



# APPLICATION FOR APPROVAL OF A SUBDIVISION City of Greenfield

## Greenfield Plan Commission Subdivision Checklist

The following items must be submitted before a petition to the Plan Commission can be scheduled for public hearing. Any questions regarding these items should be directed to the Plan Commission office at 317-477-4320.

- Application Form - One completed petition form with original signature.
- Legal Description.
- Primary Plat:
  - Proposed name for the subdivision location/key map;
  - Location by civil township, section, township and range, or by other legal description;
  - Name and address of the subdivider;
  - Name, address and registration number of the surveyor;
  - Scale, northpoint and date;
  - Boundary lines;
  - If the plan is a replat, original plat line;
  - Boundary lines of adjacent tracts of unsubdivided or subdivided land, showing ownership where possible;
  - Existing zoning of the proposed subdivision and adjacent tracts. If the subdivision is utilizing the cluster option, it shall be clearly noted as such;
  - Contours based upon the U.S. Coast and Geodetic Datum or U.S. Geological Survey Datum bench marks at one-foot vertical intervals, or current technological capabilities, showing clearly by flow lines and arrows the drainage pattern of surface water, both natural and proposed, within and through the area proposed to be platted, the location and elevation of such bench marks to be shown thereon;
  - All existing permanent features either natural or manmade that may influence the design of the subdivision, included but not limited to, watercourses, tree groves, swamps, wetlands, sewers, water mains, culverts, utility lines, and fire hydrants. Where underground utilities exist within or adjacent to the tract, the approximate location, pipe size, and direction of flow shall be indicated;
  - The location, width, and names of all existing or prior platted streets or other public ways, railroad and utility rights-of-way parks and other public open spaces, permanent buildings and structures, permanent easements, and section and corporate lines on or within 200 feet of the subdivision;
  - Total acreage within the project and the number of residential dwelling units or the gross square footage of non-residential buildings whichever is applicable;
  - Layout of lots, showing dimensions, building setbacks, lot numbers and area in square feet of each lot. In new developments, lot numbers shall be consecutive within each section or phase, and may not be repeated in subsequent sections or phases within a subdivision;
  - Layout of streets, widths of rights-of-ways, proposed cross sections or roadways, and also the widths of cross-walkways and easements;
  - If parcels of land intend to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision:
    - Not less than 15% Common Open Space (excluding impervious surfaces) shall be provided. Drainage ponds, play areas, common areas, and the like may apply toward this provision;
  - Apparent right-of-way;
  - Flood zone statement with FIRM map number and date;
  - Drainage plan in conformance with the city drainage regulations;
  - Feasibility report in conformance with the city sewage disposal and drainage regulations;
  - Street Lights;
  - Street Tree Plan;
  - Delineation of the phases of the site.
- Please consult the Subdivision Plat Procedure, link: <https://www.greenfieldin.org/planningdocuments>

City of Greenfield, Planning Department

10 S. State Street, Greenfield, IN 46140

Phone: 317-477-4320

Fax: 317-477-4321

E-mail: [planning@greenfieldin.org](mailto:planning@greenfieldin.org)

[www.greenfieldin.org](http://www.greenfieldin.org)



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- Plan Submittal:
  - Tech Review Submittal (due on petition filing deadline):
    - o 1 digital and 8 preliminary sets of civil plan sets for Utility Dept. review (sized 24 x 36)
    - o 1 digital and 2 sets of preliminary plat review sets for Plan Commission (sized 11 X 17)
  - Tech Review Response Submittal:
    - o Letters of response to all department comments
    - o 1 digital and 6 revised civil plan sets for Utility Dept. review (sized 24 x 36)
  - Plan Commission Submittal:
    - o 1 digital and 12 revised sets of final primary plat for Plan Commission review (sized 11x 17)
  
- Drainage Documentation (where applicable); 1 digital and 1 hard copy of the following:
  - Technical Drainage Report
  - Stormwater Pollution Prevention Plan
  - Post Stormwater Pollution Prevention Plan
  - BMP O&M Manual
  - Statement of Financial Responsibility
  - Signed Violation Fine Schedule
  
- Required fee of \$500 + \$5 per lot for primary plat applications
  
- Secondary Plat:
  - Name of the subdivision;
  - Location by section, township and range, and the legal description of the property platted;
  - Name and certification of the land surveyor preparing or certifying the plat, as set out in the appendices to this chapter;
  - Scale, shown graphically and numerically, and the date and north point;
  - Boundary of the plat, based on a boundary survey conforming with the Minimum Standards for the Competent Practice of Land Surveying administered by the State Board of Registration of Land Surveyors, as provided in 865 IAC 1-12, having an unadjusted mathematical closure of 1:10,000, with angular and lineal dimensions;
  - Exact locations, width and name of all streets within and adjoining the plat, and the exact location and width of all alleys and crosswalks;
  - True angles and distance to the nearest established street lines or official monuments, which shall be accurately described in the plat. Also the locations of the subdivision corner points and the location of the elevation benchmarks;
  - Municipal, township, county or section lines, or previously platted land accurately tied to the lines of the subdivision by distance and angles;
  - Radius angle of intersection, tangent length, length of curve, point of curvature and point of tangency for curves, radii, internal angles, points and curvatures, tangent bearings, and lengths of all arcs;
  - All easements for rights-of-way provided for public services and utilities;
  - All lot numbers and lines, with accurate dimensions in feet and hundredths;
  - Addresses as assigned by Plan Commission in accordance with Chapter 158;
  - Accurate location, type size and material of all monuments;
  - Accurate outlines of any area, other than public ways to be dedicated, reserved for public or semipublic use with the purposes indicated thereon, and for any areas to be reserved for the use of all property owners;
  - Accurate location of proposed sidewalks, trails, paths and multi-modal pathways in common areas;
  - Building setbacks, accurately shown with dimensions which are not in conflict with the Zoning Chapter;
  - Restrictions of all types which will run with the land and become covenants in the deeds for lots;
  - Description of the composition and operation of the owners association required by § 152.28.;
  - Delineation of Floodway and Floodway Fringe
  - Certificate for primary approval by the Plan Commission, to be signed by the President of the Plan Commission;
  - Certificate of secondary approval by the Plan Commission, to be signed by the President of the Plan Commission;
  - Certification by a registered land surveyor;
  - Certification of dedication of streets and other public property;

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- Certificate of Board of Public Works and Safety approval to be signed by the Board of Public Works and Safety chairman; and
  - Certificate for approval by the Planning Director, to be signed by the Planning Director of the City.
- Copy of the property deed or contract.  
*Note: Any application filed by any person other than the legal owner of the real estate involved shall be accompanied by a notarized consent to permit the filing of such application.*
- Plan submittal:
- 1 Final plat (sized 18 x 24), for review and approval prior to recording.
  - Tech Review Submittal:
    - o 1 digital and 8 copies of secondary plat and construction plan sets for review by Utilities (sized 24 x 36) (**No Public Hearing Required**).
    - o 1 digital and 2 copies of secondary plat and landscaping plan (where applicable) (sized 11 X 17)
- Drainage Documentation (where applicable); 1 digital and 1 hard copy of the following:
- Technical Drainage Report
  - Stormwater Pollution Prevention Plan
  - Post Stormwater Pollution Prevention Plan
  - BMP O&M Manual
  - Statement of Financial Responsibility
  - Signed Violation Fee Schedule
  - <https://www.greenfieldin.org/phocadownload/StormWater/greenfield%20stormwater%20management%20ordinance.pdf>
- Other Requirements (where applicable); 1 digital and 1 hard copy of the following:
- Notice of Intent for sanitary sewer
  - Notice of Intent for water
  - Notice of Intent for Rule 5
- Tech Review Response Submittal:
- Letters of response to all department comments
  - 1 digital and 6 revised construction plan sets for Utility Dept. review (sized 24 x 36)
  - 1 digital and 2 revised sets of final development site plan, landscaping plan (sized 11x 17)
- Required fee of \$500 + \$5 per lot for secondary plat applications.



**APPLICATION FOR APPROVAL  
OF A SUBDIVISION  
City of Greenfield**

**Date Filed** \_\_\_\_\_

**Docket #** \_\_\_\_\_

**Notice:** No plat or replat of a subdivision of land located within the jurisdiction of Greenfield, Indiana, and the Hancock County Auditor shall be recorded by the Hancock County Recorder unless it has first been granted Primary and Secondary Approval by the Greenfield Advisory Plan Commission, and such approval shall have been signed and certified on the Plat by the President of the Plan Commission.

**1. Premises Affected**

Address, or location from major streets \_\_\_\_\_

Key Parcel Number(s) \_\_\_\_\_

Attach Legal Description \_\_\_\_\_

Present Zoning \_\_\_\_\_ Existing Use \_\_\_\_\_

Proposed Zoning \_\_\_\_\_ Proposed Use \_\_\_\_\_

Proposed Name \_\_\_\_\_

Total Acreage \_\_\_\_\_ Proposed number of Lots \_\_\_\_\_ Proposed number of Sections \_\_\_\_\_

Proposed length of new streets to be dedicated to the Public: \_\_\_\_\_

Is this a Primary Plat \_\_\_\_\_, Secondary Plat \_\_\_\_\_, or Replat \_\_\_\_\_

**2. Applicant Info**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Primary Contact Person regarding this petition \_\_\_\_\_

Telephone, Fax, E-Mail \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_

Applicant is (circle one):   Sole owner   Joint Owner   Tenant   Agent   Other (specify) \_\_\_\_\_

**3. Property Owner**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone, Fax, E-Mail \_\_\_\_\_

**Signature of Owner** \_\_\_\_\_

**Documentation Required: See Checklist under Plan Submittal on for both primary and secondary plats for size and number.**

Site Plan \_\_\_\_\_ Photographs \_\_\_\_\_ Building Plans \_\_\_\_\_ Samples \_\_\_\_\_ Drawings \_\_\_\_\_ Other \_\_\_\_\_

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**INSTRUCTIONS FOR NOTICE OF PUBLIC HEARING:**

For each application, the applicant shall assume the responsibility and expense of notification and publication of notice as required by the Rules of Procedure of the City of Greenfield Advisory Plan Commission, by Ordinance, or by State Law.

Staff will prepare Legal Notice of Public Hearing and provide to petitioner the approved notice, signed by the Planning Director, at the time of the Technical Review for the intended Plan Commission Meeting.

**a. Public Notice (Newspaper)**

For every application which is to be heard by the Plan Commission, the Legal Notice of Public Hearing shall be given in a newspaper of general circulation in Greenfield, Indiana, in the form prescribed by the Plan Commission. The applicant shall cause the notice to be published at least fifteen (15), but not more than thirty (30), days prior to the date set for the hearing.

The Daily Reporter asks that all notices for publication be emailed. The paper publishes Public Notices on Tuesdays and Saturdays only. The deadline to turn in documents for publishing is one week prior to the day of publication. Contact Dee Berge at DRlegals@AimMediaIndiana.com Tel: 317-477-3243.

**b. Personal Notice (U.S. Mail)**

For all applications for rezoning and the platting of subdivisions, the Applicant shall notify all abutting and adjoining legal land owners within two (2) property depths, or 660 feet of the subject property, whichever is satisfied first. For the purpose of determining names and addresses of legal land owners, the Applicant shall reference the records of the Hancock County Assessor. Such Legal Notice of Public Hearing shall be mailed 'certified mail/return receipt' or by 'certificate of mailing' (Postal Service Form 3877) at least fifteen (15) days before the date of the hearing.

**c. Proof of Notice**

1. Proof of publication of the **Public Notice** must be made by an Affidavit of the publisher and attached to a copy of the notice taken from the paper in which it was published and filed with the Secretary of the Plan Commission before the hearing. Such Affidavit must specify the City, the time, and the paper in which the notice was published.

2. The certified mail receipts or the Form 3877 certificate of mailing of the **Personal Notice** shall be filed with the Plan Commission Secretary before the hearing accompanied by an Affidavit signed by the applicant verifying that all persons entitled to receive notice pursuant to these rules and the ordinances of the City of Greenfield, Indiana, have been properly notified.



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**AFFIDAVIT:**

STATE OF INDIANA       ) SS  
COUNTY OF HANCOCK )  
TO THE GREENFIELD PLAN COMMISSION

\_\_\_\_\_, verifies and states that he/she, at least fifteen (15), but not more than thirty (30), days prior to the scheduled hearing, has mailed notice by certified mail/certificate of mailing to all of the adjoining legal landowners within two property depths or 660 feet of the property which is the subject matter of Docket # \_\_\_\_\_, with an address of \_\_\_\_\_

filed by \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ to the addresses obtained from the Office of the Auditor of Hancock County, Indiana. Said return receipts are attached hereto.

Further affiant sayeth not.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

\_\_\_\_\_  
Printed Name

Commission Expires: \_\_\_\_\_

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



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CONSENT FORM:

The undersigned, \_\_\_\_\_, being the owner of the property commonly known as \_\_\_\_\_ hereby authorizes \_\_\_\_\_ to file land development petitions or request the applicable permits for the aforementioned address.

This consent shall:

- Remain in effect until revoked by a written statement filed with the Engineering and Planning Department of the City of Greenfield, or
Remain in effect until \_\_\_\_\_

Property Owner

Property Owner

Address

Address

Phone, Email

Phone, Email

Date

Date

STATE OF INDIANA

STATE OF INDIANA

COUNTY OF HANCOCK, SS:

COUNTY OF HANCOCK, SS:

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

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

Notary Public

Notary Public

Printed Signature

Printed Signature

My Commission Expires:

My Commission Expires:

County of Residence

County of Residence