

2.2 Required Plans

All plans prepared for *Primary* or *Secondary Plat* approval shall be prepared in accordance with the following specifications.

A. General

If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for quality reproduction or recording.

B. Sketch Plans for Conceptual Plat Review

A *Sketch Plan* submitted for *Conceptual Plat Review* may be an engineered drawing or a hand drawn plan, prepared at a useable scale (typically no smaller than 1' = 100'), which depicts:

1. Property boundaries, nearby or adjacent *Streets*, and surrounding land uses sufficient to clearly identify the location of the proposed *Subdivision*;
2. Major site features (i.e., *Streets*, easements, drainage ways, substantial topography, burial grounds, wooded areas, wetlands or existing structures);
3. Conceptual layouts of proposed *Streets*, *Lots*, common areas, tree preservation areas, open space, sidewalks (or alternate plan for pedestrian ways), drainage features, etc.;
4. Proposed uses for the *Lots**;
5. Location, size and capacity of major utility sources proposed to service the *Subdivision**;
6. Proposals for *Street* or roadway improvements required to support the *Subdivision*;
7. Proposed easements necessary to service all *Lots*, including, but not limited to utilities, drainage features and access;
8. Required *Setbacks* or proposed *Building Lines*;
9. Potential for future extension of *Streets*, sewers, and drainage systems to surrounding tracts; and,

10. Nature and extent of any *Development Incentives* pursuant to the Plainfield Zoning Ordinance or waivers of the Plainfield Subdivision Control Ordinance proposed for the *Subdivision*.*

* Denotes items which may be provided in text form as a supplement to the *Sketch Plan*.

Director, in its sole discretion, may waive or relax any of the *Sketch Plan* requirements listed above, as circumstances dictate.

C. Plans for Primary Plat Approval of Major Residential Subdivisions

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, 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 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;
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 measurement of curb radius and taper;

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

D. Plans Required for Primary Plat Approval of Minor Residential Subdivisions

A plan of the proposed *Primary Plat* of a *Minor 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 zoning *Districts* 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, in its sole discretion, may waive or relax any of the requirements listed above for a *Primary Plat* of a *Minor Residential Subdivision*, as circumstances dictate.

E. Plans for Primary Plat Approval of Non-Residential Subdivisions

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*;
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;

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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.

F. 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.

G. Plans for Secondary Approval of Subdivisions

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 (18 X 24) 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*;

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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 the 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. For *Single Family* or *Two-Family Subdivisions* - 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*.

H. Construction Plans

Construction plans for all *Improvements*, installations and *Lot Improvements* required by this Ordinance, the *Plan Commission* or other applicable ordinances of the Town of Plainfield, including, but not limited to *Street* base, *Street* binder, curbs, sanitary sewer, storm drainage, *Street* topcoat, *Street* signs, sidewalks, monumentation, *Lot* drainage, soil preservation, erosion control, fencing, debris and waste removal, and final grading and lawn preparation shall contain the details required for review of such *Improvements*, installations and *Lot Improvements* as specified in Plainfield Ordinance No. 18-97, "Access Permit Ordinance", *Town Standards*, Plainfield Ordinance No. 3-86, "Sewer Use Ordinance", Plainfield Ordinance No. 19-97, "Water Use Ordinance", Plainfield Ordinance No. 17-97, "Drainage and Erosion Control Ordinance", and Plainfield Ordinance No. 1-96, "Management of the Floodplain and Other Areas of Special Flood Hazard in the Town of Plainfield".

I. Plans for Amended Secondary Approval of Subdivisions.

All plan sheets submitted as part of an Amended *Secondary Plat* application shall, in addition to the items specified above for *Secondary Plat* approval, include the following information:

1. The name of the *Subdivision* shall begin with the words "Amended *Secondary Plat* for _____ (include section number, if applicable).
2. A note shall be added to each page which identifies or describes the nature of the amendment.