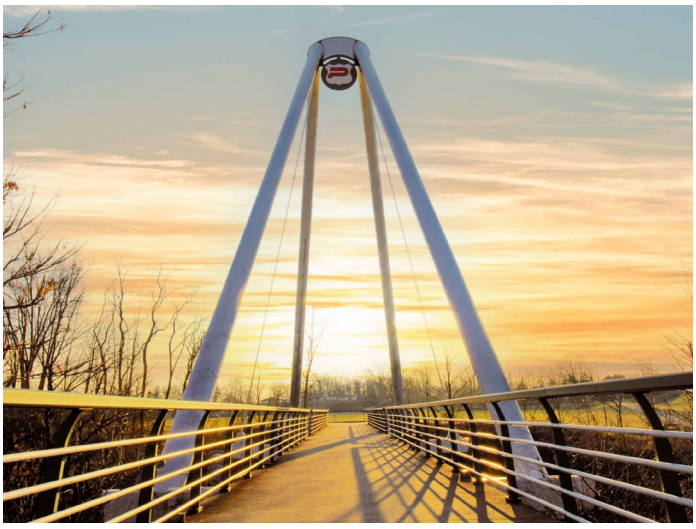
Town of Plainfield









2027 Development Guide

Primary Plat

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

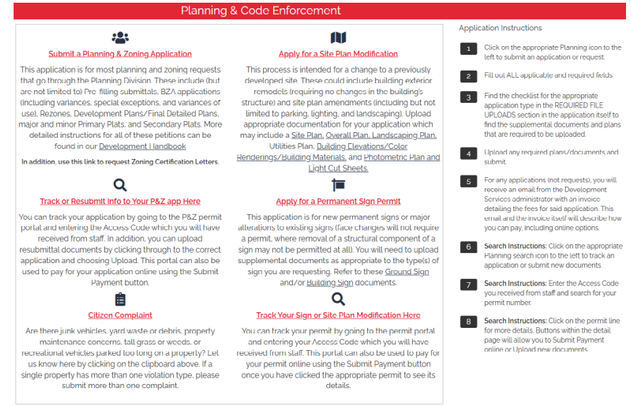
For questions or to schedule a pre-application meeting, contact:
Development Services Department
Town of Plainfield, Indiana
(317) 754-5376 | development@townofplainfield.com
206 W. Main Street | Plainfield, IN 46168

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		

Primary Plat (PP) Packet

Residential Primary Plats

Major Residential: A petition for subdivision of land into either: four or more lots; creates new streets, water/sewer lines or public improvements; or is for a multi-family development.

Minor Residential: A petition for a subdivision of land into four or fewer lots/parcels which does not involve the creation of new streets, water/sewer lines, or public improvements.

Non-Residential Primary Plats

Incremental: A petition requesting subdivision of real estate for non-residential use in which the plat shows a conceptual subdivision of the land, but more specific subdivision is denoted in the secondary plat.
Non-Incremental: A petition for the request for the subdivision of real estate for non-residential uses.

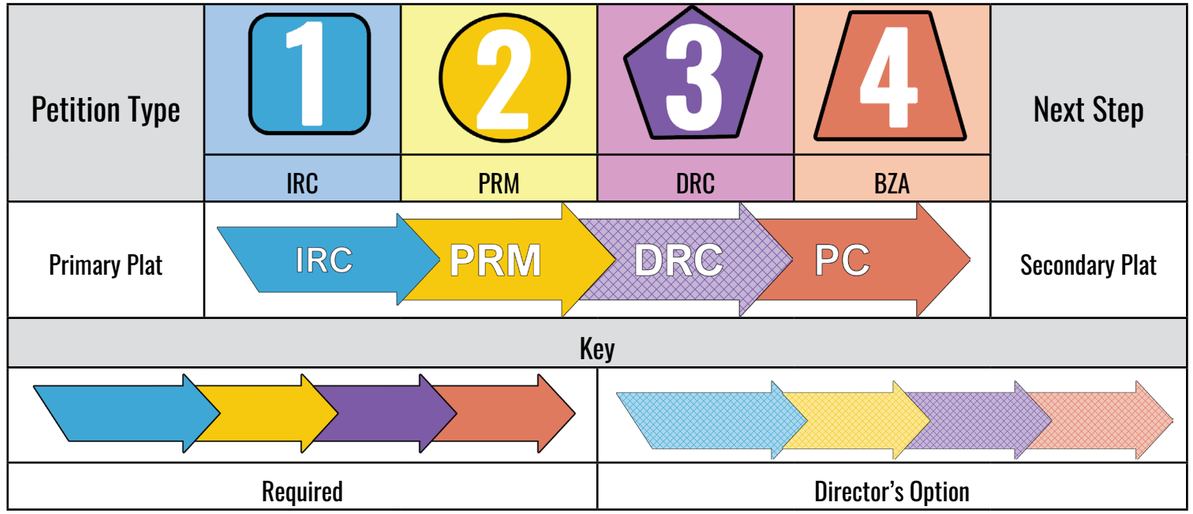
Primary Plat Packet	IRC	PRM	DRC/Hearing
Common Forms	Yes	CO	CO
Interested Party List	OP	Yes	CO
Checkpoint Agency Notification	OP	Yes	CO
Project Narrative	Yes	CO	CO
Area Map	Yes	CO	CO
Legal Description	Yes	CO	CO
Fee Schedule	Informational		
Finding of Fact	**IRC**	**PRM**	**DRC/Hearing**
Primary Plat	OP	CO	CO
Plat Waiver	AN	AN	AN
Vacation of Plat	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
Primary Plat Files	**IRC**	**PRM**	**DRC/Hearing**
Impact on Public Sewer and Water	Yes	Yes	Yes
Primary Plat	Yes	Yes	Yes
Drainage Plan	OP	CO	CO
Topographical Contours Map	OP	CO	CO
Stop Sign Plan	OP	CO	CO
Proposed CCRs	OP	CO	CO

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

Primary Plat

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

Primary Plat - 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 _____

Form: Impact on Public Water and Sewer

Applicant	
Project	

Units (Number)	Unit Type	GPD/Unit		Gallons per Day
			=	
			=	
			=	
			=	
			=	
			=	
			=	

GPD = Gallons per Day
GPD/Unit = Gallons per day per unit

Estimated Schedule of Progress	
Start construction of improvements:	
Complete construction of improvements:	
Begin sale of lots:	
Complete sale of lots:	

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

Department of Public Safety
Jared McKee
206 West Main Street
Plainfield, IN 46168

317.754.5314
jmckee@townofplainfield.com

School District (By Township)

Guilford Township
Plainfield Community Schools
Scott Olinger, Superintendent
985 Longfellow Drive
Plainfield, IN 46168

317.839.2578
solinger@plainfield.k12.in.us

Washington Township
Avon Community Schools
Dr. Scott Wyndham, Superintendent
7203 East U.S. Highway 36
Avon, IN 46123

317.544.6000
smwyndham@avon-schools.org

Liberty Township
Mill Creek Community Schools
Brian Tomamichel, Superintendent
6631 South County Road 200 West
Clayton, IN 46115

317.539.9200
btomamichel@mccsc.k12.in.us

Hendricks County

Drainage Board
Dave Gaston, Surveyor
Hendricks County Govt Center
355 South Washington Street
PO Box 43
Danville, IN 46122
317.745.9237
gsowers@co.hendricks.in.us
gavegaston@co.hendricks.in.us

Health Department
Julie Haas, Director
Hendricks County Govt Center
355 South Washington Street

Danville, IN 46122
317.745.9217

Engineer
John Ayers
Hendricks County Govt Center
355 South Washington Street
PO Box 51
Danville, IN 46122
317.745.9236
jayers@co.hendricks.in.us

Soil and Water Conservation Board
Brianna Ollier

195 Meadow Drive

Danville, IN 46122
317.745.2555 ext 3
brianna.ollier@in.nacdnet.net

Projects located on property abutting US Hwy 40/Main Street

Indiana National Road Association
Executive Director
PO Box 284
Cambridge City, IN 47327

317.822.7939

Utilities (Water, Sewer, Storm)

Plainfield Department of Public Works

c/o Shannon Swan
986 South Center Street
Plainfield, IN 46168
317.839.3490

Water in some areas west of Reagan
Citizens Energy Group
Stanley Graves
1220 Waterway Boulevard
Indianapolis, IN 46202
317.635.3711

Utilities (Telephone, Natural Gas, CATV)

AT&T
240 North Meridian Street
Indianapolis, IN 46204

Vectren
1601 North Meridian Street
Indianapolis, IN 46202

Comcast
5330 East 65th Street
Indianapolis, IN 46220

Brighthouse Networks
3030 Roosevelt Avenue
Indianapolis, IN 46218

Utilities (Electric)

Brian Bantly

5005 East Main Street
Avon, IN 46123

317.745.1006

Duke (Send to All)
Thomas Ordway
T&D Forester, Vegetation Management, Midwest
100 Mill Creek Road
Nobleville, IN 46060

317.776.5354

Ryan Daugherty
Asset Protection Associate
2727 Central Avenue
Columbus, IN 46201

812.375.2021

Hendricks Power
Jason Stewart

86 North CR 500 East
Avon, IN 46123
jstewart@hendrickspower.com
317.745.5473

Indianapolis Power & Light

1230 West Morris Street
Indianapolis, IN 46221

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: Residential Primary Plat (Major)

A plan of the proposed Primary Plat of a Major Residential Subdivision shall be drawn at a scale no smaller than 1" = 100' and shall include:

1. Scale, date, and north arrow;
2. Legal description of the real estate to be subdivided;
3. Area map insert showing the general location of the proposed Subdivision with reference to major Streets and section lines as well as all school district lines and the zoning District properly designated;
4. Name of the Subdivision (if a replat of an existing Subdivision), proposed name for the Subdivision (which shall not duplicate the name of any Subdivision plat previously recorded or any Subdivision plat for which primary approval is still in effect), or name by which property is locally known;
5. Name, address, telephone number of the Owner. If applicable, name address, and telephone number of the agent representing the Owner. Citation of last deed of record conveying title to each parcel involved in the proposed Subdivision, including name of grantor, grantee, date and recording information;
6. Name, address, and telephone number of the developer and any design professional(s) responsible for the design of the Subdivision, design of public improvements, or for surveys;
7. The complete text of any existing covenants on the property (if applicable);
8. Accurate boundary lines of the proposed Subdivision showing distances, bearings, angles, and references to section corners, township, and range lines;
9. Location, width, dimension from the center-line, and name of all existing and proposed Public or Private Streets, Access easements, and Rights-of-Way located on and adjacent to the site;
10. Location, sizes, elevations, and slopes of all existing utility facilities and easements, including, but not limited to sanitary sewer, storm water management, electric, gas, telephone, and cable;
11. Preliminary proposals for connection with existing sanitary sewer, water, storm water management, electric, gas, telephone, and cable utilities;
12. Layout, number, and dimensions of all Lots with proposed Setback lines;
13. Location, delineation, and elevation of all floodway and floodway fringe areas within the boundaries of the Subdivision;
14. Proposed finished floor elevation of all Building pads adjacent to or within the flood plain;

Checklist: Residential Primary Plat (Major)

15. Drainage Plan for all watersheds in and around the proposed Subdivision, indicating the general drainage pattern of Streets and Lots, the location of all drainage channels and sub-surface drainage structures, the proposed method of disposing of all stormwater runoff from the proposed Subdivision including data to show that the proposed outlet(s) are adequate to accommodate the drainage requirements of the Subdivision, and all existing and proposed detention facilities
16. Names of all legal ditches and streams on or adjacent to the Subdivision;
17. A preliminary erosion control plan for all areas of site disturbance;
18. Topographic contour every two (2) feet superimposed upon the proposed Subdivision Plat; provided, that the Director may require one (1) foot intervals on very flat land or permit five (5) foot intervals on very steep slopes;
19. Traffic Study, if required by the terms and provisions of Plainfield Ordinance No. 18-97, "Access Permit Ordinance";
20. All improvements to the Street system on-site and off-site, including measurements of curb radius and taper;
21. Stop sign plan indicating the proposed location of all stop signs within the proposed Subdivision;
22. Sidewalk plan (or alternate plan for pedestrian ways, when applicable);
23. Preliminary plans and specifications for all infrastructure Improvements and installations required or proposed in the Subdivision;
24. The approximate location, dimensions, and area of all parcels of land proposed to be reserved for park, conservation, wetland, common area, lake, or other similar uses for the use of property owners within the proposed Subdivision;
25. Proposed covenants, commitments, conditions, and restrictions for the Subdivision;
26. If the Subdivision is to be developed in sections, an indication of the approximate section boundaries;
27. A proposed address plan for the Subdivision consistent with the address patterns established for the Town of Plainfield and Hendricks County; and,
28. Any other information requested in writing by the Director, members of the Technical Advisory Committee, or the Plan Commission deemed important to the development of the Subdivision.

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

Checklist: Residential Primary Plat (Minor)

1. Scale, date, and north arrow;
2. Legal description of the real estate to be subdivided;
3. Area map insert showing the general location of the proposed Subdivision with reference to major Streets and section lines as well as all school district lines and the zoning District properly designated;
4. Proposed name of the Subdivision;
5. Name, address, telephone number of the Owner. If applicable, name address, and telephone number of the agent representing the Owner. Citation of last deed of record conveying title to each parcel involved in the proposed Subdivision, including name of grantor, grantee, date, and recording information;
6. Accurate boundary lines of the proposed Subdivision showing distance, bearings, angles, and references to section corners, township, and range lines;
7. Names, center-lines, and right-of-way widths of all existing Streets, alleys, and easements affecting or providing service to the proposed Subdivision;
8. Layout, number, and dimension of all Lots with proposed Setback lines;
9. The complete text of any existing covenants on the property (if applicable);
10. Location, delineation, and elevation of all floodway and floodway fringe areas within the boundaries of the Subdivision;
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, if applicable;
12. All improvements to the Street system on-site and off-site, including measurement of curb radius and taper;
13. Sidewalk plan (or alternate plan for pedestrian ways, when applicable);
14. The approximate location, dimensions, and area of all parcels of land proposed to be reserved for park, conservation, wetland, common area, lake, or other similar uses for the use of property owners within the proposed Subdivision;
15. Proposed covenants, commitments, conditions, and restrictions for the Subdivision;
16. A proposed address plan for the Subdivision consistent with the address patterns established for the Town of Plainfield and Hendricks County; and,
17. Any other information requested in writing by the Director, members of the Technical Advisory Committee, or the Plan Commission deemed important to the development of the Subdivision.

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

Checklist: Non-Residential Primary Plat

A Primary Plat of the proposed Subdivision drawn to a scale no smaller than 1” = 100’ which includes:

1. Scale, date and north arrow;
2. Legal description of the real estate to be subdivided;
3. Area map insert showing the general location of the proposed Subdivision with reference to major Streets and section lines as well as all school district lines and zoning District properly designated;
4. Name of the Subdivision (if a replat of an existing Subdivision), proposed name for the Subdivision (which shall not duplicate the name of any Subdivision plat previously recorded or any Subdivision plat for which primary approval is still in effect), or name by which property is locally known;
5. Name, address, telephone number of the Owner. If applicable, name address and telephone number of the agent representing the Owner. Citation of last deed of record conveying title to each parcel involved in the proposed Subdivision, including name of grantor, grantee, date and recording information;
6. Name, address and telephone number of the developer and any design professional(s) responsible for the design of the Subdivision, design of public improvements, or for surveys;
7. The complete text of any existing covenants on the property (if applicable);
8. Accurate boundary lines of the proposed Subdivision showing distance, bearings, angles and references to section corners, township and range lines;
9. Location, width, dimension from the center-line and name of all existing and proposed public or private Streets, Access easements and Rights-of-Way located on and adjacent to the site;
10. Location, sizes, elevations, and slopes of all existing utility facilities and easements, including, but not limited to sanitary sewer, water, storm water management, electric, gas, telephone and cable;
11. Preliminary proposals for connection with existing sanitary sewer, water, storm water management, electric, gas, telephone and cable utilities;
12. Layout, number and dimension of all Lots and Out Lots with proposed Setback lines;
13. Location, delineation and elevation of all floodway and floodway fringe areas within the boundaries of the Subdivision;
14. Proposed finished floor elevation of all Building pads adjacent to or within the flood plain;
15. Drainage Plan for all watersheds in and around the proposed Subdivision, indicating the general drainage pattern of Streets and Lots, the location of all drainage channels and sub-surface drainage structures, the proposed method of disposing of all stormwater runoff from the proposed Subdivision including data to show that the proposed outlet(s) are adequate to accommodate the drainage requirements of the Subdivision, and all existing and proposed detention facilities;
16. Names of all legal ditches and streams on or adjacent to the Subdivision;

Checklist: Non-Residential Primary Plat

17. A preliminary erosion control plan for all areas of site disturbance;
18. Topographic contour every two (2) feet superimposed upon the proposed Subdivision plat; provided, that the Director may require one (1) foot intervals on very flat land or permit five (5) foot intervals on very steep slopes;
19. Traffic Study, if required by the terms and provisions of Plainfield Ordinance No. 18-97, "Access Permit Ordinance";
20. All improvements to the Street system on-site and off-site, including measurement of curb radius and taper;
21. Stop sign plan indicating the proposed location of all stop signs within the proposed Subdivision;
22. Sidewalk plan (or alternate plan for pedestrian ways, when applicable);
23. Preliminary plans and specifications for all infrastructure improvements and installations required or proposed in the Subdivision;
24. The approximate location, dimensions, and area of all parcels of land proposed to be reserved for park, conservation, wetland, common area, lake or other similar uses for the use of property owners within the proposed Subdivision;
25. Method and depiction of Access for each Lot or Out Lot (i.e., direct Public Street, Private Street, blanket easement or specifically located easement);
26. Designation of common site facilities to benefit all Lots or Out Lots (i.e., Parking Areas, Loading Areas, Interior Access Drives, Private Streets, storm water management, sanitary sewer, water, electric, gas, telephone, cable, etc.);
27. Proposed covenants, commitments, conditions and restrictions for the Subdivision;
28. If the Subdivision is to be developed in sections, an indication of the approximate section boundaries;
29. A proposed address plan for the Subdivision consistent with the address patterns established for the Town of Plainfield and Hendricks County; and,
30. Any other information requested in writing by the Director, members of the Technical Advisory Committee or the Plan Commission deemed important to the development of the Subdivision.

Director, in its sole discretion, may waive or relax any of the requirements listed above for a Primary Plat of a Non-Residential Subdivision, as circumstances dictate.

Plans Required for Primary Approval of Non-Residential Incremental Subdivisions

A Primary Plat application which proposes to utilize the incremental Secondary Plat approval process shall, in addition to the items specified above for the Primary Approval of Non-Residential Subdivisions, include the following items:

1. An indication of the approximate or conceptual boundaries of Lots or Out Lots to be developed and submitted for Secondary Plat approval on an incremental basis; and,
2. Indication of the staging or phasing of the extension of required improvements and installations to service each Lot, Out Lot, or phase of development, including but not limited to, Public or Private Street extensions, storm water management, sanitary sewer, water, electric, gas, telephone, and cable.

Findings: Primary Plat

Project	
Location	

The Plan Commission, after a public hearing held on the_____day of_____, 20__, determined that the proposed Primary Plat is in full compliance with all terms and provisions of the Subdivision Control Ordinance, the Plainfield Zoning Ordinance, and that:

Adequate provisions have been made for regulation of minimum lot width, minimum lot depth, and minimum lot area:

Adequate provisions have been made for the extension of water, sewer, and other municipal services:

At its meeting held on the_____day of_____ , 20___, the Plan Commission voted to_____the requested Primary Plat subject to any conditions agreed to at the public hearing.

Applicant Signature:_____

Findings: Primary Plat Waiver

Project	
Location	

The Plan Commission, after a public hearing held on the_____day of_____, 20__, determined that the proposed Primary Plat is in full compliance with all terms and provisions of the Subdivision Control Ordinance, the Plainfield Zoning Ordinance, and that:

Adequate provisions have been made for regulation of minimum lot width, minimum lot depth, and minimum lot area:

Adequate provisions have been made for the widths, grades, curves, and coordination of subdivision public ways with current and planned public ways; and,

Adequate provisions have been made for the extension of water, sewer, and other municipal services:

The Plan Commission also approved a requested waiver of_____to allow for a _____ , finding that:

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 requests for the waivers are based are unique to the property for which a waiver are 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;
4. The waivers will not contravene the provisions of the Plainfield Zoning Ordinance or the Comprehensive Plan.
5. Where the waiver impacts on the design, construction or maintenance obligations of public facilities, that the appropriate public agency has reviewed and approved the proposed development in writing with the Plan Commission.

At its meeting held on the_____day of_____ , 20___, the Plan Commission voted to_____the requested Primary Plat subject to any conditions agreed to at the public hearing.

Applicant Signature:_____

Findings: Vacation of Plat

Project	
Location	

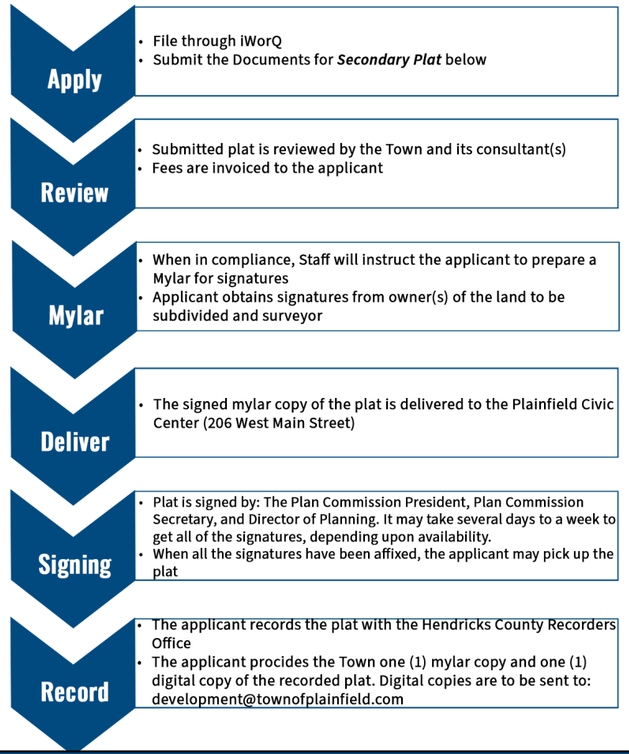
Finding	Applicant Response (use additional sheets if necessary)
The Final Detailed Plan satisfies the Development Requirements and Development Standards specified in the PUD District ordinance establishing such District because:	
The Final Detailed Plan satisfies the Development Requirements and Development 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:	

At its meeting held on the _____ day of_____, 20___, the Plan Commission voted to_____the requested Vacation of Plat by a vote of___to___.

Applicant Signature:_____

Secondary Plat

A Secondary Plat review is where the specific details of the subdivision are approved and authorized for recording so that the sale of a buildable lot or lots may legally occur. The generalized process is shown below.



Documents for Secondary Plat
Required Documents
Supplemental Information
Secondary Plat
Utility Overlay Drawing
Recorded Declaration of Covenants, Conditions, and Restrictions (CCRs)
One of the Two Documents Below
Letter of Compliance (if public improvements have been completed)
- or -
Surety for Improvements (if public improvements have not been completed)

Checklist: Secondary Plat

All sheets shall be of such size as is acceptable for filing in the office of the Hendricks County Recorder (no larger than eighteen by twenty-four (18x24) inches).

All plans submitted for Secondary Plat approval shall be prepared by an Indiana licensed land surveyor and shall contain the following information:

1. Name of Subdivision (and section number, if applicable)
2. Name of the surveyor and developer;
3. Surveyor's stamp, address, and phone number on all pages except pages showing only covenants or special conditions;
4. Scale, date, and north arrow;
5. Legal description of the real estate to be subdivided;
6. Wherever lines are required to have a dimension in these regulations, the length of all required lines shall be specified in feet and two decimal places thereof and the value of all required true bearings shall be specified in degrees, minutes, and seconds;
7. Name of each Public or Private Street within and adjacent to the Subdivision. For each Street, include lengths and bearings for the centerline and Rights-of-Way;
8. Notarized Certification by Owner(s) of all real estate subject to the Subdivision clearly and precisely stating whether the Improvements contained within the Subdivision are to be dedicated to and maintained by the Town of Plainfield, or whether said Improvements are to be owned and maintained by a private entity or owners association;
9. Clear outline of any property which is offered for dedication to public use shall be depicted with all dimensions by lengths and bearings with the area marked "Public", "Common Area" or other appropriate title;
10. The lines of all Lots or Out Lots shall be fully depicted by lengths and bearings;
11. Any building Setback lines in excess of those required by the Plainfield Zoning Ordinance required for the Subdivision;
12. Location, delineation, and elevation of all floodway and floodway fringe areas within the boundaries of the Subdivision;
13. Proposed finished floor elevation of all Building pads adjacent to or within a floodplain;
14. Names of all legal ditches and streams on or adjacent to the Subdivision;
15. All utility easements as approved by the Plan Commission;
16. Signature and certification of the President and Secretary of the Plan Commission on all pages;
17. All covenants, conditions, and restrictions that are (i) either imposed by the Plan Commission or offered by the owner; and (ii) which the Plan Commission accepts the right to enforce;
18. In the case of a re-plat, the recording information of any previously recorded Subdivision shall be shown on the front page of the plat;
19. Address of each Lot as approved by the Plan Commission or the Director; and,
20. In the case of a Secondary Plat approval of a Lot in a Non-Residential Incremental Subdivision, one (1) copy of an Overall Plan for all real estate contained in the Primary Plat, updated to show: all previously approved Lots, Rights-of-Way, or easements; and, the proposed Lot.

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	
Variance of Use	Request to allow a use that is not permitted within the current zoning classifications.	Petition Type	Description
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.