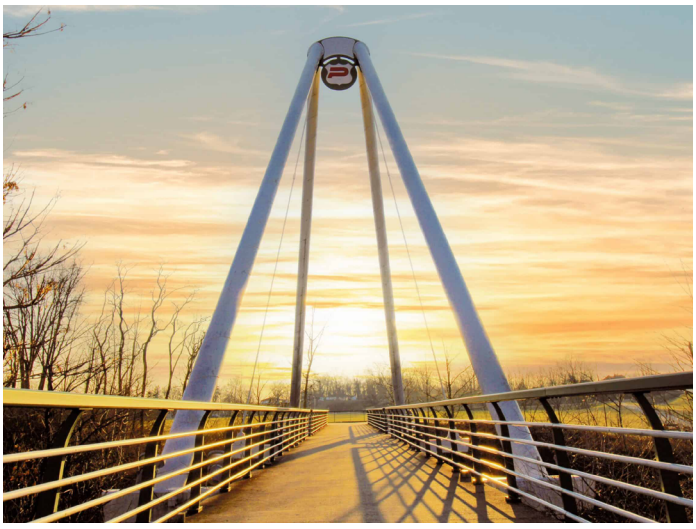
Town of Plainfield









2027 Development Guide

Board of Zoning Appeals

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

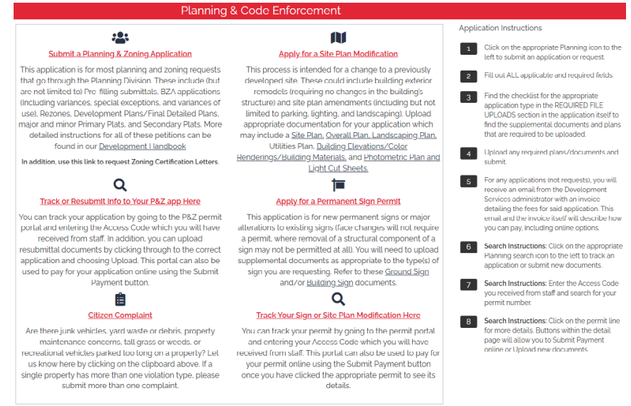
For questions or to schedule a pre-application meeting, contact:
Development Services Department
Town of Plainfield, Indiana
(317) 754-5376 | development@townofplainfield.com
206 W. Main Street | Plainfield, IN 46168

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		

Board of Zoning Appeals (BZA) Packet

Variance of Use: A petition for use variance is sought to allow the property owner to use the property for a purpose other than what the property is zoned. The Plainfield Zoning Ordinance refers applicants to a Planned Unit Development instead of a Variance of Use.

Variance of Development Standards: A petition for a development standards allow the property owner to change the physical regulations or limitations allowed by the zoning ordinance but does not allow for uses not permitted within the zoning classification.

Special Exception:A petition for special exception allows a use of land or use of a building/structure on land only upon showing to the Board of Zoning Appeals that certain conditions can be met.

Administrative Appeal: A petition appealing the decision of the Director of Planning or those acting upon the Director's behalf.

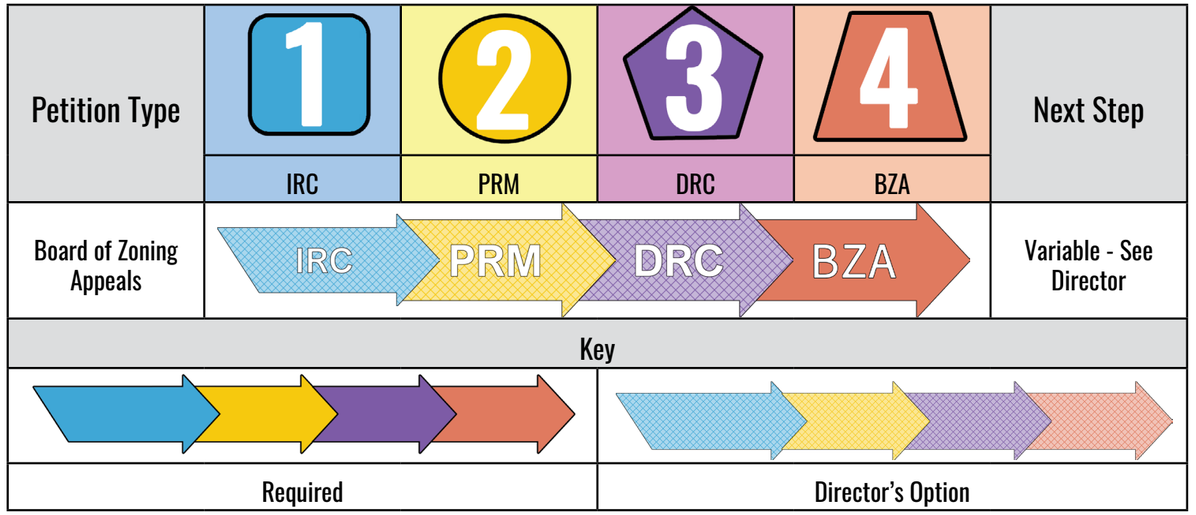
Board of Zoning Appeals Packet	Required
Common Forms	Yes
Interested Party List	Yes
Checkpoint Agency Notification	No
Project Narrative	Yes
Area Map	Yes
Legal Description	DD
Findings of Fact	Yes
Variance of Use Findings	
Variance of Development Standards Findings	
Special Exception Findings	

Discretionary Documents	Required
Commitments	AN
School Impact Study	DD
Traffic Impact Study	DD
Additional Support Documents	AN
Building Elevations	AN
Site Plan	AN
Overall Plan	AN
Landscape Plan	AN
Sign Plan	AN
Photometric Plan & Cut Sheets	AN
Grading Plan	AN
Utilities Plan	AN

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

Board of Zoning Appeals

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

Board of Zoning Appeals - 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 _____

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.

Findings: Variance of Use

Project	
Location	

Finding	Applicant Response (use additional sheets if necessary)
The variance of use will not be injurious to the public health, safety, morals, and general welfare of the community because:	
The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner because:	
The need for the variance of use arises from the following condition peculiar to the property involved because:	
The strict application of the terms of the Zoning Ordinance will constitute an unnecessary hardship if applied to the property for which the variance is sought because:	
The approval does not interfere substantially with the Plainfield Comprehensive Plan 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: _____

Findings: Special Exception

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:	

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: _____

Findings: Variance of Development Standards

Project	
Location	

Finding	Applicant Response (use additional sheets if necessary)
The variance of use will not be injurious to the public health, safety, morals, and general welfare of the community because:	
The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner because:	
The strict application of the terms of the Plainfield Zoning Ordinance would result in an unnecessary hardship in the use of the property 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: _____

Checklist: Overall 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 easements;
8. Layout, number, and dimensions of all Lots and Out Lots with zoning Setback Lines and/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 managements, 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 Overall Plan requirements listed above, as circumstances dictate.

Checklist: Site 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 easements;
8. Layout, number, and dimensions of all Lots and Out Lots with zoning Setback Lines and/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 Overall Plan requirements listed above, as circumstances dictate.

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.	Zone Map Amendment	Request to modify the zoning classification of property.
Variance of Development Standards	Request for relief from specific standard requirements of the current zoning classification.	Architectural and Site Design	Review of specific plans for the development of property.
Special Exception	A use permitted in a zoning classification only after conditions and standards have been reviewed by the Board.	Primary Plat	Conceptual review and approval of a proposed subdivision.
Administrative Appeal	Appeal to the Board for review of Staff's interpretation of the Zoning Ordinance.		

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	+	

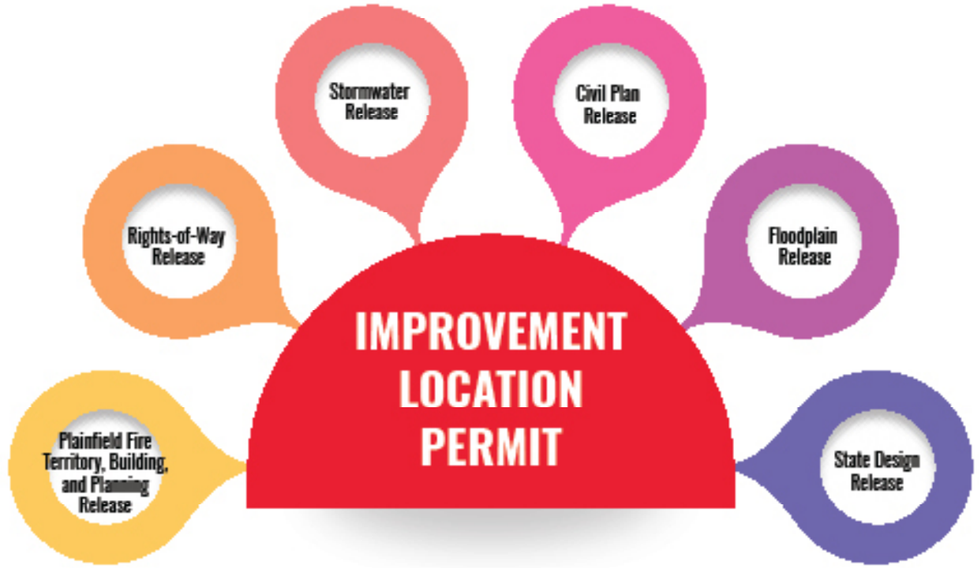
Notes:
The Town will send an invoice to the applicant with the fee amount at the time of docketing.
All fees are rounded up “per acre”, “per sq ft”, or “per ft..”
Fee Adjustments:
Not-for-Profits: The filing fee shall be reduced by 50% for any charitable organization which submits a copy of current statement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

Improvement Location Permit (ILP)

After all the required public hearing approvals have been granted, the next step is to submit for the required permit(s).

The eight “releases” below are typical for subdivisions, multi-family residential, commercial, and/or industrial development. Many of the releases are handled concurrently.

Tenant improvements, single-family residential, signs, and renovations may require different information.



Plainfield Fire Territory, Building, and Planning Release

- Common Information
- Color Building Elevations
- Photometric Plans
- Landscape Plans
- Fire Suppression Plans

Rights-of-Way Release

- Any work within the Town’s rights-of-way requires a permit. Call 317-839-3490 for more information.
- Application

Stormwater Release

- Rule 5 Permit
- Presconstruction Meeting

Civil Plan Release

- Relates to creation, modification, and/or connections to public and private utilities, easements, etc)
- Application Information

Floodplain Release

- Reviewed by Staff. No application necessary

State Design Release

- Indiana Department of Homeland Security Release
- More Information

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.