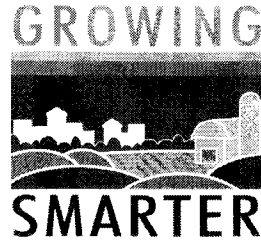


HENDRICKS COUNTY PLANNING & BUILDING DEPARTMENT



The Hendricks County
Quality Growth Strategy

MAJOR SUBDIVISION PROCEDURAL GUIDELINE

DEFINITION: A subdivision of a parcel of land into more than three (3) residential, commercial or industrial lots or any size subdivision requiring any new street.

1. **PRIMARY PLAN:**

A. **PRELIMINARY CONSULTATION:**

1. Scheduled by appointment or at a regularly scheduled TAC meeting;
2. Optional pre-application discussion with owner or developer;
3. On a sketch, show all existing and proposed improvements; and
4. Written summary of the preliminary consultation provided upon request.

B. **APPLICATION:**

1. Notarized application **must** be filed at least **thirty (30) days** before Area Plan Commission Meeting (see PC Meeting Schedule for deadlines);
2. **Four (4) copies** of the primary plan including topographic overlay and area map must be submitted with the application;
3. Other forms required are:
 - a) Separate written legal description;
 - b) List of adjacent property owners within six hundred sixty (660) feet but not more than two (2) ownerships in depth;
 - c) Sample letter to property owner;
 - d) All applications **must** be reviewed by the Planning Department Staff for completeness and accuracy prior to acceptance, a completed application **Checklist** must be provided; and
 - e) Easements outside of the applicant's control, soil analysis or sewer and water availability letter, IDNR floodplain boundary, determinations, etc. must be submitted with the application.

C. **FEE:**

SFR, TFR: \$685.00 + \$17.00/lot + \$55.00 (legal notice)

Non-Res., MFR, HPR: \$800.00 + \$10.00/acre + \$55.00 (legal notice)

PUD: \$685.00 + \$17.00/acre + \$55.00 (legal notice)

D. NOTIFICATION:

1. **ENTITY NOTIFICATION:** Proof that the applicant has notified all affected utility companies, local fire departments, school superintendent of the affected school district and all affected incorporated town(s) located within two (2) miles of the proposed development site in the same manner as prescribed in the Rules of Procedure of the Hendricks County Area Plan Commission, and has also provided those parties listed above with said notice a copy of the primary plat and construction plans. Proof of notification shall be Certificate of Mailing. **Proof of Mailing must be submitted to staff prior to the TAC meeting.**
2. **WRITTEN NOTIFICATION:** Applicant **must** mail letters to adjacent property owners at least **ten (10) days** before scheduled meeting and file an affidavit with the Planning and Building Department prior to the public hearing. **Proof of Mailing must be submitted to staff prior to the Plan Commission Meeting.**
3. **PUBLIC NOTIFICATION:** Planning and Building Department will submit legal notices in the Flyer and Republican for publication at least **ten (10) days** before scheduled meeting and applicant will pay this fee at the time the application is submitted.

E. SITE VISITS: The Area Plan Commission Staff will be conducting on site inspections of the property, if necessary, prior to Technical Review. Signs will be posted during these visits. All signs are to be returned to the Planning and Building Department after the Plan Commission meeting.

F. TECHNICAL REVIEW: A meeting between the developer's representative, usually the project engineer, and Plan Commission Staff to discuss the project. Check meeting schedule for time and place.

G. DRAINAGE BOARD:

1. Primary approval of the drainage plan is required by Drainage Board before Area Plan Commission action.
2. Contact the County Surveyor's Office for application and approval information/requirements.

H. AREA PLAN COMMISSION MEETING: A public hearing concerning primary approval to be held per attached schedule of meeting dates.

2. SECONDARY APPROVAL:

A. APPLICATION:

1. Notarized application **must** be filed at least **thirty (30) days** before Area Plan Commission meeting (see PC meeting schedule for meeting dates);

2. **Four (4) copies** of the secondary plat and construction plans must be submitted with the application;
3. All applications **must** be reviewed by Planning Department Staff for completeness and accuracy prior to acceptance and a completed application **Checklist** must be provided.
4. A properly completed County/Developer Inspection Agreement must be submitted with the application.
5. Any federal/state or local approvals must be obtained prior to approval must be included with the application.
6. Letter of Intent to construct model homes, if applicable, must be submitted with the application.
7. Easement grants within the applicants control must be provided prior to approval.

B. FEE:

SFR, TFR: \$685.00 + \$11.00/lot

Non-Res., MFR, HPR: \$800.00 + \$5.00/acre

PUD: \$685.00 + \$11.00/acre

- C. TECHNICAL REVIEW:** A meeting between the developers representative, usually the project engineer, and Area Plan Commission Staff to discuss the project. Check meeting schedule for time and place.

D. DRAINAGE BOARD:

1. Secondary approval of the drainage plan is required by Drainage Board before Area Plan Commission action.
2. Contact the County Surveyor's Office for application and approval information/requirements.

- E. AREA PLAN COMMISSION/ADMINISTRATIVE & PLAT COMMITTEE:** Secondary approval may be granted by the Area Plan Commission or Area Plan Commission Administrative & Plat Committee and is **not** subject to a public hearing.

3. PRIOR TO RECORDING: The following notes must be on the final plat:

- A.** The developer must pay an assessment known as an "economic development charge" levied in the amount of Fifty Dollars (\$50.00) on each lot to be recorded, to be made payable to the "Economic Development Fund" in the Office of the Auditor of Hendricks County, Indiana. (Residential plat only).
- B.** Drainage Board Statement: "A petition addressed to the Hendricks County Drainage Board has been filed in duplicate with the County Surveyor requesting that this subdivision's Storm Drainage System and the easements therefore be accepted into the County's Legal Drainage System so that a maintenance fund be established by assessment under the authority of the Indiana Drainage Code and so that said Board may exercise other powers and duties as provided for the said code."

- C. All other required certifications and notations as shown in the Hendricks County Subdivision Control Ordinance Appendix C.

4. RECORDING SECONDARY PLAT:

- A. Process recording package through the County Engineer's Office;
- B. Secondary plat **must** be recorded prior to receiving local building permits (except model homes).
- C. Improvements must be installed and inspected prior to recording. A performance bond for any improvements whose initial installation has been waived must be posted prior to recording.
- D. Recording is not an instantaneous process. The applicant should allow sufficient time for the review and processing of the secondary plat.
- E. Addresses must be added to the secondary plat prior to recording. The Director of the Plan Commission will not sign the secondary plat without addresses included. To obtain addresses, the applicant must submit a request to the Planning and Building Department well in advance of the recording package being forwarded to the Hendricks County Engineer's Office. The Plat Address Information Sheet submitted with the plat application does not constitute a request for addresses.

This procedural guideline is intended as a summary of the approval process and is not intended to replace any ordinance or Rule of Procedure. Refer to the Subdivision Control Ordinance, Storm Drainage, Erosion, Sediment Control Ordinance (SDESCO), Zoning Ordinance and Plan Commission Rules of Procedure for actual requirements.

Revised: July 2011

Plat Fee _____
PUD Fee _____
Ad Fee _____
To be paid to the Hendricks County Area
Plan Commission must accompany this application.
Receipt # _____

☐ Minor Plat ☐ Replat ☐ Revision ☐ Vacation ☐ Major Plat ☐ Amendment

☐ PUD ☐ Minor Residential Plat

(Check all that apply)

Name of Applicant _____ Phone No. _____
Address of Applicant _____ Fax No. _____
City, State, Zip _____ E-mail _____

Name of Subdivision or Re-subdivision _____
Location _____

Current Zoning District _____
Sewer Provider _____ Water Provide _____
Name of Township _____ Section No. _____ Township No. _____ Range _____

Miles or fraction thereof of new streets to be dedicated to the public _____
(Full width)

Attorney or Other Agents _____

The undersigned, having been duly sworn, upon oath, says that the above information is true and correct as he is informed and believes.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____.

COUNTY OF: _____
MY COMMISSION EXPIRES: _____

Revised: February 2010

Large Project Application Procedure

Purpose

The purpose of the large project application procedure is to ensure that (1) all the necessary information for evaluating complex applications is available at the time of public hearing, (2) applications are heard in a timely manner according to a reliable and predictable schedule, and (3) Plan Commission members and staff can adequately familiarize themselves with the project prior to the public hearing.

Application

This procedure applies to rezoning, plat, and development plan applications.

Definition

A large project is:

1. A residential or mixed use project of 150 residential lots/units or more necessitating both a traffic study and a fiscal study.
2. A non-residential project that is unusually large, controversial, or otherwise of high public interest.
3. Any project deemed as such by the Plan Commission.

Procedure

Prior To Application

Arrangements by the applicant shall be made with the Engineer's Office and the Planning and Building Department to initiate the applicable traffic and fiscal studies. At the applicant's request, the Director of the Plan Commission shall authorize the consultant, Financial Solutions Group, to proceed with the fiscal study. Once the fiscal study is authorized, the applicant is responsible for reimbursing the County for the cost of the fiscal study whether or not an application is applied for.

Time Of Application

Large project zoning and plat/development plan submittals shall be complete at the time of application. This includes traffic and fiscal studies completed to the satisfaction of the appropriate departments. With a complete application, the project shall be scheduled for the next hearing. An exception to this requirement are IDEM approvals which may be submitted by the staff review meeting two weeks before the public hearing.

Pre-Hearing Meeting

The applicant shall meet with staff and Plan Commission members in quorum or non-quorum numbers to review the project in detail prior to the public hearing. This is a duly advertised informational session open to the public where no testimony is taken and no action is permitted. The applicant shall be prepared to discuss the project at a level of detail appropriate for the type of petition.

Public Hearing

A large project application may be heard during a regularly scheduled public hearing or a special hearing may be scheduled.

Hendricks County Area Plan Commission

Primary Major Plat Checklist

MAP _____

The following requirements of the Hendricks County Subdivision Control Ordinance and Zoning Ordinance must be met before your application can be considered by the Hendricks County Area Plan Commission. It is important that all requirements are met prior to applying for major plat approval. An incomplete application will not be scheduled for hearing. If you have any questions about these requirements, please consult Plan Commission staff at 317.745.9254.

This check-off list is to help you organize and complete your application. It is also to assist Plan Commission staff in reviewing your submission. **PLEASE PUT A CHECK MARK BESIDE EACH REQUIREMENT AS IT IS MADE PART OF THE APPLICATION.**

A COMPLETED CHECKLIST MUST BE SUBMITTED WITH EACH APPLICATION

----- ORDINANCE REQUIREMENTS

APPLICATION REQUIREMENTS (HCSCO)

The application for primary Major Plat approval shall include the following:	
I.	Plat and Construction Plans
	The applicant shall submit four (4) copies of a primary plat and development plan which includes the following:
	General Information:
✓	
	a. Scale and Paper Size -- The primary plat shall be drawn at a standard engineering scale, shown on the drawings, of not more than one hundred (100) feet to one (1) inch, unless otherwise instructed by the Planning Director. The maximum page size shall not exceed twenty-four (24) inches by thirty-six (36) inches. For the ease of reading and clearly showing detail on the primary plat, additional sheets may be necessary. The match lines shall follow lot lines or streets whenever possible. The applicant must also submit one (1) eleven- (11) inch by seventeen- (17) inch reduction of the primary plat, and a digital copy of the primary plat in a format specified by the Planning and Building Department.
	b. Basic Information -- Owner, developer, professional engineer or surveyor, their addresses and telephone numbers, date of plans and any revisions, and north point;
	c. Vicinity Map -- General Area Vicinity Map detailing project environs, current zoning, and streets within one thousand (1,000) feet;
	d. Topography -- Topography based on mean sea level elevation at a minimum two- (2) foot interval for the project site and any adjoining areas whose topography may affect project drainage. If the drainage area is extensive an additional map of sufficient clarity must be provided;
	e. Subdivision Name -- Name of the subdivision and phase;
	f. Legal description -- Location by section, township and range, and by proper legal description;
	g. Jurisdiction -- A list of the postal zip code(s) for the site, and a list of who has jurisdiction, when provided, for the following services on the subject property. If a service provider is willing or able to serve the site in question, the service provider shall be listed. In any case where there is more than one entity with jurisdiction on the site, a map shall be submitted, which shows the jurisdictional boundary with regards to the proposed lots. (Fire and rescue services, Electrical service, Natural gas service, Telephone service, Cable (television, etc.) service, Public or private water service, Public or private sewer service, and Applicable school district)

Existing Conditions:	
	a. Environmental Elements -- Environmental elements, including, but not limited to the location of existing streams, lakes, ponds, jurisdictional wetlands, sink holes, watercourses, and other water runoff channels, and individual species of trees over six (6) inches in diameter, and /or the edge of tree canopy, where applicable;

	b. Drainage -- In accordance with the Hendricks County Drainage Handbook. Also required are:
	c. Utilities -- Existing storm and sanitary sewers, inlets, outfalls, existing septic tank systems, treatment plants, outlets, wells and any other utilities;
	d. Structures -- Existing structures;
	e. Lot Summary -- Lot summary table, containing zoning, lot size minimum and maximum, required and proposed, and total acreage of open space;
	f. Boundary -- Boundary and acreage of project site indicated by heavy solid lines based on a traverse with angular and linear dimensions;
	g. Other Conditions -- Other significant conditions of the area proposed to be improved.
	h. Adjoining Property Owners -- Adjoining property owners;
	i. Monumentation -- The true course and distance to the nearest section line or subdivision line, which accurately describes the location of the tract(s), including the notation of monument found if possible.
Proposed Conditions:	
	a. Watercourses -- Proposed changes in streams, lakes, wetlands detention basins, watercourses and water runoff channels, and associated 100 year flood boundaries, all properly identified;
	b. Drainage -- Proposed location of regulated drains, surface and subsurface drains, inlets, outfalls, and easements;
	c. Utility Locations -- Proposed location, of storm and sanitary sewers, inlets and outfalls, on-site sanitary effluent disposal systems (including on-site sewage system laterals), water mains, fire hydrants, valves and affected utilities;
	d. Structures -- Structures to be removed or relocated on the project site;
	e. Cross Sections -- The location and typical cross section of proposed streets, roads, sidewalks, culverts, bridges, parking lots, and hard surfaced areas;
	f. Lot Layout -- Layout and number of lots, including dimensions, building setback lines and easements, boundary and number of proposed sections;
	g. Areas for Public and Semi-Public Uses -- Areas to be allocated for park, school, recreational, and other public and semi-public sites in conformity with the Comprehensive Plan and the standards found in Section 2.15, Public Uses and Open Space;
	h. Common Areas -- Areas to be allocated for common areas;
	i. Recreational Areas -- Areas to be allocated for public or private recreational use;
	j. Open Space Areas -- Areas to be preserved as open space in accordance with Section 2.15 of this ordinance;
	k. Sidewalks -- Proposed sidewalk and path network;
	l. Thoroughfare Bufferyards -- Thoroughfare bufferyards in compliance with Section 9.04, Thoroughfare bufferyards.

2.	The following supporting documents must also be provided at application submittal:
	a. Application form;
	b. Separate written legal description;
	c. Authorization letter from property owner (if there is an agent);
	d. Property inspection release;
	e. Drainage narrative;
	f. Proof that the applicant has notified all affected utility companies, local fire departments, school superintendents of the affected school districts and all affected incorporated town(s) located within two (2) miles of the proposed development site in the same manner as prescribed in the Rules of Procedure of the Hendricks County Area Plan Commission, and has also provided those parties listed above with said notice a copy of the primary plat and construction plans. Proof of notification shall be by Certificate of Mailing.
	g. Sewer Service -- Capacity Letter for sanitary sewer service (if applicable), from the sanitary sewer service provider.
	h. Water Service -- Letter(s) of Intent for public water service (if applicable) from the public water service provider.
	i. Off-Site Easements -- A letter of intent from the applicable property owner for any off-site easements.
	j. Wetlands -- A letter identifying the location of any jurisdictional wetlands from the property owner.
	k. Traffic Engineering Studies -- Engineering studies that reflect the additional traffic generated by the proposed project as related to the entrance details and improvements to the existing road network, including but not limited to, designation and design of appropriate street classification, tapers, deceleration lanes, bypass blisters, traffic control devices and turning lanes at affected intersections. These studies must be in accordance with AASHTO, INDOT and the Hendricks County Engineer's requirements, including the Applicant's Guide to Transportation Impact Studies for Proposed Development for Hendricks County;
	l. Fiscal Impact Study -- A fiscal impact study shall be required for all residential developments of 150 dwelling units or more, and any other development where the Plan Commission deems a fiscal impact study necessary to make an informed decision.
	m. Aerial photograph;

	n. Sample notification letter (to surrounding properties);
	o. Affidavit of written notification filed at least ten (10) days before scheduled meeting.
	p. Property Owner Map -- One (1) copy of the plat map page(s) that indicate adjacent property owners within six hundred sixty (660) feet or at least two ownerships in depth, whichever comes first, (the project location and the parcels to be notified must be clearly marked);
	q. Property Owner List -- One (1) copy of the adjacent property owner list;
	r. Copy of zoning map kept in the Planning & Building Department;
	s. Traffic operation analysis (if applicable); and
	t. Do all of the lots in this plat meet the 3 to 1 depth to width ratio (See HCSCO Section 2.11 (1)(c))?
	u. One 11" x 17" set of plans
	v. CD containing a .pdf copy of the plans
	w. Fees -- An applicant shall pay the specified fee at the time of filing the application for primary approval. The application fee shall be established by the Hendricks County Fee Ordinance.
	Staff Only:
	x. CDP Review Checks
	y. Add application .pdf and 11" x 17" plans to website.
3.	All presentations to the Plan Commission must be in PowerPoint format. Staff will provide the necessary equipment for the presentation.

Electronic Alteration of this form is prohibited.

Hendricks County Planning & Building Dept.
355 South Washington Street #212
Danville, IN 46122
Phone: 317.745.9254
Fax: 317.745.9347

Website: www.co.hendricks.in.us

Hendricks County Area Plan Commission

Secondary Major Plat Checklist

MAP _____

The following requirements of the Hendricks County Subdivision Control Ordinance and Zoning Ordinance must be met before your application can be considered by the Hendricks County Area Plan Commission. It is important that all requirements are met prior to applying for major plat approval. An incomplete application will not be scheduled for hearing. If you have any questions about these requirements, please consult Plan Commission staff at 317.745.9254.

This check-off list is to help you organize and complete your application. It is also to assist Plan Commission staff in reviewing your submission. **PLEASE PUT A CHECK MARK BESIDE EACH REQUIREMENT AS IT IS MADE PART OF THE APPLICATION.**

A COMPLETED CHECKLIST MUST BE SUBMITTED WITH EACH APPLICATION

ORDINANCE REQUIREMENTS

APPLICATION REQUIREMENTS (HCSCO)

The secondary plat shall substantially conform to the approved primary plat and shall incorporate all required changes. The application for secondary Major Plat approval shall include the following items:	
1. Secondary Plat And Construction Plans	
	The applicant must submit four (4) copies of the secondary plat and development plans which includes the following:
General Information:	
✓	
	a. Scale and Page Size -- The secondary plat shall be drawn at a standard engineering scale of not more than fifty (50) feet to one (1) inch. The maximum page size shall not exceed eighteen (18) inch by twenty-four (24) inches, with a minimum two (2) inch margin on the right side. For the ease of reading and clearly showing detail on the secondary plat, additional sheets may be necessary. The match lines shall follow lot lines or streets whenever possible. The applicant must also submit one (1) eleven (11) inch by seventeen- (17) inch reduction of the secondary plat and construction plans , and a digital copy of the secondary plat in a format specified by the Planning Department.
	b. Basic Information -- Project name, owner, developer, professional engineer and/or surveyor, their addresses and telephone numbers, legal description, date of plans and any revisions, scale of plan, and north point;
	c. Vicinity Map -- General Area Vicinity Map detailing project environs, current zoning, and streets within one thousand (1,000) feet;
	d. Topography -- See Hendricks County Drainage Handbook;
	e. Name -- Name of the subdivision and phase;
	f. Legal Description -- Location by section, township and range, and by proper legal description;
	g. Surveyor's Certification -- The signature, seal and certification of a land surveyor registered in the State of Indiana on each page of the secondary plat (see Appendix C);
	h. Owner's Certification -- Certification and dedication by the legal owner with a notarized signature (see Appendix C);
	i. Plan Commission Certificate -- Certification of approval and signature lines for the President and the Secretary of the Plan Commission on each page of the secondary plat (see Appendix C);
	j. Addressing Sheet -- A sheet, drawn to a scale of 1:100 or 1:200, depending on the size of the project, to be used for assigning addresses. Said addressing sheet shall include the following:
	1. Master Project Layout -- Master project layout, showing the relationship between sections and showing all street names;

	II. Lot Lines and Numbers -- Lot lines and lot numbers on lots, but including no dimensions or easements.
--	---

Existing Conditions:	
	a. Land Suitability Summary -- Land suitability summary containing the following information:
	I. Lots -- For lots which will be served by individual on-site sewage disposal systems, topography, soils and drainage must be suitable for on-site sewage disposal systems as determined by the Hendricks County Health Department. In some instances, there may be alternative systems that could be used on slopes other than those listed here, but those systems would require approval by the Health Department.
	II. Subdrains -- When subdrains are required by the Plan Commission or Plat Review Committee, the total linear footage of the subdrains.
	III. Floodway -- See Hendricks County Drainage Handbook.
	b. Environmental Elements -- Environmental elements, including, but not limited to the location of existing streams, lakes, ponds, watercourses, and other water runoff channels, and individual species of trees over six (6) inches in diameter and/or the edge of tree canopy, where applicable;
	c. Drainage -- See Hendricks County Drainage Handbook;
	d. Sewage -- Existing sanitary sewers, inlets, outfalls, on-site sewage disposal systems, treatment plants, outlets, wells and any other utilities;
	e. Structures -- Existing structures;
	f. Project Boundary and Acreage -- Boundary and acreage of project site indicated by heavy solid lines based on a traverse with angular and linear dimensions;
	g. Other Significant Conditions -- Other significant conditions of the area proposed to be improved.
	h. Monument -- All subdivisions must be cross-referenced to a recorded boundary survey that fully complies with Title 865 IAC Chapters 1 - 12.
	i. Geographical Lines -- City, town, township, county and section lines accurately tied to the lines of the subdivision by courses and distances;
	j. Streets Designations -- Street designations and labels, in accordance with the provisions of these regulations and the Master Thoroughfare Plan, names and lines of all streets within, and on the perimeter of the plat, with accurate dimensions in feet and hundredths and angles or bearings to streets, alleys and lot lines shown at least to the nearest minute;
	k. Street Geometrics -- Radii, central angles, tangents, lengths of arcs, degree of curvatures, angles and bearings at street intersections and a complete street traverse of each street within and on the perimeter of the plat;
	l. Alleys -- Lines of any existing alleys within and on the perimeter of the plat, with accurate dimensions in feet and hundredths;

Proposed Conditions:	
	a. Covenants -- For informational purposes only, any covenants and other restrictions that will run with the land included in the subdivision.
	b. Water Bodies -- See Hendricks County Drainage Handbook;
	c. Drainage -- See Hendricks County Drainage Handbook;
	d. Sanitary -- Proposed sanitary sewers, inlets, outfalls, existing septic tank systems, treatment plants, outlets, wells and any other utilities;
	e. Structures -- Structures to be removed or relocated on the project site;
	f. Location and Cross Section -- The location and typical cross section of proposed streets, roads, alleys, sidewalks, culverts, bridges, parking lots, and hard surfaced areas;
	g. Lot Layout -- The layout and the number of lots, including dimensions, building setback lines and easements, boundary, phasing plan and number of proposed sections;
	h. Driveway Permit -- If any lot is proposed to receive required access be from an existing county road that is classified as a collector or arterial, in addition to a waiver of Section 2.11 (2)(b), Access Limited, the applicant must obtain a driveway permit from the Hendricks County Engineer. If any lot in a subdivision is to receive access from a State Highway, in addition to a waiver of Section 2.11 (2) (b), Access Limited, written evidence that a driveway permit can be issued by the Indiana Department of Transportation must be provided.
	i. Public Areas -- Areas to be allocated for park, school, recreational, and other public and semipublic sites in conformity with the Comprehensive Plan and Section 2.15, Public Uses and Open Space;
	j. Lot Summary -- Lot summary table, containing zoning and lot size in square footage or acres for each lot, total acreage of open space, total acreage of water bodies, total acreage of public improvements, and total acreage of any private streets and total acreage of other private improvements;
	k. Lot Numbers and Dimensions -- All lot numbers and lines, with accurate dimensions in feet and hundredths. Generally lot numbers must be in conformance with lot numbers of the primary plan;
	l. Utility Plan -- A utility plan showing proposed pedestals and lines of all easements provided for public services,

	drainage, and utilities, in approximate locations with dimensions in feet. No utility poles or pedestals shall be set on property corner or in drainage swales;
m.	Setback Lines -- All building setback lines accurately shown with dimensions, however, note that only the front building setback line shall be shown on the plat to be recorded;
n.	Drainage Board Approval -- The following statement is required to be placed on all subdivision plats: "A petition addressed to the Hendricks County Drainage Board has been filed with the County Surveyor, requesting that the subdivision's storm drainage system and its easements be accepted into the County's Regulated Drainage System. The storm drainage system and its easements that are accepted into the County's Regulated Drainage System are delineated on this plat as RDE (Regulated Drainage Easement). These drainage easements are established under the authority of the Indiana Drainage Code and said Board may exercise powers and duties as provided in said code. All other storm drainage easements have not been accepted into the Regulated Drainage System and are the responsibility of the homeowners or homeowners association or the property owner for non-residential subdivisions. This subdivision contains ____ linear feet of open ditches and linear feet of subsurface drains, which will be included in the Hendricks County Regulated Drainage System."

Detailed Construction Plans:	
a.	Scale and Paper Size -- Detailed construction plans shall be drawn at a standard engineering scale of not more than sixty (60) feet to one (1) inch. The maximum page size shall not exceed twenty-four (24) inches by thirty-six (36) inches. The match lines shall follow lot lines or streets whenever possible.
b.	Location and Design of Improvements -- Construction plans shall show the specific location and design of improvements to be installed in accordance with the requirements of these regulations and the conditions of primary approval.
c.	Detail -- Construction plans shall be of sufficient detail to allow a reasonably competent contractor sufficient information to install all proposed improvements. The detailed construction plans shall include the following information:
I.	Basic Information -- Project name, owner, developer, professional engineer or surveyor, their addresses and telephone numbers, legal description, date of plans and any revisions, scale of plan, and north point;
II.	Topography -- See the Hendricks County Storm Drainage Handbook;
III.	Waterways -- See the Hendricks County Storm Drainage Handbook;
IV.	Sanitary -- Proposed sanitary sewers, inlets, outfalls, existing septic tank systems, treatment plants, outlets, wells and any other utilities;
V.	On-Site Sewage -- If an individual on-site sewage disposal system is proposed, show locations and results of soil analysis for each lot performed by an individual registered as a soil scientist. Individual on-site sewage disposal systems must have room for two systems, both a primary and a secondary (future) site. The secondary site must be a minimum of one thousand five hundred (1500) square feet, designated with an easement;
VI.	Structures -- Existing structures and structures to be removed or relocated on the project site;
VII.	Wetlands -- See the Hendricks County Storm Drainage Handbook;
VIII.	Water -- Water mains, fire hydrants, valves and locations of affected utilities;
IX.	Location and Design of Streets -- The location and design including curves, grades, elevations and typical cross sections of proposed streets, alleys, roads, sidewalks, culverts, bridges, parking lots, and hard surfaced areas, including depressed pavements used to convey or temporarily store overflow from heavier rain storms, and outlets for such overflow;
X.	Streams and Floodplains -- See the Hendricks County Storm Drainage Handbook;
XI.	Erosion Control -- See the Hendricks County Storm Drainage Handbook;
XII.	Lot Layout -- The layout and the number of lots and building setback and lines;
XIII.	Drainage -- See the Hendricks County Storm Drainage Handbook;
XIV.	Design for 100-Year Storm -- See the Hendricks County Storm Drainage Handbook;
XV.	Overall Utility Plan -- A separate overall utility plan showing the lot and street layout, storm sewer system, sanitary sewers, water lines, and all inlets, manholes, fire hydrants, and valves for all sections of this development approved to date. This utility plan may be drawn at a smaller scale than one (1) inch = fifty (50) feet. Dimensions and elevations are not required unless necessary for clarity;
XVI.	Street Signage -- Street identification and regulatory signs, location shown;
XVII.	Plan and Profile Sheets -- Separate plan and profile sheets must be provided for all proposed streets, storm sewers, sanitary sewers, and buffering, and landscaping where necessary. All crossings must be shown and correctly labeled;
XVIII.	Area for Public Uses -- The overall area to be allocated for park, school, recreational, and other public and semipublic sites in conformity with the Comprehensive Plan and Section 2.15, Public Uses and Open Space;
XIX.	Landscaping and Screening Plan -- indicating plant types, number, location, size and method of installation (shall comply with Chapter 7.5 Landscaping Standards, of the current Zoning Ordinance);
XX.	Phasing Schedule -- The schedule of any phasing of the project;

	XXI. Significant Conditions -- Other significant conditions of the area proposed to be improved;
	XXII. Miscellaneous -- Other miscellaneous standards, as required by the Planning and Building Department;
	XXIII. Schedule -- A schedule including the following:
	a. Total lineal feet, type of pipe and size of pipe for the each system (storm, sanitary and water) located within (this section of) the subdivision. This should also include the total lineal footage of all sub-surface drains as well as type and size of those drains;
	b. Total number of inlets, outlets, manholes, end sections and any other storm structures;
	c. Total lineal feet and width of all paved roads, sidewalks, and pathways;
	d. Total number of cul-de-sacs;
	e. Approximate square footage and lineal footage of grading for swales, detention/retention ponds and any other areas requiring grading for the drainage system.

2.	The following supporting documentation may be required:
a.	Traffic Engineering Studies -- Engineering studies that reflect the additional traffic generated by the proposed project as related to the entrance details and improvements to the existing road network, including but not limited to, designation and design of appropriate street classification, tapers, deceleration lanes, bypass blisters, traffic control devices and turning lanes at affected intersections. These studies must be in accordance with AASHTO, INDOT and the Hendricks County Engineer's requirements, including the Applicant's Guide to Transportation Impact Studies for Proposed Development for Hendricks County;
b.	Wetland Mitigation Plan -- An appropriate wetland mitigation plan and the approved permit for any development where jurisdictional wetlands will be adversely affected;
c.	Environmental Impact Studies -- An environmental impact study for any development that, due to unusual circumstances, the planning director believes may affect the ecosystem of Hendricks County.
d.	Fiscal Impact Study -- A fiscal impact study shall be required for all residential developments of 150 dwelling units or more, and any other development where the Plan Commission deems a fiscal impact study necessary to make an informed decision;
e.	Other Environmental Studies -- Additional environmental studies for any development that contains possible contamination and/or endangered species.

3.	The following documents must also be provided at application submittal:
a.	Application form;
b.	Authorization letter from property owner (if there is an agent);
c.	Address Information Sheet (submittal of this form is not a request for addressing);
d.	Separate written legal description;
e.	Soils report (if applicable);
f.	Copy of the drainage report;
g.	Allocation letter for sanitary sewer service (if applicable prior to the staff review meeting);
h.	Engineer certification for waterline construction (if applicable prior to the staff review meeting);
i.	Completed County/Owner Inspection Agreement;
j.	Easements outside of applicant's control (prior to the staff review meeting);
k.	Easement grants within the applicants control provided prior to approval (prior to the staff review meeting);
l.	Any federal/state or local approval on their official forms signed by the proper authority (prior to the staff review meeting);
m.	IDNR floodplain boundary determinations, etc.;
n.	Model Home Letter -- If applicable, include a letter of intent indicating that the applicant wishes to construct a model home prior to recording. The letter of intent must include the proposed lot number on which the model home will be constructed. A maximum of five (5) homes may be permitted per subdivision and a Certificate of Occupancy will not be issued for the model home until the subdivision or section thereof has been properly recorded. Certain necessary improvements may be required of the owner prior to issuance of the improvement location permit. See Section 11.03, Conditional Model Homes and Sales Offices, for more information on Model Homes and Temporary Sales Offices.
o.	Aerial Photograph;
p.	CD containing a .pdf copy of the plans
q.	Fees -- An applicant shall pay the specified fee at the time of filing the application for secondary approval. The application fee shall be established by the Hendricks County Fee Ordinance and shall be nonrefundable.
r.	Do all of the lots in this plat meet the 3 to 1 depth to width ration (See HCSCO Section 2.11 (1)(c)?
s.	One 11" x 17" set of plans
	Staff Only:
t.	CDP Review Checks
u.	Add application .pdf and 11" x 17" plans to website.

4. **All presentations to the Plan Commission must be in PowerPoint format. Staff will provide the necessary equipment for the presentation.**

Electronic alteration of this form is prohibited.

Hendricks County Planning & Building Dept.
355 South Washington Street #212
Danville, IN 46122
Phone: 317.745.9254
Fax: 317.745.9347

Website: www.co.hendricks.in.us

RDS Hendricks County Minimum Residential Design Standards

CHECKOFF SHEET

HCZO Section 8.1. This applies to all major and minor subdivisions with the *exception of Estate, Conservations Subdivisions and Planned Unit Developments.*

Check All That Apply		Inspector Initials
	Driveway Width: 12 feet minimum, 20 feet maximum at the property line	
	Materials: Exterior materials shall be unit masonry, wood, fiber cement board siding, stucco, composite lap siding (9-inch exposed board surface), or heavy gauge vinyl (vinyl siding shall be approved and endorsed as meeting or exceeding ASTM D3679 by the VSI) minimum thickness of vinyl siding shall be 0.044 in.	
	Front Facade: minimum of 4 points Unless specified all features are worth 1 point.	
	Front porch, minimum 8 feet in width and 4 feet in depth supported by Columns and with a rail (2 points)	
	A separate overhead door for each single garage bay	
	Side-loaded or court-entry garage (2 points)	
	Brick, stone or textured concrete masonry on 100% of the front elevation (excluding openings)	
	Turret	
	Two or more roof planes visible (change in elevation or direction of roof ridge) on the front of the house	
	Veranda/balcony	
	At least 4 feet of relief at one or more points along the front or rear elevations	
	Bay, dormer or oriel windows	
	Decorative geometric front, rear and side gable roof vents or windows	
	Architectural details such as quoins, pilasters, cornices, and dentil molding	
	Side and rear façade: minimum of 2 points from the following features on all sides. This applies to the side and rear elevations of a home which abut a right-of-way or private street, excluding alleys, and can be viewed from that street:	
	Minimum 30% masonry as the exterior building material	
	Full first-floor masonry wrap	
	Pop-out room a minimum of 3 feet by 10 feet such as sunroom or breakfast nook (on viewable sides)	
	Screen porch (on viewable sides)	
	Bay or oriel windows (on viewable sides)	
	Shutters and window grids	
	Cantilevered second story	
	Raised wood deck, a minimum of 8 feet by 10 feet (on viewable sides)	
	Roof: minimum 12-inch overhang on all sides	
	Door, window and corner trim: A nominal 1 inch by 4-inch wood or vinyl surround	
	Landscaping: Conform with section 7.5 Landscaping Standards	
	Common open space: Conform with section 7.18 Open Space Requirements and the Subdivision Control Ordinance (if applicable)	

*Application No. _____
Preliminary Approval _____
Final Approval _____

A Fee of \$ _____
To be paid to Hendricks County
Plan Commission must accompany
this application.
Receipt # _____

HENDRICKS COUNTY AREA PLAN COMMISSION

☐ Primary PUD Development Plan ☐ Secondary PUD Development Plan
☐ Amendment to an Approved Plan

APPLICATION FOR APPROVAL OF A PLANNED UNIT DEVELOPMENT FOR LAND WITHIN THE TERRITORIAL JURISDICTION OF THE HENDRICKS COUNTY AREA PLAN COMMISSION.

Name of Applicant _____ Phone No. _____
Address of Applicant: _____ Fax No. _____
City, State, Zip _____ E-Mail _____

I hereby apply for approval of the following described subdivision in accordance with the provisions of the county regulations. We are the owners of the said real estate included in said subdivision.

Name of Subdivision or Resubdivision _____
Location _____

Current Zoning District _____
Name of Township _____ Section No. _____ Township No. _____ Range No. _____
Dimensions of Subdivision _____ Parcel No. _____
area (in acres) _____ Tentative Number of Lots _____
Miles or fraction thereof of new streets to be dedicated to the public _____ (full width)

Name of registered engineer or surveyor preparing plat _____
Engineer Address _____ Phone No. _____
City, State, Zip _____ Fax _____
E-Mail _____
Attorney or other Agents _____

STATE OF INDIANA)
) SS:
HENDRICKS COUNTY)

The undersigned having been duly sworn, upon oath says that the above information is true and correct as he is informed and believes.

Signature of Applicant _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 200_____.

Notary Public

COUNTY OF _____
MY COMMISSION EXPIRES: _____

*Electronic alteration of this form is prohibited.

Revised: May 2008

Hendricks County Area Plan Commission

Planned Unit Development Zoning Amendment

PUD _____

The following requirements of the Hendricks County Subdivision Control Ordinance and Zoning Ordinance must be met before your application can be considered by the Hendricks County Area Plan Commission. It is important that all requirements are met prior to applying for PUD approval. An incomplete application will not be scheduled for hearing. If you have any questions about these requirements, please consult Plan Commission staff at 317.745.9254.

This check-off list is to help you organize and complete your application. It is also to assist Plan Commission staff in reviewing your submission. **PLEASE PUT A CHECK MARK BESIDE EACH REQUIREMENT AS IT IS MADE PART OF THE APPLICATION.**

A COMPLETED CHECKLIST MUST BE SUBMITTED WITH EACH APPLICATION

----- ORDINANCE REQUIREMENTS

12.5 (B) (3) (b) CONTENTS OF APPLICATION

Applications for amendments to the Official Zoning Map adopted as part of this Ordinance by Section 7.01 shall contain the information as listed below.

✓	
	A. Application form;
	B. Proposed amending Ordinance, approved as to form by the County Attorney;
	C. Present use;
	D. Present zoning classification;
	E. Proposed use;
	F. Proposed zoning classification;
	G. A vicinity map showing property lines, thoroughfares, existing and proposed zoning, and such other items as may be required;
	H. A parcel map and list identifying all property owners and their mailing addresses;
	I. Letter of intent;
	J. A statement on how the proposed amendment relates to the comprehensive plan;
	K. A fee as established by the Board of County Commissioners;
	L. Signature of property owner(s) or agent;
	M. Authorization letter from property owner (if there is an agent);
	N. Separate written legal description;
	O. Copy of zoning map kept in the Planning & Building Department;
	P. Traffic Operation Analysis (if applicable);
	Q. Fiscal Impact Study (if applicable);
	R. Sample notification letter (to surrounding properties);
	S. Affidavit of written notification filed at least ten (10) days before scheduled meeting.
	T. Property inspection release, and
	U. Proof of notice to all affected utility companies, local fire department, school superintendents of the affected school district, and all affected incorporated town (s) located within two (2) miles of the development (list of entities notified and sample notification letter).
	V. All applications requiring a public hearing by the Plan Commission <u>must notify INDOT</u> as part of the written notification requirements if a state or federal highway is located within six hundred sixty (660) feet.

6.5 PLANNING REQUIREMENTS

As a minimum, the following are planning requirements to be addressed with Planned Unit Developments:

	A. Parking;
	B. Signage;
	C. Exterior renovation or altering of existing structures;

	D.	Demolition of existing structures;
	E.	Landscaping;
	F.	Environmental and natural resource protection;
	G.	Erosion and sedimentation control;
	H.	Vehicular and pedestrian circulation;
	I.	Outdoor lighting;
	J.	Minimum lot area;
	K.	Minimum lot frontage;
	L.	Minimum lot width;
	M.	Minimum front yard setback;
	N.	Minimum side yard setback;
	O.	Minimum rear yard setback;
	P.	Maximum height of structures (principal and accessory);
	Q.	Maximum lot coverage;
	R.	Minimum floor area;
	S.	Site access;
	T.	Site screening and buffering;
	U.	Location of dumpsters;
	V.	Location of open spaces; and
	W.	Location, size, orientation and shape of buildings;
	X.	Building materials and appurtenances.

As a part of the PUD, the criteria for a Development Plan Review must also be met:

6.6 PRIMARY DEVELOPMENT PLAN APPLICATION

Four (4) copies of the Primary Development Plan shall be submitted and shall include in text and map form:

A.	An application for primary development plan shall be filed with the Secretary of the Plan Commission by the owner, or his/her designee, of property for which the Planned Unit Development is proposed. The application shall contain the following information:
	A. Name, address, and phone number of applicant;
	B. Name, address, and phone number of registered surveyor or registered engineer assisting in the preparation of the primary development plan;
	C. A survey of the tract that is to be developed;
	D. Description of existing use;
	E. Identification of the existing zoning district;
	F. A vicinity map at a scale approved by the Plan Commission, showing existing property lines, streets, existing and proposed zoning, and such other items as the Plan Commission may require to show the relationship of the Planned Unit Development to the Comprehensive Plan and to existing developments, schools and other community facilities and services;
	G. A primary development plan at a scale approved by the Plan Commission showing topography at two (2) foot intervals; the approximate location and type of residential, commercial and industrial land uses; layout, dimensions, and names of existing and proposed streets, rights-of-way, utility easements, parks and open spaces; layout and dimensions of lots and building setback lines, areas of proposed buffering; preliminary improvement drawings showing: points of ingress/egress, water, sewer, drainage, electricity, telephone, and such other characteristics as the Plan Commission deems necessary;
	H. Proposed schedule for the development of the site, identifying phasing where applicable;
	I. Evidence that the applicant has sufficient control over the land in question to initiate the proposed development plan within five (5) years; including a statement of all the ownership and beneficial interests in the tract of land and the proposed development;
	J. In the case of a residential planned unit development, the proposed density to which the Development shall be limited; and
	K. In the case of office, commercial, or industrial planned unit development, a statement identifying the principal type of office, business and/or industrial uses that are to be included in the proposed development.
B.	The application for primary Planned Unit Development shall be accompanied by a written statement by the developer setting forth the reasons why, in his/her opinion, the Planned Unit Development would be in the public interest and would be consistent with the purpose of a Planned Unit Development as identified in this Chapter.
C.	The primary development plan approval shall expire in five (5) years unless final approval of all or part of the development is complete.

6.7 SECONDARY DEVELOPMENT PLAN APPLICATION

Four (4) copies of the Secondary Development Plan shall be submitted and shall include in text and map form:

- A. An application for secondary development plan shall be filed with the Secretary of the Plan Commission by all owners, or their designee, of the property for which the Planned Unit Development is proposed. Each application shall contain the following information:

	A. Any changes necessary to the survey of the proposed development site, showing the dimensions and bearing of the property lines, area in acres, topography, existing features of the development site, including major wooded areas, structures, streets, easements, utility lines and land uses;
	B. All information required on the Primary Development Plan, the location and sizes of lots, location and proposed density of dwelling units, nonresidential building intensity, and land use considered suitable for adjacent properties;
	C. A schedule for the development of units to be constructed in progression and a description of the design principles for buildings and streetscapes, tabulation of the number of acres in the proposed project for various uses, the number of housing units proposed by the type, estimated residential population by type housing. Estimated nonresidential population, anticipated timing for each unit, and standards for height, open space, building density, parking areas, population density and public improvements proposed for each unit of the development, whenever the applicant proposes an exception from standard zoning districts or other Ordinances governing development;
	D. Engineering feasibility studies and plans showing, as necessary, water, sewer, drainage, electricity, and telephone, waste disposal facilities, street improvements, and nature and extent of earth work required for site preparation and development;
	E. Development plan, showing buildings, various functional use areas, circulation, and their relationship;
	F. Preliminary building plans, including floor plans and exterior elevations;
	G. Landscaping plans;
	H. When a Planned Unit Development is to be constructed in stages or units, a schedule for the development of such stages or units shall be submitted. When a Planned Unit Development provides for common open space, the total area of common open space provided at any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire Planned Unit Development as the stages or units completed or under development bear to the entire Planned Unit Development;
	I. A traffic impact study to determine the off-site impacts on the existing thoroughfare system. The applicant shall reference the "Applicant's Guide to Transportation Impact Studies for Proposed Development Within Hendricks County, Indiana" as may be amended from time to time;
	J. When a Planned Unit Development includes provisions for common open space or recreational facilities, a statement describing the provision that shall be made for the care and maintenance of such open space or recreational facilities. If it is proposed that such open space be owned and/or maintained by any entity other than a governmental authority, copies of the proposed chapters of incorporation and by-laws of such entity shall be submitted;
	K. Deed restrictions, and restrictive/protective covenants, and other legal statements or devices to be used to control the use, development and maintenance of the land, and the improvements thereon, including those areas which are to be commonly owned and maintained;
	L. Evidence that the applicant has sufficient control over the land in question to initiate the proposed development plan within five (5) years; including a statement of all the ownership and beneficial interests in the tract of land and the proposed development; and
	M. One (1) copy of the Primary Development Plan.

Hendricks County Planning & Building Dept.
 355 South Washington Street #212
 Danville, IN 46122
 Phone: 317.745.9254
 Fax: 317.745.9347
 Website: www.co.hendricks.in.us

Electronic alteration of this form is prohibited.

PROPERTY INSPECTION RELEASE FORM

REAL ESTATE AFFECTED: Section _____ Township _____ Range _____

Township _____

Location of Subject Property to Nearest County Road Intersection:

Address of Subject Property: _____

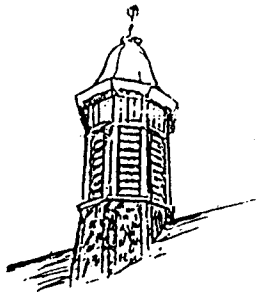
Town of: _____ Lot _____ Block _____ Addition _____

Subdivision _____ Lot _____ Section _____

I (We) hereby authorize and grant to the employees of the Hendricks County Planning and Building Department, other Hendricks County Officials, members of the Board of Zoning Appeals and members of the Plan Commission the right to come onto the above described property for the purpose of inspecting and evaluating the premises regarding this application. I (We) further release said Board members, Commission members, and County employees and officials from any and all liability during said inspection and related matters.

Applicant(s) _____

Date _____



Hendricks County *Planning & Building Department*

HENDRICKS COUNTY GOVERNMENT CENTER

355 South Washington, #212 • Danville, Indiana 46122-1759

Phone (317) 745-9254 • Fax 745-9347 • TDD (317) 745-9391

Memorandum

To: Engineers/Developers
From: Hendricks County Planning & Building Department
Date: 9/26/02
Re: Utilities

Please provide the name of all utilities (water, sewer, telephone, electric, gas and cable) at the time of an application submittal. It is becoming more difficult for our department to determine what utility serves the area where a project is located.



Hendricks County Surveyor

David L. Gaston, P.L.S.

December 4, 2008

Mr. Don Reitz
Hendricks County Planning and Building
Hendricks County Government Center
355 South Washington Street, #212
Danville, IN 46122

RE: VIDEO REQUIREMENTS OF NON-REGULATED DRAIN STORM
SYSTEMS

Dear Mr. Reitz,

It has been brought to my attention that the Drainage Ordinance requires the videotaping of the storm system only where they will be included in the Regulated Drain system. As you are aware, there are some systems that will not be included in the Regulated Drain system. Upon reviewing this with the inspectors in both offices, I feel that this needs to be clarified due to potential impact upon the residents in the development and those living in the offsite drainage area.

Therefore, beginning immediately, all storm drainage systems must be videotaped to insure proper workmanship as well as providing a basis for beginning any investigation within this area. It is realized that there will be occasions, short runs that may be visibly inspected, that videotaping may not be necessary but these will be handled on a case-by-case evaluation. If you have any concerns regarding the aforementioned items, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "David L. Gaston".

David L. Gaston P.L.S.
Hendricks County Surveyor

SAMPLE ILLUSTRATION OF WRITTEN NOTIFICATION

The sample illustration of written notification on the following page is designed to help the applicant notify the adjacent property owners of a public hearing as required by Indiana Code 36-7-4-706 and the Hendricks County Area Plan Commission Rules of Procedure.

The applicant must follow steps 1-3 in order to ensure that proper written notification is given to adjacent property owners.

STEPS:

1. Notify all adjacent property owners within six hundred sixty (660) feet of the applicant's property lines or two (2) ownerships deep, whichever comes first. The applicant's property shall include all contiguous parcels that he or she owns. If the applicant's property abuts or includes a county line, the applicant shall follow the above rule of notification into that county.
2. Letters of written notification shall be sent by certified, registered, or first-class mail to the legal property owner. If first-class mail is used, a USPS Certificate of Mailing must be submitted for each letter. The mailing address of legal property owners shall be obtained from the Hendricks County Auditor's Office. For notification into an adjacent county, the applicant shall contact the appropriate county office to secure names and addresses of property owners.
3. The applicant shall submit an Affidavit of Written Notification on the forms available at the Planning & Building Department by the appropriate deadline. Proof of mailing shall be submitted to the Planning & Building Department staff prior to the public hearing.

4. STATE OR FEDERAL HIGHWAY NOTIFICATION:

All applications requiring a public hearing by the Area Plan Commission or Board of Zoning Appeals must notify the Indiana Department of Transportation as part of the written notification requirements if a state or federal highway is located within six hundred sixty (660) feet.

All applicants should contact INDOT as follows:

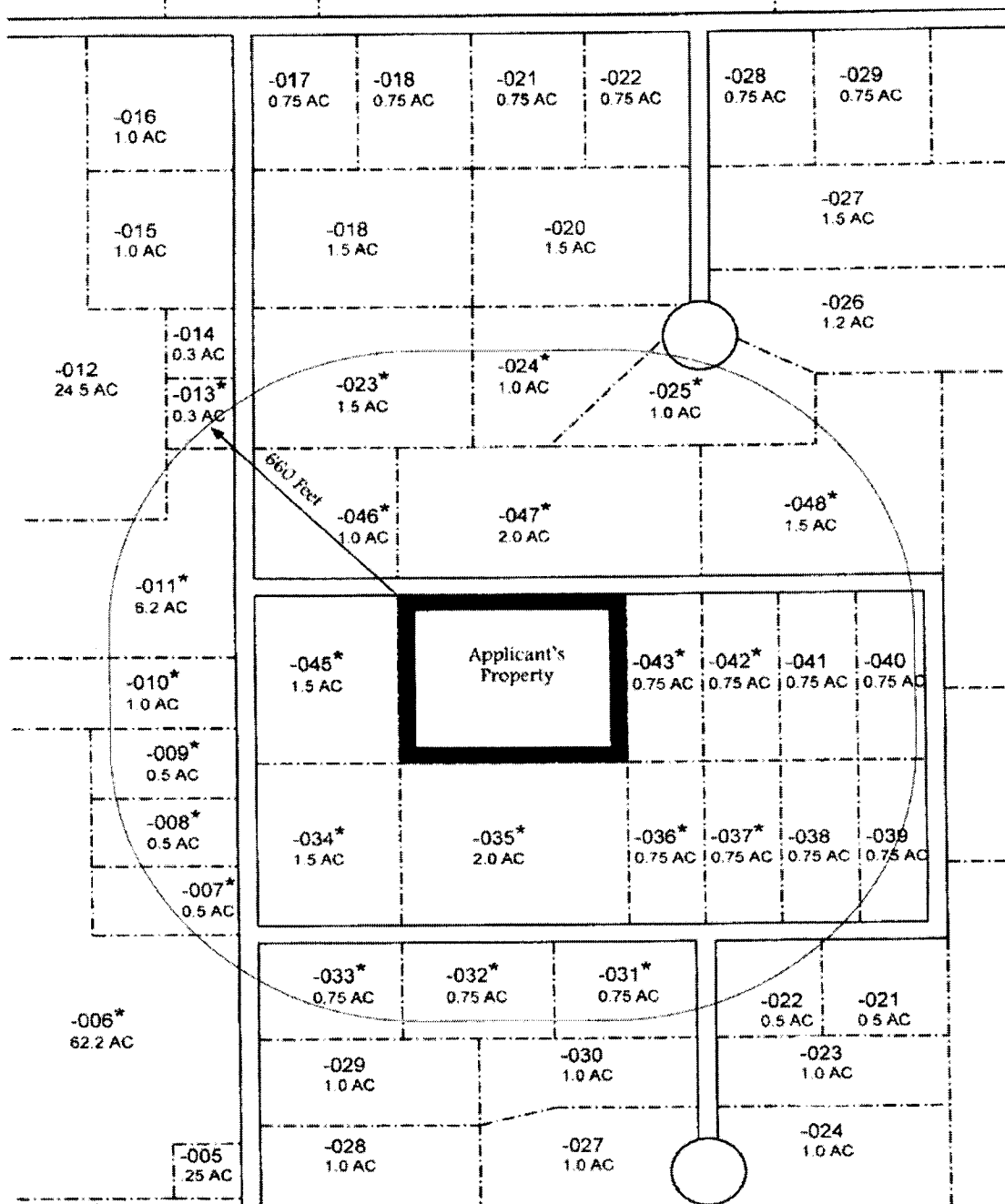
ATTENTION: PERMIT DEPARTMENT
Regulatory Department
Indiana Department of Transportation
41 W 300 N
Crawfordsville, Indiana 47933

5. UTILITY COMPANIES, FIRE DEPARTMENTS, SCHOOL DISTRICTS, AND TOWNS:

All affected utility companies, local fire departments, school superintendents of the affected incorporated school districts, and towns located within two (2) miles of the proposed development site must be notified, in writing, of the proposed development and a copy of the preliminary plans must be included. Proof of mailing must be submitted to the Planning & Building Department staff prior to the TAC meeting.

SAMPLE ILLUSTRATION

* DENOTES ADJACENT PROPERTY OWNERS THAT MUST BE MAILED WRITTEN NOTIFICATION



(This illustration is not drawn to scale)

SAMPLE NOTIFICATION LETTER

Date (date letters mailed)

Name (Mailing address of adjacent property owner)
Address
City, State Zip

Dear (name of adjacent property owner)

Please be advised that the undersigned property owner has made application to the Hendricks County Area Plan Commission for a **(number of Lots)** lot(s) minor/major **(type of use)** plat in **(Name of Township)** Township, Section **(Section #)**, Township **(Township #)**, Range **(Range #)**, Hendricks County, Indiana, on property known as **(Give Street address, if any, or common description)**, and location on **(Give description and location of subdivision in relationship to county roads, highways, and streets)**.

A copy of this application, legal description, and all development plans pertaining thereto are on file and available for examination prior to the hearing in the office of the Planning and Building Department at the Hendricks County Government Center, 355 South Washington Street, Danville, Indiana 46122, between the hours of 8:00 AM and 4:00 PM, Monday through Friday. Written objections to a proposal may be filed with the Secretary of the Planning Commission at the above address and such objections will be considered.

A public hearing will be held at the Hendricks County Government Center in Meeting Rooms 4 and 5, 355 South Washington Street, Danville, Indiana on **(Date of hearing)**, at 6:30 PM.

Yours Truly,
(name of applicant)

**HENDRICKS COUNTY AREA PLAN COMMISSION
AFFIDAVIT OF WRITTEN NOTIFICATION
FOR A MAJOR SUBDIVISION**

I (WE) _____
DO HEREBY CERTIFY THAT NOTICE OF PUBLIC HEARING OF THE HENDRICKS
COUNTY AREA PLAN COMMISSION WAS GIVEN IN ACCORDANCE WITH SECTIONS
A, B, AND C LISTED BELOW.

A. THE PUBLIC HEARING WILL CONSIDER THE APPLICATION OF _____
_____ FOR A _____ LOT(S) _____ SUBDIVISION TO
BE KNOWN AS _____, IN _____ TOWNSHIP,
SECTION _____, TOWNSHIP, _____ RANGE _____, HENDRICKS
COUNTY, INDIANA LOCATED ON _____

B. THE NOTICES WERE SENT BY (circle one that applies) CERTIFIED, REGISTERED, OR
FIRST-CLASS MAIL WITH CERTIFICATE OF MAILING TO THE CURRENT ADDRESS
OF THE PROPERTY OWNERS LISTED BELOW. THE ADDRESS OF EACH PROPERTY
OWNER WAS OBTAINED FROM THE HENDRICKS COUNTY AUDITOR'S (DEEDS &
CARTOGRAPHY) OFFICE.

PROPERTY OWNER'S NAME

ADDRESS

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

C. THE NOTICES WERE MAILED ON THE DAY OF _____ 20__ WHICH IS AT
LEAST TEN (10) DAYS PRIOR TO _____, 20__,
THE DATE OF THE PUBLIC HEARING AT THE HENDRICKS COUNTY GOVERNMENT
CENTER, 355 SOUTH WASHINGTON STREET, DANVILLE, INDIANA, IN ROOMS 4 AND
5, AT 6:30 PM.

APPLICANT OR AGENT

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID
COUNTY AND STATE, THIS _____ DAY OF _____ 20__.

NOTARY PUBLIC

COUNTY OF _____
MY COMMISSION EXPIRES _____

Electronic alteration of this form is prohibited.



Hendricks County Planning and Building Department
355 South Washington Street, Rm G80
Danville, IN 46122
(317)745-9445 fax (317)745-9347

PLAT ADDRESS INFORMATION SHEET

This information is necessary for preliminary work on plat address assignment and notification. This is not a request for address assignment. A request for address assignment must be made separately prior to recording the plat. You may request address assignment by contacting Tonya Cottrell at tcottrell@co.hendricks.in.us.

Project Owner			Contact person		
Mailing Address					
Phone		Fax		Email	
Project Engineer			Contact person		
Mailing address					
Phone		Fax		Email	
Subdivision Name					
Section Number		No. of Lots in Section		Acreage	
Property Location					
Parcel I.D #					

Project Type (check One) ☐ Single-family Dwelling(s) ☐ Multi-family Dwelling(s) ☐ Commercial
 ☐ Industrial ☐ Institutional ☐ Other (specify) _____

The following agencies and utility companies will receive address assignment notification from our office.

Please correctly identify ALL that apply to your project location

Post Office		Zip Code	
Fire and Rescue			
Electric Utility			
Gas Utility			
Water Utility			
Sewer Utility			
Telephone Utility			
Cable Utility			

Prepared By:		Phone	
---------------------	--	--------------	--

COUNTY/OWNER INSPECTION AGREEMENT

This Agreement, made and entered into this ____ day of _____, 20____, by
and between:

(Owner's Name and Mailing Address)

(HEREINAFTER DEVELOPER) and the Hendricks County Planning and Building Department (HEREINAFTER COUNTY) Witnesseth That:

WHEREAS, the OWNER has filed a written application with the Hendricks County Area Plan Commission requesting approval of

(PROJECT) _____, (SECTION) _____ ;

WHEREAS, the PROJECT will require the installation of certain improvements at the OWNER'S expense in order to comply with the ordinances and regulations of Hendricks County, Indiana and all appropriate Federal and State Statutes; and

WHEREAS, in order to insure that these improvements are completed in compliance with all applicable laws, ordinances, rules, regulations and procedures, as well as any requirements placed by the Plan Commission or the Administrative Committee inspections of the construction of these improvements are necessary.

NOW, THEREFORE, it is agreed between the parties as follows:

1. The OWNER shall cause to have completed in a timely manner all improvements required for the PROJECT;
2. The construction of all improvements shall be made in strict compliance with the plans and specifications for the PROJECT as approved by the Hendricks County Area Plan Commission and if applicable, the Hendricks County Drainage Handbook, the Zoning Ordinance of Hendricks County, the Subdivision Control Ordinance and all other laws, rules and regulations. These plans, specifications and applicable ordinances, laws, rules and regulations are made a part of the Agreement by reference;
3. The construction shall at all times be subject to inspection, approval, and acceptance by the COUNTY;
4. No liability of any kind for any part of the improvements prior to their acceptance by the COUNTY shall attach to Hendricks County. The OWNER and his contractor shall indemnify and hold Hendricks County harmless against all claims, demands, actions, causes of action, loss and expense of every nature and kind (including attorney's fees) at any time asserted against Hendricks County, for or on account of any person, arising out of, or in any way connected with, the location, installation and construction of the improvements prior to their acceptance by the COUNTY. This indemnity shall not be limited by reason of the enumeration of any insurance coverage required herein;
5. The OWNER or his contractor shall also furnish the COUNTY suitable evidence of authority to install any improvements to be constructed across, over, on, through or under any highway, right-of-way, floodplain, or easement;
6. The parties agree that inspection of the construction shall be handled in the following manner:
 - a. The COUNTY shall provide inspection services during the construction of the improvements to determine whether the improvements are constructed in accordance with approved plans, specifications, Hendricks County requirements, and all applicable Federal and State requirements;
 - b. The inspection services shall not include testing, construction engineering or construction stakeout. The OWNER or his designated representative shall be solely

responsible for the performance of required testing, construction engineering and stakeout and all construction work;

- c. The OWNER or his contractor shall notify the assigned inspector at least seventy-two (72) hours in advance of the commencement of any construction phase;
 - d. Persons working on or having control of the construction of the improvements shall cooperate fully with the inspector and shall have available on site a copy of the approved secondary plat and construction plans and specifications signed by the Plan Commission Director;
 - e. The OWNER shall reimburse the County for the cost of the inspection services as follows: \$_____ per hour of actual time spent on the PROJECT by the assigned inspector performing the inspection services;
 - f. The OWNER shall submit prior to the start of any construction the amount of \$_____, which amount is the total estimated cost of the inspection services, based on the following: estimated time to complete all required improvements, the hourly rate set forth above, for a total estimated _____ hours to complete said improvements during each phase of construction. Said total should consider multiple crews and estimated completion date. The OWNER acknowledges that this amount is based on a preconstruction estimate only and that the actual inspection time will vary from project to project, and may exceed this estimate. The OWNER will be billed on a regular basis for all services rendered above the estimated amount. Failure to pay any bill within thirty (30) days shall be grounds for termination of construction activities and cessation of issuance of building permit until such time as payment from the developer is forthcoming. Upon acceptance by the County of the improvements, any surplus inspection funds shall be refunded to the owner;
 - g. The OWNER must submit payment, payable to the Hendricks County Treasurer, for the balance of the total actual cost of the inspection services to the COUNTY, actual cost paid by OWNER, as well as sufficient funds to cover maintenance period inspections, prior to acceptance of the improvements by the COUNTY; and
 - h. Failure to follow the requirements of this section may result in the COUNTY not accepting the improvements and denying Improvement Location Permits;
7. Upon completion of the proposed improvements, two (2) sets of certified record drawings including all necessary measurements, shall be prepared by the OWNER'S engineer and filed with the COUNTY. The inspection services covered by this agreement shall include review of the "As-Built" plans and shall be completed before the COUNTY will accept such improvements;
8. Upon completion, but before acceptance by the COUNTY, the contractor shall furnish a completion affidavit in a form prescribed by the COUNTY, and the OWNER or contractor shall also furnish a suitable irrevocable letter of credit, guarantee maintenance bond or cashier's check made payable to the Board of Commissioner of Hendricks County, Indiana in an amount equal to twenty percent (20%) of the total construction cost for the required improvements. The letter of credit, bond or cashier's check shall guarantee material and construction for a period of three (3) years from the date of acceptance.
9. During the ninth (9th), twenty-first (21st) and thirty-third (33rd) month of the three (3) year maintenance period, the COUNTY shall reinspect the PROJECT and notify the OWNER of any needed corrective action. The OWNER shall immediately address any deficiencies prior to the end of the three (3) year maintenance period, unless a deficiency is deemed a public nuisance or safety hazard by the Department, in which case, corrective action may be required prior to any construction activity. At the end of the three (3) year maintenance period, if no corrective action is required, or after the successful completion of any needed corrective action, the COUNTY shall process the maintenance bond release. Failure to do the corrective action will result in forfeiture of the maintenance bond

IN WITNESS WHEREOF, the parties acting by and through their authorized representatives have executed this instrument on the date first above written.

OWNER'S NAME AND ADDRESS

Name: _____

Address: _____ Phone _____

Signature _____

Printed Name _____

Title _____

Date _____

STATE OF INDIANA)
) SS:
COUNTY OF HENDRICKS)

BEFORE ME, the undersigned, a Notary Public, in and for said County and State, personally appeared _____, OWNER, and acknowledged the execution of the foregoing County/Engineer Inspection and Testing Services Agreement to be his free and voluntary act and deed.

WITNESS my hand and notarial seal this _____ day of _____, 20____.

Commission Expiration Date

Notary Public Signature

County of Residence

Printed Name

Plan Commission Director

Approved as to Form: Gregory E. Steuerwald, County
Attorney

STATE OF INDIANA)
) SS:
COUNTY OF HENDRICKS)

BEFORE ME, the undersigned, a Notary Public, in and for said County and State, personally appeared who acknowledged the execution of the foregoing County/Owner Inspection Agreement.

WITNESS my hand and notarial seal this _____ day of _____, 20____.

Commission Expiration Date

Notary Public Signature

County of Residence

Printed Name

**Electronic alteration of this form is prohibited.*

MINIMUM INSPECTION HOURS REQUIRED ON COUNTY/OWNER INSPECTION AGREEMENTS

Per approval from the Hendricks County Area Plan Commission Administrative Committee, the following are the minimum hours acceptable for developments that require a County/Owner Inspection Agreement:

Minor Residential Plats (MRP):	5 Hours (\$370.00)
Minor Plats (MIP):	5 Hours (\$370.00)
Major Plats (MAP):	100 hours (\$7,400.00)
Development Plan Reviews (DPR)	50 hours (\$3,700.00)

The Committee has given the Engineering Inspectors the authority to reduce the required minimum number of hours; however it is to be done on an individual basis according to required improvements for the plat/plan.

Effective Date: December 21, 2004

SUBDIVISION CONTROL ORDINANCE

Appendix C: Certificates & Notations

(Amended Ordinance 2009-08)





APPENDIX C: CERTIFICATES & NOTATIONS

All plats containing material prepared by a land surveyor shall contain a surveyor's certificate. Major and minor subdivisions shall contain the following surveyor's certificate on each page of all plats:

SURVEYOR'S CERTIFICATE

To the best of my knowledge and belief the within plat represents a survey made under my supervision in accordance with Title 865, Article 1, Chapter 12 of the Indiana Administrative Code and was completed on _____, 20__. This subdivision consists of __ lots numbered __ through __ both inclusive, and streets as shown hereon. The size of lots and widths of streets are shown on this plat in figures denoting feet and decimal parts thereof.

This subdivision contains _____ lineal feet of open ditches and _____ lineal feet of tile drains.

Hereby certified on this _____ day of _____, 20__.

Name

Registered Land Surveyor

Indiana No. _____



All plats to be recorded shall contain the following owner's certificate:

CERTIFICATE OF OWNERSHIP

We the undersigned, as owners of the real estate hereon do hereby declare the real estate as described, shall be known as _____.

Owner Name

Owner Name

Before me, a notary public in and for said County and State, personally appeared the above and acknowledged the execution of this instrument as their voluntary act and deed for the uses and purpose therein expressed.

Witness my signature and Notarial Seal this _____ day of _____, 200__.

My commission expires:

Notary Seal

Signature Notary Public

County of Residence

Printed Name

ANY OF THE FOLLOWING PARAGRAPHS THAT ARE APPLICABLE SHALL BE INCLUDED IN THE OWNER'S CERTIFICATE:

1. Public Streets and Alleys. All public streets and alleys shown and designated as such and not heretofore dedicated are hereby dedicated to the public. Other public lands shown and not heretofore dedicated are hereby dedicated for the purposes designated hereon.
2. Easement. There are strips of ground shown on this plat and marked easement, reserved for the use of public utilities and subject to the paramount right of the utility or County to install, repair, maintain or replace its installation. Drainage use of easements is hereby authorized unless otherwise stated. Those easements noted as surface drainage easements shall not be disturbed in such a manner as to interfere with the flow of stormwater. No plantings, structures, or fill shall be placed in such easements nor shall they be regarded in such a manner as to impede the flow of stormwater.



APPENDIX C: CERTIFICATES & NOTATIONS

3. Private Access Easements and/or Private Streets. There are private access easements and/or private streets shown on this plat and marked accordingly. These are intended to be private in perpetuity, and there is no obligation for any government entity to assume any responsibility for these easements and/or streets now or at any future time. The responsibility for maintenance and snow removal on the access easements and/or streets shown on this plat is assumed by the property owners of lots ____ and not the County.
4. Maintenance, Public Improvements. The County shall not maintain improvements dedicated to the public by this plat until the Board of County Commissioners has accepted completed improvements for maintenance. The release by the Commissioners of a financial guarantee of performance and/or maintenance shall constitute acceptance for maintenance by the County.
5. National Flood Insurance Program Certificates:

A. Zone A District Certificate

This subdivision contains property included in the "Zone A District" on the National Flood Insurance Rate/Floodway Map # ____, dated _____. No building may be constructed or substantially improved in the area so designated until the Indiana Department of Natural Resources has determined a flood elevation. Any building constructed or substantially improved after the date of this instrument in the "Zone A District" shall be provided with a flood protection grade which is at least two feet above said flood elevation. The flood protection grade is the elevation of the lowest floor of a building or structure. If a basement is included, the basement floor shall be considered to be the lowest floor.

B. Floodway Fringe District Certificate

The subdivision contains property in the "Floodway Fringe District" on the National Flood Insurance Program Flood Insurance Rate/Floodway Map # ____, dated _____. Any building to be constructed shall be provided with a flood protection grade set at or above _____ feet, M.S.L., which is two feet above the 100-yr. Frequency flood. The flood protection grade is the elevation of the lowest floor of a structure. If a basement is included, the basement floor shall be considered to be the lowest floor.

C. Floodway District Certificate

This subdivision contains property included in the "Floodway District" on the National Flood Insurance Program's Flood Insurance Rate/Floodway Map # ____, dated _____.

NO RESIDENTIAL DEVELOPMENT CAN OCCUR IN THE FLOODWAY DISTRICT. ALL PERMITS TO BE ISSUED FOR LAND LYING IN THE FLOODWAY DISTRICT SHALL BE FORWARDED WITH PERTINENT PLANS AND MATERIALS TO THE INDIANA DEPARTMENT OF NATURAL RESOURCES FOR REVIEW AND COMMENT PRIOR TO ISSUANCE.



6. Farm Access Easement. The farm access easement shown on the plat is to provide access for farm equipment only to the farm land located _____ and _____ of the property contained in this subdivision.
7. Maintenance Easement. The _____ maintenance easement shown on this plat is to provide _____ with access to the _____ located or referenced on this plat. The cost of maintenance of the _____ is to be provided by the owners of _____ lots.
8. Restrictions and Covenants. Lots in this subdivision are subject to restrictions and covenants set forth in Plat Book _____, Page _____ and any amendments thereto.
9. Notarized Signature Required. The notarized Signature Required. The notarized signature of the owner(s) must be included on any plat, in a form similar to the following:

WITNESS OUR HANDS AND SEALS THIS _____ day of _____.

STATE OF INDIANA)

COUNTY OF HENDRICKS) SS:

BEFORE ME THE UNDERSIGNED, NOTARY PUBLIC, IN AND FOR THE COUNTY AND STATE, PERSONALLY APPEARED _____ WHO ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT AS HIS/HER VOLUNTARY ACT AND DEED FOR THE PURPOSES THEREIN EXPRESSED.

WITNESS MY HAND AND NOTARIAL SEAL THIS _____ DAY OF _____.

NOTARY PUBLIC (SEAL)

COUNTY OF RESIDENCE

MY COMMISSION EXPIRES



APPENDIX C: CERTIFICATES & NOTATIONS

PRIMARY APPROVAL

The following Plan Commission Certificate is used for primary approval for major subdivisions, and also shall appear on each page of all plats to be heard by the Plan Commission:

PLAN COMMISSION'S CERTIFICATE

Pursuant to IC 36-7-4-700 Et. Seq., and all amendments thereof, the undersigned do hereby certify that the public notice of the hearing by the Hendricks County Area Plan Commission on the herein-named owner's application for approval, of this plat duly complied with IC 36-7-4-706 and all amendments thereof, and that said plat was approved at said hearing with the majority of the members of said Plan Commission concurring in said approval.

Given under our hands and seal this ____ day of _____, 20__.

President Name

Secretary Name

The following certificate of approval shall appear on each page of all plats to be heard by the Administrative and Plat Committee. Each page shall also bear the signature of the County Engineer.

ADMINISTRATIVE AND PLAT COMMITTEE'S CERTIFICATE

Under authority provided by IC 36-7-4-700 Et. Seq., and all amendments thereto, this plat was given approval by the Hendricks County Administrative Committee at a meeting held on



Chairman Name _____

SECONDARY APPROVAL

The following certificate of secondary approval for major subdivisions shall appear on all secondary plats of major subdivisions accompanied by either the Plan Commission or Administrative and Plat Committees' Certificate:

SECONDARY APPROVAL CERTIFICATE

All conditions of primary approval have been met and this plat is granted SECONDARY APPROVAL.

Approved by the Planning and Building Department _____, 20__.

Planning Director

Void unless recorded by _____, 20__.



APPENDIX C: CERTIFICATES & NOTATIONS

The following regulated drain certificate and table shall appear on each subdivision plat:

REGULATED DRAIN CERTIFICATE

A petition addressed to the Hendricks County Drainage Board has been filed in duplicate with the County Surveyor, requesting that the subdivision's storm drainage system and its easements be accepted into the County's regulated drainage system. The storm drainage system and its easements that are accepted into the County's regulated drainage system are delineated on the plat as Regulated Drainage Easements (RDEs). Regulated Drainage Easements are stormwater easements and drainage rights-of-way that are hereby dedicated to the public and to the Hendricks County Drainage Board for sole and exclusive purpose of controlling surface water and/or for the installation, operation, and maintenance of storm sewers and tile drains as defined in Hendrick's County Stormwater Management Ordinance. These drainage easements are established under authority of the Indiana Drainage Code and the said Board may exercise powers and duties as provided in said code, (e.g., annual drainage assessment per lot).

This subdivision contains _____ linear feet of open ditches and _____ linear feet of pipe that will be included in the County's Regulated Drainage System.

REGULATED DRAIN FOOTAGE	
Open Ditches	_____ feet
Pipe	_____ feet

The following statement shall appear on each subdivision plat to be recorded:

ECONOMIC DEVELOPMENT CHARGE

The developer must pay an assessment known as an "Economic Development Charge" levied in the amount of fifty dollars (\$50.00) on each residential lot to be recorded to be made payable to the "Economic Development Fund" in the Office of the Auditor of Hendricks County, Indiana.

The following statement shall appear on each subdivision plat with secondary septic fields:

SECONDARY SEPTIC FIELD EASEMENT

Those designated as secondary septic field easements (SSFE) are secondary septic field easements that are hereby expressly reserved for the purpose of the placement of a sewage disposal field. Uses shall be limited to those consistent with the proper operation of a septic system and that will not result in soil compaction. The easement shall terminate only with the written approval of the



Hendricks County Health Officer on the plat.

The following statement shall appear on each subdivision plat to be recorded:

REDACTMENT STATEMENT

"I AFFIRM, UNDER THE PENALTIES FOR PERJURY, THAT I HAVE TAKEN REASONABLE CARE TO REDACT EACH SOCIAL SECURITY NUMBER IN THIS DOCUMENT, UNLESS REQUIRED BY LAW."

Name

Approved by the Board of County Commissioners of Hendricks County, Indiana, this

day of _____, 20__.

BOARD OF COMMISSIONERS

President

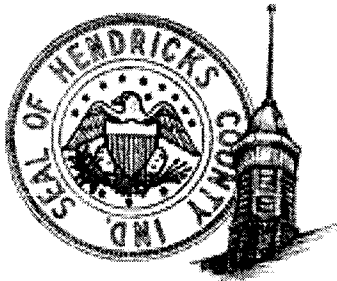
Vice President

Member

ATTEST:

Auditor

Hendricks County Plan Commission



Guide To Fiscal Impact Studies

October 2007

I. PURPOSE OF THE APPLICANT'S GUIDE

WHY DO FISCAL IMPACTS MATTER?

Fiscal impact studies involve assessing the public service costs and revenues associated with development. Such an analysis projects the net cost of a proposed development on the fiscal balance sheet of the community. Since fiscal feasibility plays an important role in determining whether or not to proceed with a proposed development, fiscal impact studies are critical.

The purpose of this guide is to:

1. Provide consistency in the request, preparation, and review of fiscal impact studies
2. Ensure that critical fiscal impact issues are addressed
3. Provide for more informed decision-making in the development process
4. Promote increased understanding of fiscal impact issues among those involved in the development process

Topics addressed in this Applicant's Guide include:

1. When to provide a fiscal impact study
2. Who prepares the study
3. Fiscal impact study process
4. Required background data
5. Study costs
6. Public Record

II. WHEN TO PROVIDE A FISCAL IMPACT STUDY

The need for a fiscal impact study or analysis may be identified during many different steps of development process, including rezoning, subdivision and development plan review.

STUDY WARRANTS FOR A FISCAL IMPACT STUDY

A fiscal impact study (as described in subsequent sections of this document) may be requested for any proposed development that meets the following criterion:

Significantly Sized Project

A development meets this criterion if it contains 150 or more single-family residential units.

When Required by the Plan Commission

Any other development where the Plan Commission deems a fiscal impact study necessary to make an informed decision.

III. WHO PREPARES THE STUDY?

Hendricks County requires that all Fiscal Impact Studies be prepared by their financial consultant, who is a professional with training and experience in this line of work.

IV. FISCAL IMPACT STUDY PROCESS

It is intended that the formalized fiscal impact process allows the study reports to be prepared in the most efficient and responsive manner possible. It is specifically not intended that the process be either cumbersome or induce unnecessary delay to the development review process.

After the plan commission has authorized a fiscal impact study, the applicant is responsible for supplying all necessary background data and information to county planning staff. The County's financial consultant prepares the fiscal impact study and submits the study results to the county.

There are five required review steps involved in the study process:

1. Determination of whether or not a fiscal impact study will be required.
2. Initial meeting may be between the preparer and county representatives to discuss study issues, scope, assumptions, data and data sources, technical procedures, and desired report contents.
3. Preparation of the formal fiscal impact study.
4. Additional review in conjunction with other components of supplemental review process if required.
5. Approval or denial of the development petition or application.

V. REQUIRED BACKGROUND DATA

The applicant is responsible for submitting the following background data to the county, to be used in the preparation of the fiscal impact study:

1. Site map
2. Total acreage in the planned development with breakdowns of common area, constructible area, set aside area and/or drainage areas.

3. Total mileage of streets to be installed in the development (indicate whether these streets will be dedicated to the County or not).
4. Total acres of land to be dedicated for tax-exempt purposes, such as roads and/or drainage.
5. Total number of houses, including a breakdown by sales value, by year (i.e., 5 homes with a sales value of \$150,000, 10 homes with a sales value of \$175,000, etc.). For the by year analysis, please use your best efforts on when these houses would be started for construction.
6. Provide the square footage of commercial space, if applicable, and the year you are anticipating that development, by year, to occur. Please also provide the anticipated cost to construct, by year, for the commercial property.
7. Indicate which school corporation's jurisdiction your proposed development will lie within. If the proposed development covers two school corporations, split the development by School Corporation and/or by township. Also determine whether your proposed development currently exists on the school's transportation system network.
8. Provide an estimated income level for each class of homes that is anticipated in order to purchase the homes in the subdivision.
9. Provide an estimated number of increased car traffic, by year, for the next ten-(10) years and/or provide the preliminary traffic impact study for your development.
10. Provide two comparable examples in Hendricks County for a similar quality which you are anticipating for your development, for each class of property which you are proposing (such as residential, commercial, retail/office).
11. Provide the estimated cost for you to develop each acre of residential and/or commercial property that you propose to have within your development.
12. Provide a list of the companies (if applicable) that will be building houses in your development.
13. For each company you list above, please provide information describing where the materials, (such as building components and labor used to construct the

homes) will come from. Are these materials coming from the metropolitan statistical area or directly from Hendricks County businesses?

14. Provide any zip code information (or other support) to back up your data or determinations in number 13 above.
15. What is the anticipated labor cost for construction salaries in the area of the new development? How many full-time construction jobs do you anticipate there will be over the entire construction period? Separate the development phase from the housing stage.
16. What percentage of the developer's construction cost is for labor? What is the percentage for the housing stage?
17. What will be the average hourly wage of construction workers in this proposed development?
18. How much will the following fees be?
 - a. Zoning fees;
 - b. Development fees;
 - c. Platting fee;
 - d. Building permits (for each residence);
 - e. Sanitary availability;
 - f. Sanitary plan review; and
 - g. Sanitary Connection fee (for each residence)?
19. Will there be any dedicated infrastructure, including streets and storm and sanitary sewer systems, to Hendricks County and Hendricks County Regional Sewer District, provided by the developer and what is the total dollar amount of this dedicated infrastructure?

Beyond the above basic data requirements, the county and their financial consultant may request any other data from the applicant that they deem is necessary to complete the financial impact study.

VI. STUDY COSTS

The applicant is required to pay for the cost of the preparation of the fiscal impact study by the County's financial consultant. The applicant will be billed for those costs by the county.

VII. PUBLIC RECORD

Fiscal impact studies, including both reports and data, become public record upon submittal. Information contained in these submittals may be used by agency staffs or in other subsequent studies. The original sources of reused information should be cited when taken from prior submittals.

Applicant's Guide

TRANSPORTATION IMPACT STUDIES FOR PROPOSED DEVELOPMENT;

Within Hendricks County, Indiana

TABLE OF CONTENTS

I. PURPOSE OF THE APPLICANT'S GUIDE	1
II. WHEN TO PROVIDE A TRANSPORTATION IMPACT STUDY	1
STUDY WARRANTS FOR A COMPLETE TRANSPORTATION STUDY	2
STUDY WARRANTS FOR A TRAFFIC OPERATIONS ANALYSIS:	2
III. PREPARER QUALIFICATIONS.....	2
PREPARER QUALIFICATIONS	2
IV. TRANSPORTATION IMPACT STUDY REVIEW PROCESS	3
V. STUDY AREA.....	3
MINIMUM STUDY AREA	3
ADDITIONAL STUDY AREA	3
VI. STUDY HORIZON YEARS AND TIME PERIODS TO BE ANALYZED	4
STUDY HORIZON YEARS	4
TIME PERIODS TO BE ANALYZED	4
VII. DEVELOPMENT TO BE ANALYZED.....	4
SITE DEVELOPMENT	5
NON-SITE WITHIN STUDY AREA	5
VIII. NON-SITE TRAFFIC ANALYSIS	5
COMPONENTS TO BE CONSIDERED	5
METHODOLOGY	6
ALTERNATE METHODOLOGY	6
NON-SITE TRAFFIC ANALYSIS AND NECESSARY IMPROVEMENTS	7
IX. TRIP GENERATION ESTIMATION.....	7
ACCEPTABLE DATA SOURCES	7
X. TRAFFIC DISTRIBUTION AND ASSIGNMENT	7
ACCEPTABLE DISTRIBUTION PROCEDURES	8
ASSIGNMENT PROCEDURES.....	8
PASS-BY TRIPS	8
INTERNAL TRIPS.....	8
XI. CAPACITY AND OTHER ANALYSES	8
CAPACITY ANALYSIS.....	9
LEVEL OF SERVICE	9
TABLE 12.1	10
LEVEL OF SERVICE DESCRIPTION FOR SIGNALIZED INTERSECTIONS	10
TABLE 12.2	10
LEVEL OF SERVICE DESCRIPTION FOR UNSIGNALIZED INTERSECTIONS.....	10
OTHER ANALYSES	11
XII. RECOMMENDATIONS.....	11
REPORT	12
XIII. PUBLIC RECORD	12

I. PURPOSE OF THE APPLICANT'S GUIDE

The purpose of this guide is to:

1. Provide consistency in the request, preparation, and review of transportation impact studies and traffic operations analyses
2. Ensure that critical transportation and development issues are addressed
3. Provide staff with guidance and a checklist in the review process
4. Promote increased understanding of transportation impact issues among those involved in the development process.

Topics addressed in this Applicant's Guide include:

1. When to provide a transportation impact study
2. TIS study area
3. Preparer/reviewer qualifications
4. Transportation impact study process
5. Time periods to be analyzed
6. Development to be analyzed
7. Analysis horizon years
8. Trip generation estimation
9. Background traffic estimates
10. Traffic distribution and assignment
11. Intersection capacity analysis methodology

II. WHEN TO PROVIDE A TRANSPORTATION IMPACT STUDY

The need for a transportation impact study or traffic operations analysis may be identified by the Planning & Building Department, the Engineering Department, or the Plan Commission when rezoning, special exception, variance or plan approval petitions are filed.

A traffic operations analysis may be requested as part of a complete transportation impact study or for petitions which do not meet the warrants for a complete impact study. Examples of traffic operations analyses include:

1. Study of proposed driveway locations, resulting sight distances, and adequacy of proposed queuing provisions.
2. Accident experience and safety analysis.
3. Traffic signal warrant and progression analysis.

STUDY WARRANTS FOR A COMPLETE TRANSPORTATION STUDY

A complete transportation impact study (as described in subsequent chapters of this document) may be requested for any proposed development that meets criterion A and either criterion B or C (or both):

Significantly Sized Project

A development meets this criterion if it contains 150 or more single-family residential units or if it generates 100 or more peak hour trips in the peak direction.

Nearby Congestion

A development meets this criterion if the proposed development is expected to significantly impact surrounding roadways, intersections, or sets of intersections. The level of service will be determined by an analysis prescribed in the current edition of the Highway Capacity Manual (Transportation Research Board) using data that reflects the current traffic condition.

Modifications to Roadways

This criterion is met when the proposed development is expected to significantly impact a roadway segment identified for improvements. This criterion is also met when the proposed development includes modifications to the roadway system, other than curb cuts or deceleration/acceleration lanes.

STUDY WARRANTS FOR A TRAFFIC OPERATIONS ANALYSIS:

A traffic operations analysis may be requested for any of the following conditions:

1. requests for a driveway(s) on any frontage road, arterial, or collector street
2. requests or probable need for a new traffic signal to control driveway(s) or street(s) serving a proposed or existing development
3. existing sight distance limitations or high accident experience adjacent to a site.

III. PREPARER QUALIFICATIONS

PREPARER QUALIFICATIONS

Transportation impact studies shall be prepared by professionals with training and experience in traffic engineering and under the supervision of a registered professional engineer with training and experience in traffic engineering (operations and safety analysis experience).

Hendricks County requires that the responsible registered professional engineer sign and seal the study report.

IV. TRANSPORTATION IMPACT STUDY REVIEW PROCESS

It is intended that the formalized study review process assist study preparers to develop their reports in the most efficient and responsive manner possible. It is specifically not intended that the process be either cumbersome or induce unnecessary delay to the development review process.

It is also intended to answer the following questions:

1. Is a TIS warranted?
2. Is there an agreement on study area, horizon year, scope, and report contents? (This is accomplished in an initial meeting between the preparer and the reviewers.)
3. Is there agreement on methods and technique for analysis? Are they adequate?
4. Are findings and recommendations reasonable and acceptable?
5. Should the staff recommend approval or denial based on professional guidelines, County policies, and regulations?

Depending on the type of development, there will be either five or six required review steps involved in the study process:

1. Determination of whether or not a traffic study will be required.
2. Initial meeting between preparer and reviewers to discuss study issues, scope, assumptions, data and data sources, technical procedures, and desired report contents.
3. Preparation (by applicant) and approval (by reviewer) of a Memorandum of Understanding which details the assumptions and methodologies to be used.
4. Formal transportation study.
5. Additional review in conjunction with other components of supplemental review process if required.
6. Approval or denial of the development petition or application.

V. STUDY AREA

MINIMUM STUDY AREA

Any complete transportation study analyzing off-site access needs and impacts will include at least all site access points and major intersections (signalized and unsignalized) adjacent to the site.

ADDITIONAL STUDY AREA

Beyond this basic area, the County will determine any additional area to be included based on local or site-specific deficiencies, development size, traffic conditions, or local policy potentially affected by the proposed development. The study area will also encompass vacant parcels of land believed to impact the intersections being analyzed, so as to analyze the proposed project in the context of other previously approved or anticipated developments in the surrounding area.

Generally the study area must be large enough to encompass the critical intersections to be analyzed and the vacant land, which once developed, is believed to have a significant impact upon them.

The County shall identify and provide land use projections for vacant parcels within the study area.

VI. STUDY HORIZON YEARS AND TIME PERIODS TO BE ANALYZED

STUDY HORIZON YEARS

Transportation impact studies are to address conditions in the current year plus the anticipated completion year of the proposed development assuming full build-out and occupancy. If the proposed development is to be implemented in phases, it may be appropriate to analyze each major phase (i.e., initial phase, one intermediate phase, and full project buildout). Additional horizon years, ranging from a minimum of 10 years after the study date to a maximum of full build-out of the defined study area, will be required. TIS for developments which will significantly impact the interstate highway system are to be based on a full build-out condition.

TIME PERIODS TO BE ANALYZED

For each defined horizon year specific time periods are to be analyzed. In most cases only analyses of street peak hours will be required. However, land use classifications which experience their highest trip generation levels during periods other than street peak hours may require analyses for such periods to determine proper site access and turn lane storage requirements. Traffic signal warrant studies normally require determination of the highest eight hours of traffic volumes during a day; as a result, longer time periods are needed for these analyses.

In some instances, analysis of a different time period may be appropriate to assess site access needs or traffic signal needs rather than traffic impacts on the adjacent street system. For proposed developments located in high traffic areas, analysis of a time period other than and in addition to weekday street peak hours may be appropriate. Examples of land use classifications which typically have substantially higher site trip generation peaks at times other than weekday street peak hours are:

- shopping centers (Saturday afternoon) discount stores (Saturday afternoon)
- recreational uses (e.g., theaters, zoos, theme parks, stadiums, arenas) (various times)
- restaurants (usually Friday or Saturday evenings)
- schools (at start and finish time)
- churches (on Sundays or Saturdays, before and after largest service)
- garden centers (on weekends)

The analysis time period should be discussed and designated by the County in the initial meeting. However, analysis of transportation impacts should always include weekday A.M. and P.M. street peak hours if the proposed developments generate significant activity during these periods.

VII. DEVELOPMENT TO BE ANALYZED

The total anticipated transportation infrastructure needs in the study horizon year(s) are needed so the County can accurately evaluate implications associated with the applicant's request for development approval. However, the impacts and infrastructure needs will be assessed separately for the baseline condition (horizon year development excluding site) and total development (site plus non-site development).

SITE DEVELOPMENT

Development proposed to be located on the site under study should be categorized by specific land use type consistent with classifications contained in the latest edition of Trip Generation (Institute of Transportation Engineers). The proposed number of development (building) units (e.g., gross square feet of building area, dwelling units, hotel rooms, etc.) should be provided. Land area is insufficient to provide a basis for analysis.

If the proposed land-use or density is inconsistent with the Comprehensive Plan recommendation, comparison of the proposed land use and the Comprehensive Plan recommendation should be made using classifications contained in the Trip Generation report.

NON-SITE WITHIN STUDY AREA

The impacts of the anticipated non-site development should be assessed separately from those of the proposed development to aid both the County and applicant to determine sources of transportation infrastructure needs.

All significant developments within the study area that have been approved or are likely to occur by the specific horizon years should be identified and incorporated into the study. The land-use type and magnitude of the probable future developments in the horizon years should be identified in conversations with staff.

VIII. NON-SITE TRAFFIC ANALYSIS

Traffic having neither an origin from nor destination to the subject site is considered "non-site traffic". For any horizon year, non-site traffic volumes are estimated to characterize the base conditions for the area of study -- that is, the traffic volume conditions of the study area in the horizon year, assuming the subject site is not developed or redeveloped.

The purpose of the non-site traffic analyses is to determine:

1. What are existing conditions and what improvements will be needed to alleviate current deficiencies?
2. What will conditions be in the horizon year(s) without the site under study being developed, and what improvements are needed?
3. What additional improvements will be needed in the horizon year(s) to meet the additional needs generated by the proposed development of the study site?

COMPONENTS TO BE CONSIDERED

Two components need to be considered when estimating non-site traffic volumes. They are:

- Through traffic. This consists of trips which have neither an origin nor destination in the study area. These trips begin and end at points external to the study area; however, their paths are within the study area.
- Traffic generated by other developments within the study area. These trips have either an origin, a destination, or both in the study area.

METHODOLOGY

Non-site traffic volumes should be developed using the "build-up" method. This method will typically provide accurate and easily traced results. The concept consists of forecasting peak-hour traffic to be generated by approved and anticipated developments in the study area, estimating growth in through traffic generated outside the study area, and adding both to existing traffic in the study area. If the subject site is being redeveloped, existing site traffic is subtracted from this total to provide the estimate of future non-site traffic. The general procedure to be followed in developing non-site traffic is given below:

1. Assess impacts of transportation system changes on study area travel patterns. Transportation system improvements that are programmed, committed, or deemed highly likely to be in place by the horizon year should be identified in conversations with the County
2. Identify study area developments to occur before horizon year. All significant developments within the study area that have been approved or are likely to occur should be identified and incorporated into the study. The land-use type and magnitude of the probable future developments in the horizon year should be identified in conversations with the staff.
3. Estimate trip generation. Using techniques consistent with the Trip Generation section of this document, estimate the peak hour trip generation for each of the developments identified in Step 2.
4. Estimate directional trip distribution. Consistent with the procedures presented in the Traffic Distribution and Assignment section of this document, develop the directional distribution of traffic for each identified development from Step 2.
5. Assign traffic. Once the traffic for the probable developments within the study area is generated and distributed, assign it to the horizon year study area roadway network using procedures presented in the Traffic Distribution and Assignment section of this document.
6. Estimate through traffic growth. Recent growth trends in traffic volumes through the entire study area should be used to estimate the growth in traffic having both trip ends outside the study area. These growth rates should be obtained from or discussed with the County reviewers. They should be applied to an estimate of existing through traffic. As an alternative, the County may provide an estimate of through traffic based on travel forecasts or the petitioner can conduct a license plate study as part of the transportation impact study to determine current through traffic. The approach to defining through traffic will be discussed at the initial meeting with County.
7. Sum study area and through traffic. Add the results of Steps 5 and 6 to yield total non-site traffic volume projections for the horizon year.
8. Review results for reasonableness. The preparer should review the results for reasonableness of the proposed final projection of non-site traffic.

ALTERNATE METHODOLOGY

For study horizons using the adopted transportation plan horizon year, the County staff may, at its discretion, require that travel simulation modeling forecasts be used to replace or supplement the "build-up" method to estimate non-site traffic.

NON-SITE TRAFFIC ANALYSIS AND NECESSARY IMPROVEMENTS

Once the non-site traffic volumes have been estimated, an analysis of the future base conditions should begin. This will provide an assessment of the traffic operations and needed improvements in the horizon years without the subject development in place. With the base conditions established, the impact of the subject site can be measured. Analysis procedures should be consistent with those described in the Analyses section of this document.

Improvements necessary to accommodate the non-site traffic in the horizon year at the design level of service (discussed in a later chapter) should be determined. It is very important to research and identify improvements that have already been committed by other developments.

Additional improvements needed to alleviate existing high accident experience or solve other traffic-related problems or deficiencies should be identified. Documentation should clearly state that these improvements are needed to satisfy base conditions -- without the development being proposed -- and that the need for them is not generated by the proposed development of the site under study.

IX. TRIP GENERATION ESTIMATION

Trip generation is the process of estimating the amount of traffic to be generated by a subject development. This is usually done through the use of rates or equations expressed in terms of units of development (i.e., per dwelling unit or per thousand feet of building floor area).

ACCEPTABLE DATA SOURCES

Several data sources and methods for estimating trips generated by a development are available:

1. Institute of Transportation Engineers (ITE) Trip Generation report (latest edition) containing data from observations around the country for over 20 years.
2. Prior local studies which have been made for various reasons, but which are applicable for the purpose of estimating trip generation for site development. These studies should be approved by the County prior to being used.
3. Prior studies made outside the Indianapolis area for a similar land use. These studies should only be used if they are approved in advance by the County.
4. Special studies conducted especially for the study at hand. Developments surveyed should be representative of the development for which the trip generation estimate is to be made. These should be local if similar developments exist and can be isolated for proper surveys. They may be made out of town if no adequate local examples can be surveyed. Proper procedures should be used. Study sites should be approved in advance by the County.
5. A combination of the above, adding local data to the ITE data, or combining local or special study data. Additions to ITE data should be plotted on the scatter diagram provided in the latest edition of Trip Generation, if available, to check for consistency. Combination of data from different sources should be approved in advance by the County.

X. TRAFFIC DISTRIBUTION AND ASSIGNMENT

After the trip generation analysis for the proposed development has been completed, the traffic must be distributed and assigned to the roadway system for the impacts to be determined. The trip distribution process estimates the off-site origins and destinations of the generated trips. The assignment process produces estimates of the amount of site traffic that will use each route in the study area.

ACCEPTABLE DISTRIBUTION PROCEDURES

The directions from which traffic will approach and depart the site can vary depending on several location-specific factors, including:

- Size of the proposed development
- Type of the proposed development
- Surrounding and, in some cases, competing land uses, population, and
- employment distributions
- Prevailing conditions on the existing street system

To help in the distribution of traffic, an influence area (area within which most site trips are made) may be defined. The influence area should be large enough to include most of the trip ends attracted to the site. Ideally, an existing market study could be used to establish the influence area. However, if no market study exists, the influence area should be established and documented based on a reasonable estimate.

ASSIGNMENT PROCEDURES

Traffic assignments should consider logical routings, available and projected roadway capacities, and travel times. Often multiple path assignments should be made to account for spreading of traffic among different routes with similar travel times. Realistic estimates should be made of traffic diverting to avoid horizon year congestion if any is expected. Assignments should consider transportation improvements projected to be in place by the analysis year. Existing trip distribution data from actual sites within the immediate vicinity may be used for the purpose of making traffic assignments.

It is important to remember that if the site is a redevelopment project, assigned traffic generated by the old or existing development should first be subtracted to avoid "double counting".

PASS-BY TRIPS

Many land uses (e.g., retail and restaurant) not only generate new vehicle trips, but also attract trips that were already passing by in the traffic stream and are simply attracted to the subject site. These trips, commonly referred to as pass-by trips, are captured from a traffic stream that moves past the site. The procedures described in the ITE Trip Generation report should be used to account for these trips. Locally collected data as well as current research may also be used in determining these values if approved.

INTERNAL TRIPS

Very little data has been collected locally or elsewhere to quantify the extent of internal trip making within a mixed use development. Common current practice is to consider internal trip reductions only where mixed use developments consisting of at least two major complementary uses exists. This includes such complementary use combinations as office-retail, office-hotel, office-residential, retail-residential, and office-restaurant. Other combinations may be considered.

XI. CAPACITY AND OTHER ANALYSES

Several analyses are applicable to derive the study findings, conclusions, and recommendations. Measurements of the capacity conditions at critical locations within the study area are the primary means of estimating traffic impacts. Site access, safety, traffic control, geometric, and parking should also be considered.

CAPACITY ANALYSIS

Capacity analyses should be performed at all proposed site access locations and all intersections adjacent to the subject site. Other critical or currently congested segments of the network within the study area may also be identified for analysis at the discretion of the County. Elements such as parking facility access points, and site access vehicular storage reservoirs are examples.

For each horizon year, the capacity analyses should be conducted for conditions with and without the proposed development to determine the incremental impacts of the project and the improvements necessary to support each phase of the development.

The latest edition of the Highway Capacity Manual, published by the Transportation Research Board, is to be used for performing all capacity analyses. However, the results of any capacity analysis does not replace the need for professional engineering judgment, but rather provides additional information from which to partially base such judgment. Careful review of the numbers and a field check of the location are very important.

LEVEL OF SERVICE

The standard criterion used to define quality of traffic flow is "level of service" (LOS). This is a qualitative assessment of factors such as speed, volume, geometry, delays, and ease of maneuvering. LOS can be quantified in different ways depending on the focus of the analysis. For instance, LOS for signalized intersections is based on average stopped delay time per vehicle, while unsignalized intersection LOS is based on critical gaps and estimated reserve capacity, and freeway ramp LOS is based on the capacities of the ramp lane(s) and the freeway main lanes.

All analysis techniques specify the quality of operations as a letter (see Tables 12.1 and 12.2).

TABLE 12.1**LEVEL OF SERVICE DESCRIPTION FOR SIGNALIZED INTERSECTIONS**

Level of Service	Qualitative Description
A	Good progression, few stops, and short cycle lengths
B	Good progression and/or short cycle lengths; more vehicle stops.
C	Fair progression and/or longer cycle lengths, some cycle failures; significant portion of vehicles must stop.
D	Congestion becomes noticeable; high volume-to-capacity ratio, longer delays, noticeable cycle failures.
E	At or beyond limit of acceptable delay; poor progression, long cycles, high volumes, long queues.
F	Unacceptable to driver. Arrival volumes greater than discharge capacity; long cycle lengths, unstable/unpredictable flows.

SOURCE: Highway Capacity Manual, Special Report 209, Transportation Research Board, Washington, D.C. 1985

TABLE 12.2**LEVEL OF SERVICE DESCRIPTION FOR UNSIGNALIZED INTERSECTIONS**

Level of Service	Reserve Capacity (peph)	Impact on Minor Street Traffic
A	≥400	Little or no delay
B	300-399	Short traffic delays
C	200-299	Average traffic delays
D	100-199	Long traffic delays
E	0-99	Very long traffic delays
F	*	*

SOURCE: Highway Capacity Manual, Special Report 209, Transportation Research Board, Washington, D.C. 1985

peph = passenger cars per hour

- * When demand volume exceeds the capacity of the lane, extreme delays will be encountered with queuing, which may cause severe congestion affecting other traffic movements in the intersection. This condition usually warrants improvement to the intersection.

The minimum acceptable LOS (design level) in the Hendricks County is "C". Analyses should show an intersection LOS of "C" or better to be acceptable. Anything below "C" for an intersection is considered unacceptable.

If the analyses shows that conditions with only non-site traffic will result in a level of service below "C", the preparer should document this finding and ascertain the level of improvement needed to maintain at least the base level of service once site traffic is added.

OTHER ANALYSES

Additional analyses may be needed depending on the characteristics of the proposed development its impacts, and the transportation system within the study area. These analyses will be stipulated by the County and may include traffic control, traffic signal warrant or progression studies, accident analyses, geometric feasibility of recommended improvements, sight distance, parking, or other analyses appropriate to the particular situation.

In all cases specific site access shall be proposed. Analyses should identify the baseline conditions and impacts of off-site growth during the horizon period without the proposed development as well as conditions with the proposed development together with a statement of the impacts and needs generated by the proposed development.

The study report should state the findings of all analyses and provide conclusions.

XII. RECOMMENDATIONS

Recommendations should be developed to address the conclusions resulting from the analyses of the proposed development's access needs and impacts on the transportation system. Recommendations should be grouped into two categories: site-specific recommendations and non-site recommendations.

Recommendations should address feasible transportation system improvements needed to satisfactorily accommodate site and non-site traffic, respectively (identify these separately). The recommendations should reflect improvements currently planned or programmed by any public or private agency. Recommendations may include improvement scheduling that could beneficially be changed. Transportation facility improvements can be classified as either major structural improvements, such as the widening of roadways, or operational improvements, such as installing a traffic signal or changing lane usage.

It is important to view recommendations for improvements within appropriate time perspectives. Recommendations should be sensitive to the following issues:

- Timing of short-range and long-range network improvements that are already committed and scheduled.
- Anticipated time schedule of adjacent developments.
- Size and timing of individual phases of the proposed development.
- Logical sequencing of various improvements or segments
- Right-of-way needs and availability of additional right-of-way within the appropriate time frames.
- Local priorities for transportation improvements and funding.
- Cost-effectiveness of implementing improvements at a given stage of development.
- Necessary lead time for additional design and construction.

Since improvements can often be implemented in more than one order, the recommendation should address an implementation sequence that would provide maximum compatibility with the overall roadway system configuration needed for network effectiveness.

REPORT

All transportation impact studies and traffic operations analyses will be documented in a report. The report will describe:

- proposed development
- existing conditions
- study procedures
- data collected
- findings of analyses
- conclusions and recommendations

Reports should be complete but concise. Letter or memorandum reports may be acceptable for studies of limited scope. All reports will be reviewed by the County; those requiring additional information or revision will be discussed with the preparer and returned for revisions.

XIII. PUBLIC RECORD

Transportation impact studies, including both reports and data, become public record upon submittal. Information contained in these submittals may be used by agency staffs or other study preparers in subsequent studies. The original sources of reused information should be cited when taken from prior submittals.

HENDRICKS COUNTY PLAT RECORDING PACKAGE

The following policy is to be used for recording subdivision plats, minor plats and divisional lot splits effective July 1, 2004, March 11, 2005 and January 1, 2006.

- A. VERIFICATION OF PLAT:** No plat shall be submitted for recording until it has been thoroughly checked by the design engineer or surveyor for completeness, accuracy, and compliance with the Subdivision Control Ordinance, Planning Commission stipulations and all other applicable rules, regulations, and laws.

Each page shall bear the signatures and seal of the Planning Commission and the Registered Land Surveyor (including their names printed below the signatures and they must match), also Design Engineers name, address and phone number.

The plat shall contain signatures (with names printed below) as written on deed of all owners of property and shall be notarized and sealed by an appointed and commissioned Notary Public.

- B. SUBMISSION OF PLAT:** After the design engineer or surveyor has checked the plat, a group of documents known as the recording package shall be submitted to the County Engineer for processing. The recording package shall consist of the following:

1. If required, a duly executed performance bond, letter of credit or Cashier's Check (if amount is under \$10,000) in the amount established by the Hendricks County Planning Commission in favor of the Hendricks County Board of Commissioners. (County Plats Only)
2. The recording fee is \$20 for the first page of the plat plus \$5 for each additional page, plus \$2.00 for copies (10 in county & 5 in town). For a one page, plat in county total is \$ 40.00. For a one page, plat in town total is \$ 30.00. Additional fees will be added for other necessary documents including cross-references. In such cases, a blank check made to the order of Hendricks County Recorder's Office will be accepted.
3. The plat and its reproductions in accordance with the following:
 - a. The original Mylar plat. (no larger than 18" X 24")
 - b. (Plus) 2 Mylar copy. Copies must be no larger than 18" X 24" and no smaller than the standard "C" size Mylar (17" X 22"). All copies must be legible.
 - c. Each plat containing residential property shall contain a copy of the receipt from the Office of the Auditor, Deeds and Cartography Division (checks made payable to *Hendricks County Treasurer*) showing proof of payment for the Economic Development Charge - (the fee for this is \$50 per lot).
 - d. The current deed to the property and/or proof of ownership including recording information for verification.

- e. Restrictive covenants, if any, to be recorded for the project.
- f. List of proposed lot values, lot numbers and lot acreage as requested by the County Assessor.
- g. Additional rights-of-way or easements, if any, to be recorded for the project.
- h. If required, revised or updated development plans. (County Plats Only)
- i. Any additional item or documentation required as a condition of Plan Commission or Drainage Board approval.
- j. Copy of Receipt(s) showing current Real Estate Taxes on all parcels of land has been paid.
- k. The acreage of each lot, the lot number, and the address (where applicable) shall be shown on the plat.

C. Notes::

1. All plats shall contain the following statements:

"A petition addressed to the Hendricks County Drainage Board has been filed in duplicate with the County Surveyor, requesting that the subdivision's storm drainage system and its easements be accepted into the County's regulated drainage system. The storm drainage system and its easements that are accepted into the County's regulated drainage system are delineated on the plat as Regulated Drainage Easements (RDEs). These drainage easements are established under authority of the Indiana Drainage Code and the said Board may exercise powers and duties as provided in said code (e.g. annual drainage assessment per lot). All other storm drainage easements have not been accepted into the County's System. All drainage improvements performed relative to the conveyance of Stormwater runoff and the perpetual maintenance thereof, within the latter easements, shall be the responsibility of the owner or homeowner association. The Hendricks County Drainage Board assumes no responsibility relative to said improvements or the maintenance thereof. This subdivision contains _____ lineal feet of open ditches and _____ lineal feet of subsurface drains that will be included in the County's Regulated Drainage System."

The noted Regulated Drain lengths, broken down by the length of open and size & length of tile drains, shall also be shown in tabular form in a prominent position on the plat.

The Recorder's office must have on plat the following statement: I affirm under penalties for perjury, that I have taken reasonable care to redact each social security number in this document, unless required by law. (Name)

The County Engineer will process the package through the Planning and Building's, Surveyor's, Environmental Health's (only plats with Septic Systems), Auditor's and Recorder's Offices, and the original should be recorded and ready to be picked up *approximately* 7 to 10 working days after submission barring any unforeseen problems.