



*Department of Engineering and Planning*

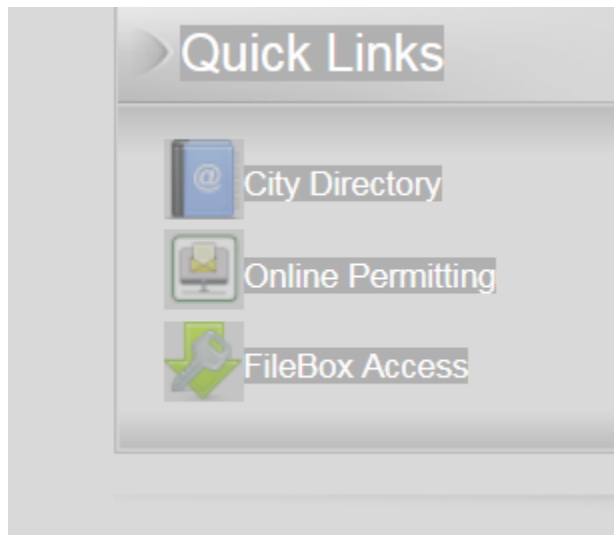
**Subdivision Plat Procedure**  
Please refer to the Greenfield UDO  
for all subdivision platting requirements

**PRE FILING**

1. Set up a Sketch Plan Review meeting w City Engineer and Planner

**PETITION FILING**

2. [www.citizenserve.com/greenfield](http://www.citizenserve.com/greenfield). Access is also available on the City of Greenfield website in the link to online permitting, found at the bottom of any page on the website. Once inside the citizenserve permit program, select the Petitions icon to get started.



- a. Paper sets of construction plans are also required when using the digital filing system, as described in the Plan Submittal section below.
  - b. In lieu of digital application filing, paper applications found here:  
<http://www.greenfieldin.org/government/planning-and-building/plancommission>
3. Plat Filing Fees (due for both Primary plat and Secondary plat filings)
    - a. Plat: \$500 plus \$5 per lot (payment can only be made by check or by calling 317.477.4320 to make a payment over the phone).



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4. Filing Dates for Subdivision Plat Application
  - a. File 45 days prior to Plan Commission meeting date.
  - b. Legal advertisement is required 14 days prior to Planning Commission meeting, and will be prepared by Staff.
  - c. Plan Commission Meeting (Be present/Representative) (generally 2nd Monday of Month)
  - d. The filing calendar can be found here, on the right hand side of the page:  
<https://www.greenfieldin.org/government/planning-and-building/plan-commission>



5. Primary Plat Approval is only granted by Plan Commission. Secondary Plat Approval can be given by Plan Commission or can be achieved through an Administrative approval (no public hearing or notice) but still following the Tech Review process and timeline.

**PLAN & CONSTRUCTION PERMIT SUBMISSIONS FOR APPROVAL**

6. Technical Review:
  - a. Submit digital files plus 8 full paper sets of construction plans, 9 if there is a County legal drain on the site.



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- b. Submit Stormwater, Technical Drainage report, O&M manual, NOI, Stmt Financial Responsibility
  - c. Submit SS Extension permit (IDEM required, city approved, city issued)
  - d. Submit SWPPP (IDEM required, city approved, IDEM issued)
  - e. Submit Water NOI
- Additional Information
- a. The required City of Greenfield Public Improvements Design Standards & Specifications Manual can be found here: <http://www.greenfieldin.org/government/planning-and-building/plancommission>
  - b. Technical Review Committee meetings are set approximately one month prior to the Plan Commission hearing date. The owner and/or engineer must be present. The meetings are typically held on Tuesdays at 1:30 in the Engineer's Conference Room on the second floor of City Hall, room 215.
  - c. City Departments will offer technical comments regarding the construction plans at the meeting.
  - d. Typically, public notice for the Plan Commission meeting can be mailed and published after the Tech Review meeting.
7. Construction Plan Approval:
- f. Petitioner is responsible to submit 1 digital and 6 paper sets of revised construction plans and written responses to Tech Review comments. These must be received by Planning Department 2 weeks after Tech Review or the petition will be continued to the next hearing date. The Planning Department will distribute the Plans to each Department but it is the Petitioner's responsibility to work with each City Department to achieve release of the plans for plat recording and/or construction.
  - g. Satisfy each department and notify planning department of utility department's written construction plan approval prior to recording the plat or scheduling a preconstruction meeting with the City Engineering Dept.
8. Plan Commission Approval:
- a. The Planning Dept. requires that you submit 12 sets of the Primary plat and a development plan sheet, after the Tech Review meeting, for staff reports to be submitted to the Plan Commission.
  - h. Staff will prepare agenda and staff reports and distribute prior to plan commission meeting.



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- i. 30 Day waiting period after Plan Commission Primary Plat approval for any legal appeals. Plats cannot be recorded prior to this 30 day period.
- j.

**PLAT RECORDING AND CONSTRUCTION RELEASE**

- 9. Submit record plat for review and certified engineer's cost estimate (with contractor quotes or bids) to Planning Department for preparation of a Subdivision Improvement Agreement and/or Subdivision Maintenance Agreement with the City of Greenfield Board of Public Works and Safety. The developer can:
    - k. Complete all the public Improvements and submitting a 20% maintenance surety (bond or letter of credit) as approved by City Engineer with a Subdivision Maintenance Agreement signed by the Board of Public Works and Safety and then record the plat; or,
    - l. Record the plat prior to all public improvements being accepted for public maintenance by submitting a 110% improvement surety (bond or letter of credit) with amounts certified by an engineer and approved by City Engineer, along with a Subdivision Improvement Agreement signed by the Board of Public Works and Safety (BOW).
    - m. Public Improvements include
      - i. streets (base, curbs, topcoat)
      - ii. sidewalks
      - iii. asphalt trails in public right of way)
      - iv. storm sewer
      - v. sanitary sewer
      - vi. water lines
      - vii. subdivision centerline and lot corner monuments
      - viii. street signs
      - ix. street trees
      - x. erosion control
      - xi. street lights (to be installed by Greenfield Power and Light, developer to pay P&L directly and attach receipt to Subdivision Improvement Agreement or post surety)
- note: after acceptance, no maintenance surety is required for erosion control and/or street lights



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- n. For completion of Secondary Plat for recording:
  - i. Obtain Street name approval for placement on the record plat
  - ii. Obtain address assignments for placement on the record plat
  - iii. Submit Final plat for review
  - iv. Submit HOA Articles of Inc.
  - v. Submit Availability Fees to be paid at time of plat recording (check for periodic updates)
    - a) Sewer Availability: \$3,000 per acre
    - b) Water Availability: \$2,00 per acre
    - c) Electric Availability: \$2,600 per lot (MF – per bldg)
  - vi. Also note Utility Connection fees and Park Impact Fees and potential (2023) Road Impact Fees to be paid when building permit is issued for residential developments.
  - vii. Plan Department will obtain necessary signatures to record plat.
  
- o. Documents to be presented by Planning Staff to BOW:
  - i. Subdivision Improvement Agreement to construct Improvements and/or Maintenance Agreement to maintain completed and accepted improvements. Agreement is prepared by Planning Department and administered and accepted and released by Engineering Department.
  - ii. Performance Bond/Letter of Credit for Public Improvements installation or Maintenance Bonds for accepted improvements.
  - iii. Plat (Original Mylar is not required by City but may be required by Hancock County when recording plat)
  
- p. Plats are recorded at the Hancock County Annex Building, 111 American Legion Place. Please review recording requirements located on the Hancock County website:
  - i. Submit to County for review 2 weeks prior to record date.
  - ii. Hancock County Approval Routing prior to recording:
    - a) County Surveyor – Surveyor may or may not need to sign off on these projects. When you visit the office, they will either sign the routing sheets or mark through the Surveyor’s section, indicating that a drain is not affected by these plats
    - b) Mapping and Transfer Dept. – reviews record plat and land descriptions



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- c) County Treasurer –to verify that taxes are current. They will apply the Treasurer stamp directly to the plats.
- d) County Auditor - to apply the Auditor stamp to the plats.
- e) County Recorder ~ to record documents.
- iii. Hancock County recording requirements :
  - a) Original document, with original signatures. Size limitations 18" X 24"
  - b) If the original is on paper, a Mylar must accompany it. In the upper right corner of the plat leave a space (4" x 2") for the Recorder's Stamp, Cabinet Number and Slide Number.
  - c) These requirements may be updated periodically and should be verified at County <https://hancockcoingov.org/hancock-county-indiana-recorder-plats-surveys>

10. Submit electronic file of Recorded plat and shape or autocad GIS files to Planning Department

11. Set Pre-con for construction activities/inspections of public improvements.

**SURETY RELEASE**

12. Final acceptance of all Improvements by the Board of Works. (Engineering Dept.)  
(If surety was posted and improvements are completed) Documents For bond release:
- d) Letter from Developer’s Engineer/Land Surveyor certifying improvements have been completed per specifications and subdivision control ordinance
  - e) Approved set of “AS-BUILT” Drawings for all Public Improvements
  - f) Maintenance Bond (3 years for 20% of the cost of the improvements)
  - g) Letter from City Engineer/Street Commissioner that improvements are satisfactory