date	IRC/PRM/DRC	Docketing	Public Notice	Earliest PM
12/19/26	(1)	1/4	1/11	1/21
1/15	(1)	1/22	1/29	2/18
2/12	(1)	2/19	2/26	3/15
3/19	(1)	3/25	4/2	4/19
4/16	(1)	4/23	4/30	5/17
5/21	(1)	5/28	6/4	6/21
6/18	(1)	6/25	7/2	7/19
7/16	(1)	7/23	7/30	8/16
8/20	(1)	8/27	9/3	9/20
9/17	(1)	9/24	10/1	10/18
10/15	(1)	10/22	10/29	11/15
11/19	(1)	11/24	12/3	12/20
12/17	(1)	12/22	12/30	1/20/2028

Date moved due to holiday or other conflict

(1) At Director's discretion. May result in modification of Earliest Possible Public Hearing

Terms

Commonly Used Terms	
Annexation	Legal Act of bringing land into the corporate limits of the Town. Town Council approval.
Docketing	Act of the Director determining that a petition is complete and in form to be sent for public hearing. Fees will be due at this time.
Filing Deadline	Date by which the required plans and application must be filed in the Town's iWorQ system.
Interested Party	Properties required to be noticed for a public hearing.
iWorQ	The official permitting and petition software used by the Town of Plainfield.
Legal Notice Deadline	Date by which the legal notices must be mailed and appear in the newspaper of record and the courtesy sign(s) must be placed.
Public Hearing	Meeting of a governmental body where the public has the right to make comments regarding a particular matter.

Advisory and Public Hearing Groups	
Town Council	Elected representatives of the residents of the Town of Plainfield.
Plan Commission	Administers the Zoning and Subdivision control ordinance and holds public hearings.
Design Review Committee	Reviews plans, studies problems, and makes recommendations to the Commission.
Project Review Meeting	Reviews Projects to be brought to the Design Review Committee.
Initial Review Collaborative	Provides an early assistance and review of developments.
Board of Zoning Appeals	Quasi-judicial board that holds hearings on relief from and interpretations of the Zoning Ordinance.

Types of Petitions

Board of Zoning Appeals		Plan Commission	
		Petition Type	Description
Variance of Use	Request to allow a use that is not permitted within the current zoning classifications.		
Variance of Development Standards	Request for relief from specific standard requirements of the current zoning classification.	Zone Map Amendment	Request to modify the zoning classification of property.
Special Exception	A use permitted in a zoning classification only after conditions and standards have been reviewed by the Board.	Architectural and Site Design	Review of specific plans for the development of property.
Administrative Appeal	Appeal to the Board for review of Staff's interpretation of the Zoning Ordinance.	Primary Plat	Conceptual review and approval of a proposed subdivision.

Planning & Zoning Fees

Zone Map Change/Rezone	Base		Plus
Residential	$750	+	$25/Acre
Commercial/Industrial	$750	+	$25/Acre
Planned Unit Development (PUD)	$1,250	+	$25/Acre
PUD Amendment	$535	+	$15/Acre
Amend Commitments	$330	+	$50/Acre
Text Amendments	$350	+	

Development Plans	Base		Plus
Architecture & Site Design	$750	+	$25/Acre
Final Detailed Plan/PUD	$675	+	$25/Acre
Waivers	$100	+	$50/Additional Waiver
Amendments	$400	+	$15/Acre
Appeals	$675	+	$25/Acre

Primary Plat	Base		Plus
Minor Residential	$375	+	$5/Lot
Major Single-Family Residential	$800	+	$10/Lot
Multi-Family/Commercial/Industrial	$800	+	$10/Acre
Commercial/Industrial/Incremental	$800	+	$10/Acre
Waivers	$100	+	$50/Additional Waiver
Vacation	$325	+	
Revised/Amended Primary Plat	$500	+	$5/Acre

Secondary Plat	Base		Plus
Review Fee	$400	+	$10/Acre
GIS Fee	$100	+	$25/Lot, Common Area, or Block
Amended/Replat	$260	+	$10/Lot
Engineering Review Fee	$300	+	

Board of Zoning Appeals			
Use Variance	**Base**		**Plus**
Residential	$650	+	
Commercial/Industrial	$600	+	
Development Standard Variance	**Base**		**Plus**
Residential	$375	+	$50/Additional Development Standard
Commercial/Industrial	$600	+	$50/Additional Development Standard
Other Petitions	**Base**		**Plus**
Special Exception	$350	+	
Administrative Appeal	$350	+	

Notes:
The Town will send an invoice to the applicant with the fee amount at the time of docketing.
All fees are rounded up “per acre”, “per sq ft”, or “per ft..”
Fee Adjustments:
Not-for-Profits: The filing fee shall be reduced by 50% for any charitable organization which submits a copy of current statement from the IRS confirming its charitable (501c3) status at the time of filing the petition/application.

Planning & Zoning Fees

Improvement Location Permit (ILP)			
Residential	**Base**		**Plus**
Single-Family/Two-Family	$75	+	
Multi-Family	$350	+	$25/Unit + $50/Building
Accessory/Single & Two-Family	$30	+	$10/Additional Structure
Accessory/Multi-Family	$50	+	$15/Additional Structure
Residential Addition	$65	+	
Commercial	**Base**		**Plus**
Primary Building	$400	+	$25/Acre
Parking Only	N/A	+	Greater of $50 or $0.50/Parking Space
Remodel	$250	+	$10/Acre
Accessory Building/Structure	$150	+	$50/Additional Structure
Industrial	**Base**		**Plus**
Primary Building	$400	+	$25/Acre
Parking Only	N/A	+	Greater of $50 or $0.50/Parking Space
Remodel	$300	+	
Accessory Building/Structure	$150	+	$50/Additional Structure
ILP Amendment	$300	+	$5/Acre
Signs	**Base**		**Plus**
Building	$150	+	
Ground	$250	+	
Suspended/Projecting	$100	+	
Awning/Canopy/Marquee	$100	+	
Incidental	$85	+	
Miscellaneous	**Base**		**Plus**
Fence Permit	$50	+	

Notes:
The Town will send an invoice to the applicant with the fee amount at the time of docketing.
All fees are rounded up “per acre”, “per sq ft”, or “per ft..”
Fee Adjustments:
Not-for-Profits: The filing fee shall be reduced by 50% for any charitable organization which submits a copy of current statement from the IRS confirming its charitable (501c3) status at the time of filing the petition/application.

Annexation

Annexation is the process of bringing land that is outside, but adjacent to the Town's boundaries into the jurisdiction of the Town. The generalized process is shown below.

File
- File through iWorQ
- Submit the Documents for ***Annexation*** below
- Within 30 days of filing, it will be informally presented to the Council

Resolution
- At least 14 days later, a resolution to set a Public Hearing on the annexation will take place

Notice
- The Town sends a legal notice to the newspaper of record

Hearing
- The Town Council will hold a public hearing
- The Town Council will read the ordinance three times. During the hearing or readings, the Council will consider the fiscal plan (see below)

Signing
- If the annexation ordinance is approved, the Clerk will publish the notice of the annexation ordinance in the newspaper of record.
- The 30-day appeal window begins

Record
- At the end of the 30-day appeal window, the Clerk will file the annexation ordinance with the appropriate authorities and record the annexation with Hendricks County

Documents for Annexation
Letter to the Town Council and/or Town Manager requesting annexation
Legal Description
Map
Fiscal Plan

Fiscal Plan

A Fiscal Plan is prepared to ensure that the area to be annexed can be provided with Town services.



Supervoluntary Annexation

- The Town of Plainfield typically considers supervoluntary annexation (*100% of the property owners request annexation.*)
- Voluntary (*50% of property owners requesting annexation*) and involuntary annexation is rarely considered by the Town of Plainfield.