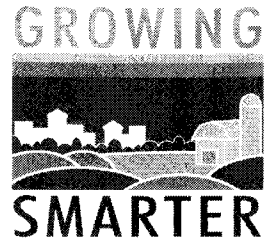


HENDRICKS COUNTY PLANNING & BUILDING DEPARTMENT



The Hendricks County
Quality Growth Strategy

DEVELOPMENT PLAN REVIEW PROCEDURAL GUIDELINES

DEFINITION: The Plan Commission shall conduct a development plan review of all multifamily residential, commercial and industrial projects as new construction and conversions and certain alterations to existing multifamily, commercial and industrial uses.

1. **PRIMARY PLAN:**

a) **PRELIMINARY CONSULTATION:**

- 1) Schedule by appointment or at a regularly scheduled TAC meeting;
- 2) Optional pre-application discussion with owner or developer either on-site or at the Hendricks County Government Center;
- 3) On a sketched plan, show all existing and proposed improvements;
- 4) Written summary of the preliminary consultation will be provided upon request.

b) **APPLICATION:**

- 1) One (1) copy of the application form which must be notarized and filed at least thirty (30) days before the Area Plan Commission Meeting (See PC Meeting Schedule for deadlines);
- 2) One (1) copy of the architectural plan;
- 3) Four (4) copies of the site plan;
- 4) One (1) digital copy of all plans on CD;
- 5) One (1) copy of the adjacent property owner list;
- 6) One (1) copy of the plat map page(s) that indicate adjacent property owners within six hundred sixty (660) feet but not more than two ownerships in depth;
- 7) A completed application **Checklist**.

c) **FEE:**

- 1) Primary development plan \$685.00 + \$17.00/acre + \$55.00 for newspaper legal advertisement.

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 Area Plan Commission Meeting.
- f) **TECHNICAL REVIEW:** A meeting between the developer's representative, usually the project engineer and the Area Plan Commission Staff to discuss the project. Check the meeting schedule for time and place.
- g) **AREA PLAN COMMISSION MEETING:** A public hearing concerning primary approval to be held each month. See attached meeting schedule.

2. SECONDARY APPROVAL:

- a) **APPLICATION:**
 - 1) One (1) copy of the application form.
 - 2) One (1) copy of the architectural plan.
 - 3) Four (4) copies of the site plan.
 - 4) A digital copy of all plans on CD.
- b) **FEE:**
 - 1) Secondary Development Plan \$455.00 + \$11.00/acre.

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

- c) **AREA PLAN COMMISSION MEETING:** A public hearing concerning primary approval to be held each month. See attached meeting schedule.

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

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

This guide is an attempt to aid you, the owner/developer (they are one in the same), in understanding the process for construction of your development and the expectations of the Hendricks County Subdivision Control Ordinance. Whether you have completed other projects within other jurisdictions, or this is the first project you have attempted, Hendricks County has its own requirements, and it is in your interest to ensure that you are familiar with them.

While this document is not intended to be a complete process outline, it should provide sufficient guidance. Additional information is provided in the attached appendix.

Once you have received approval from either the Hendricks County Area Plan Commission or Hendricks County Administrative and Plat Committee, you will receive a letter providing direction as to what the next steps are as well as copies of the staff letter and Findings of Facts and a copy of the completed County/Owner Inspection Agreement.

The following are the basic phases of construction on most projects. They may be performed separately or in combination with another phase or be performed in a different order depending on the actual scope of the project. Additional information on each of these phases follows in the appendix.

General comments:

- You, the owner, are also the developer, and are responsible for all activity on site
- Hendricks County will not prescribe design solutions to you. It is your responsibility, along with your professional team, to design the site
- Construction shall be completed per the approved plan. Changes to the approved and stamped plan requires approval by the Plan Commission or their designee
- Other agency's approval may be necessary, and we do not represent the other agencies
- All Clean Water requirements must be complied with

After approval and before construction:

- Owner must pay inspection fees usually stated in the letter written providing direction after your approval. This amount is based on the classification of the project and may not cover all inspections
- You or your professional team must provide plan set to be reviewed for compliance with Plan Commission Approval
- Once that set has been reviewed and approved, multiple sets must be submitted for stamping for construction use (please note some sets will be retained by Hendricks County for use during inspections and the remainder returned)

Preconstruction meeting:

- You and your professional team should attend
- Hendricks County Planning and Building Engineering Inspector will set the meeting and notify other agencies involved of date, time and location
- This is your chance to ask questions of those involved with this site.

Dirt Work:

- Comply with all conditions and requirements of your erosion control plan,
- Construction entrance must be installed and maintained,
- Keep streets clean as necessary.
- Approved and stamped plans must be followed.

Notify: Assigned Site Inspector, Clean Water Inspector, Other agencies as needed based on project type

Pipe work; storm, water, and sewer:

- Notify the proper agency for inspections on their lines.
- Hendricks County must witness the installation of the storm system.
- Contact the Clean Water department for any requirements for dewatering activities,
- Backfill within street right of way must be witnessed and comply with INDOT Standards.

Notify: Assigned Site Inspector, Clean Water Inspector, Other agency inspectors

Street Construction:

- Street must be constructed in compliance with INDOT standards,
- Subsurface Drain may be installed either before or after the initial proof roll,
- Initial proof roll may be scheduled once documentation that the site is in compliance with INDOT Standard Specifications,
- Any area deemed to have failed shall be repaired and the area must pass a proof roll prior to further construction. You or your professional team must specify repair methods for failed areas.
- Subsurface drain installation must be witnessed, and it must be in place prior to application of stone subgrade.
- Final proof roll will only be scheduled when construction of the street section has been completed and ready for pavement.

Notify: Assigned Site Inspector, Clean Water Inspector

Post construction:

- As-Built drawings (record drawings) are required for the storm and sanitary sewer lines. Utilities may require additional information on their respective lines
- The Storm Water handbook has specific information which must be included on the As-Built drawings
- You must submit a video inspection of the storm system pipes
- Items identified during review of the video inspection must be repaired and verified after the repair
- Landscaping, if required, is to be installed per approved plan. Due to availability, caliper, height, and species may be adjusted with approval
- Acceptance letters from utilities must be provided for water and sanitary sewer lines,
- Erosion control must be per stamped plan and may only be changed with approval of the Clean Water inspector

Notify: Assigned Site Inspector, Clean Water Inspector

Delaying construction of improvements due to time of year

- Hendricks County Ordinance allows for delays due to weather and supply issues,
- Application is made at the Planning and Building office at the Government Center in Danville,
- Application and review fee are required by the monthly application deadline,
- Decision will be made at the monthly scheduled Administrative Plat Committee meeting,

Notify: Assigned Site Inspector

Again, as the Owner/Developer, you are responsible for all activity on site. The Hendricks County Inspector assigned to your site is not on site full-time, so it is critical that communication with the assigned inspector occurs frequently. Failure to notify the inspector of improvements being constructed so they may be inspected may require additional expense to prove they are in compliance. It is your, the owner/developer, responsibility to ensure compliance with our Ordinances.

Appendix A

Inspection Fees:

The inspection fees are established by the current Fee Ordinance and used to reimburse Hendricks County or a contract inspection firm for the actual hours spent on inspecting the specific site. The estimated fees are posted up front and a record of inspections are kept and deducted from the initial deposit. Please keep in mind that the estimated amount is based on the project type and may not be sufficient to cover all the necessary inspections. During the construction process, you may receive a letter requesting additional fees need to be posted.

Hendricks County currently uses an electronic inspection record program. All inspections invoiced against a specific project must be on this record to be authorized to be paid. Once they have been approved to be paid, they are public records. If you wish, you may schedule an appointment to view these records at Hendricks County Planning and Building office or request physical copies be mailed to you. Viewing the electronic file would not incur any costs but the physical copies will be invoiced at the current copy rate as proscribed in the Fee Ordinance and applicable postage.

Upon completion of the project, after release of all sureties, any remaining fees shall be returned to the person who posted them. It is important that you notify Hendricks County Planning and Building if you move while you have a project in process.

Construction Plan Stamping:

Planning and Building staff review plans once they receive approval from the Area Plan Commission or Administrative Plat Committee. This review is to ensure that one, and only one, final set of plans incorporates changes made during approval and so receives a “red stamp” signed by a member of the Planning and Building Department. This will signify the plans are in basic compliance with your approval and the Ordinances of Hendricks County. As multiple sets of plans are stamped, some are retained, and the remainder are returned. It is the intent of stamping the plans to ensure that everyone has access to the same set of plans. It is designed to prevent delays later into the project as everyone has the same plans.

Changes can be made to the stamped plans. You must communicate with the assigned inspector to start the revision process. This will streamline the decision and speed up the decision, as often other staff do not stay up to date on your project after approval.

Pre-Construction Meeting:

The Pre-Con takes place after the plans have been stamped and the inspection fees posted. This usually involves you as Developer and your professional team, (your engineer, contractor, etc.) the Hendricks County Planning and Building's Engineering Inspector, representatives for Hendricks County Clean Water, the Hendricks County's contract engineering inspector (if applicable) and possibly others based on the specific site. This meeting is your first chance to meet the actual inspectors who are assigned to the site, get contact information, and receive direction as to any unique items or points of emphasis for this specific site. There will be time to answer any questions either you, your engineer or your contractor may have. Please know, it is in everyone's best interest to provide the proper and complete information. So, if you have questions, please ask them. No one at this meeting knows what questions you have. Please remember to make your questions specific to better provide the information you need. Research may need to be done before they can give you a complete answer, but do not be afraid to ask.

Phasing:

Once construction begins, the inspector assigned to the site must be informed when you change the phase of construction or pause construction due to weather or other conditions. It is your responsibility to have the various phases of construction documented. It may be part of your approval to transfer ownership and future maintenance to a governmental agency or other company upon completion, but without proper inspections and frequency, we cannot assess if proper construction methods have been employed. Failure to ensure inspections are done at the proper interval may result in your project being rejected and being required to be resubmitted for an amendment or new approval.

In general, the following are the distinct phases of construction but they may be done in differing order or combination with each other:

Dirt Work will include topsoil stripping, leveling the site, hauling spoil off site for proper disposal, digging swales, digging ponds and bulk moving of material on site. If this is the only activity on site, this phase will require the least amount of inspection time.

Notify: Assigned Site Inspector, Clean Water Inspector, Other agencies as needed based on project type.

Pipe work is broken down into 3 sections with the following documentation required no matter which type of line is being installed.

- Any work within existing right of way may require additional permits. All backfill within existing right of way must meet the conditions of the Right of Way Permit or as shown on the stamped plans.
- All backfill under the proposed roadway and within 5 feet of the edge of pavement will require full depth of granular backfill. Granular fill is defined in the INDOT Standards.
- Clean Water may have additional requirements if de-watering is to be done during installation of the lines.
- Additional permits or approvals may be required.

Water: these lines will need to be inspected by the utility responsible for them. The general conditions noted above apply.

Notify: Utility company, Assigned Site Inspector, Clean Water Inspector

Sanitary Sewer: these lines are inspected by the utility responsible for them. The general conditions noted above apply.

Notify: Utility company, Assigned Site Inspector, Clean Water Inspector

Storm: this system may be ultimately accepted by Hendricks County into its storm system and will therefore require detailed inspections. The general conditions noted above apply.

Notify: Assigned Site Inspector, Clean Water Inspector, Other agency inspectors.

Street Construction: this is broken into multiple sub phases. Each of these sub phases requires differing levels of attention. Please note that the Hendricks County Engineer has determined that the ground is frozen once the surface temperature reaches 32°F.

Rough grading will require the same level of inspection as all dirt work.

Notify: Assigned Site Inspector, Clean Water Inspector

Soil Modification, if done for this project, will be required to comply with the current INDOT Standards. All engineering design reports, and any testing required will be submitted to the assigned inspector and to the Hendricks County Engineering Inspector prior to application of the mixture on site or within 24 hours after the compliance testing is completed.

Initial Proof Roll: The proof roll may be done either prior to or after installation of the subsurface drains. All test results for any soil modification on site must be completed, and results submitted to Hendricks County via the assigned inspector, prior to

scheduling the proof roll. Hendricks County will not proof roll any future public or private street which will not pass the minimum standards as stated by the current INDOT Standard Specifications Manual. Once testing has proven to be in compliance, the proof roll will be, at the minimum, the proof roll must be witnessed by the assigned inspector. Hendricks County maintains the right to have a representative on site during the proof roll. Any areas noted as failed shall be addressed and pass a proof roll prior to any additional construction. Based on the assigned inspector's judgment, continued work may be continued outside of failed areas while they are being repaired.

Notify: Assigned Site Inspector

Sub-surface Drain; Shall be installed and backfilled shown on the approved plans. It may be installed prior to initial proof roll or after but must be installed and approved prior to applying the subgrade for the roadway. The stone must reach the stone/dirt interface prior to adding stone.

Notify: Assigned Site Inspector

Curbing: shall comply with the cross section shown on the stamped plans and installed in compliance with INDOT Standard Specifications.

Notify: Assigned Site Inspector

Final Proof Roll; Shall only be scheduled once stone subgrade has been installed to final depth. At this time, the curbs should be backfilled to minimize damage to them.

Notify: Assigned Site Inspector

Paving: Prior to paving, the inspector must be informed of the asphalt mix design and supplier of the product. All specifications for the mix and supplier, as well as conditions of installation, must meet those as stated in the most recent INDOT Standards Specification Manual. It will be the decision of the Hendricks County Engineer whether to accept any asphalt pavement not placed in compliance with the Standards or require removal and replacement.

Notify; Assigned Site Inspector

Video Inspection:

Hendricks County, by authority of the Storm Water Handbook, requires that all storm systems be video inspected. This video needs to be of sufficient quality to clearly show the installed condition of the pipe and any visible deformities or defects. Please remember, the Stormwater Handbook allows 30 days for review and comment on the

video. Any items identified during review of this video inspection must be addressed prior to acceptance of the storm system. Failure to address items identified during the review may result in your project being classified as non-compliant.

Supply to: Assigned Site Inspector

Record Drawings:

You will need to provide record drawings for the storm and sanitary sewer systems. The sanitary sewer is for our records and potential documentation for future expansion. The storm system will be reviewed and any significant deviation from the approved design must be justified through revised drainage analysis. Should the system be proven unable to address the flows required, the Hendricks County Drainage Board will have jurisdiction as to any changes required to the system and it may require additional approvals.

Supply copies to: Assigned Site Inspector, Hendricks County P&B Engineering Inspector

Utilities:

You will need to secure documentation that the sewer district and water company has approved and accepted the newly installed lines into their system. While the terminology differs between agencies, we need written documentation showing the lines are serviceable for their intended uses.

Supply to: Hendricks County P&B Engineering Inspector

Completion:

All improvements shown on the “stamped” plans must be completed prior to the project being marked completed (except as described in the section concerning exceptions below.) Depending on the nature of the project, this will be prior to recording of the plat or release of the Certificate of Occupancy on the structure.

Upon completion of all improvements and requirements of a development, a 2-page form titled “Contractor’s Completion Affidavit” must be signed, notarized, and delivered to Hendricks County Planning and Building. The first page is for the notarized signature of the contractor and the second is for either the Engineering Inspector or a contract engineering inspection firm to sign. Upon receipt of the complete form, it will be taken to the Director of Planning and Building for their signature and establishment of any maintenance surety required based on the actual construction costs. Once the form is

completed by the Hendricks County Plan Director, or his representative, a copy will be provided to you for your records.

Exceptions: There are times when some required items are not able to be completed due to weather, supply issues or other complying reasons. In these cases, we have a process to allow the project to move forward. The process begins with communication with the assigned site inspector who will gather the information for the County to review. An application requesting the exception will be required and it will be approved by either the Director of Planning and Building or the Plan Commission and/or the Administrative Plat Committee, depending on the nature of the project. In general, all delays are for the minimum reasonable timeframe and will usually require a performance surety to be posted for them.

Notify: Assigned Site Inspector

Surety:

If a surety, either performance or maintenance, is required, the justification and full description is found in either the Subdivision Control or Zoning Ordinances. In general, you were required to install improvements which could potentially impact the public and some form of guarantee is needed to insure they were installed as presented and in a workmanlike manner. The amount of the surety is derived from your actual construction costs. If there are questions while establishing the surety amount, you will be asked to provide additional information so we may establish a fair bond amount.

Generally, for all construction that has been completed, a maintenance surety is required in a partial amount of the costs. A performance surety is required for the full amount of the cost of any items you have yet to install and have an exception delaying the installation. The discussion concerning sureties is a lengthy and complex topic. If you have any questions concerning this topic, it is recommended you contact the Hendricks County Planning and Building Engineering Inspector.

While it is our goal to provide guidance, this paper is not able to address all the potential roadblocks or the solutions to issues which may arise during construction of your site. The assigned site inspector and the Hendricks County Engineering Inspector can provide guidance in addressing issues which may occur.

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

☐ Primary ☐ Secondary ☐ Amendment

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

Location of Subject Property to Nearest County Road Intersection:_____

Parcel Number(s): _____
 Area (in acres): _____ Current Zoning District: _____
 Previous County Approvals (i.e. Variance, Minor Plat, etc.): _____

STATE OF INDIANA)
) SS:
HENDRICKS COUNTY)

Signature of Applicant: _____
Title of Applicant: _____

COUNTY OF: _____
MY COMMISSION EXPIRES: _____

* Electronic alteration of this form is prohibited.
Revised: December 2008

Primary Development Plan Review Checklist

DPR _____

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 development plan review 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 (HCZO Chapter 12.3)

The application for a primary development review shall include the following items:

1.	Primary Development Plan
	The applicant must submit four (4) copies of a primary development plan as well as an 11x17 copy of said plans showing the following items:
✓	
	a. General vicinity map;
	b. Property boundary lines including any easements and a legal description;
	c. Elevation marks and contours as appropriate;
	d. Benchmarks;
	e. Traffic and circulation plan;
	f. Pedestrian circulation plan;
	g. Adjacent streets;
	h. Parking and loading plan;
	i. Grading and surface drainage plan in accordance with the requirements of the Subdivision Control Ordinance;
	j. Conceptual signage;
	k. Conceptual lighting plan;
	l. Conceptual landscaping and screening plan;
	m. Open space and recreation plan;
	n. Refuse/trash storage areas;
	o. Proposed improvements showing location, dimensions and configuration of existing and proposed buildings/structures and uses;
	p. The schedule of any phasing of the project; and
	q. Development summary indicating lot area, building square footage, lot coverage, building height, number and size of dwelling units/structures and the number of parking spaces provided;
	r. If applicable, a protected tree plan per <u>Subsection 7.5(E)(6), Preservation of Existing Vegetation</u> ; and
2.	The following documents must also be provided at application submittal:
	a. Application Form;
	b. Separate written legal description;

	c. Availability letter for sanitary sewer service (if applicable);
	d. Availability letter water service (if applicable);
	e. Aerial photograph;
	f. Copy of zoning map kept in the Planning & Building Department;
	g. Authorization letter from property owner (if there is an agent);
	h. Property inspection release;
	i. Sample notification letter (to surrounding properties);
	j. Affidavit of written notification filed at least ten (10) days before scheduled meeting;
	k. Property owner notification list;
	l. Plat map page used to obtain the list of names for notification (the project location and the parcels to be notified must be clearly marked);
	m. 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);
	n. Drainage narrative.;
	o. IDNR floodplain boundary determinations, etc.;
	p. Traffic operation analysis (if applicable);
	q. Fiscal impact analysis;
	r. Any necessary approval by Federal, State or other local agencies; and
3.	All presentations must be in power point format. Staff will provide the necessary equipment for the presentation.

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

Secondary Development Plan Review Checklist

DPR _____

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 development plan review 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 (HCZO Chapter 12.3)

The application for a secondary development review shall include the following items:

1.	Secondary Development Plan
	All drawings prepared for submission under this Section must be prepared by a professional engineer, architect or surveyor and must bear a professional seal from the State of Indiana. If, however, the Director determines that due to the simplicity of the project, a professional seal may not be required.
	The applicant must submit four (4) copies of a secondary development plan along with an 11x17 copy of said plans showing the following items:
✓	
	a. General vicinity map;
	b. Property boundary lines including any easements and a legal description;
	c. Elevation marks and contours as appropriate;
	d. Benchmarks;
	e. Traffic and circulation plan;
	f. Pedestrian circulation plan or trail plan, if applicable, according to the Comprehensive Plan Trails and Greenways map;
	g. Adjacent streets;
	h. Parking and loading plan;
	i. Utilities plan showing existing and proposed – location and sizes;
	j. Landscaping and screening plan – indicating plant types, number, location, size and method of installation;
	k. Grading and surface drainage plan in accordance with the requirements of the Subdivision Control Ordinance and the Stormwater Ordinance;
	l. Signage plan showing location, sign faces representations and size (signage plan shall comply with the HCZO Chapter 9);
	m. Final lighting plan in accordance with Section 7.11, Outdoor Lighting;
	n. Open space and recreation plan;
	o. Refuse/trash storage areas;
	p. Proposed improvements showing location, dimensions and configuration of existing and proposed buildings/structures and uses;

	q. Architectural Plan: The applicant must submit one (1) copy of an architectural plan of the proposed project showing exterior elevations, floor plans and building materials uses (façade and roof). If exterior elevations are not available, reasonable graphic representations may be submitted;
	r. The schedule of any phasing of the project; and
	s. Development summary indicating lot area, building square footage, lot coverage, building height, number and size of dwelling units/structures, area of hard surface provided, the number of parking spaces provided, and landscaping amounts provided.
2.	The following documents must also be provided at application submittal:
	a. Application form;
	b. Separate written legal description;
	c. Allocation letter for sanitary sewer (if applicable prior to staff review);
	d. Engineer certification for waterline construction (if applicable prior to staff review);
	e. A <u>completed</u> County/Owner Inspection Agreement;
	f. Authorization letter from property owner (if there is an agent);
	g. Copy of the drainage report;
	h. Address Information Sheet (submittal of this form is <u>not</u> a request for addressing);
	i. Soils report (if applicable);
	j. Easements outside of applicant's control (prior to staff review);
	k. Easement grants within the applicant's control provided prior to approval (prior to staff review);
	l. Any federal/state or local approval on their official forms signed by the proper authority (prior to staff review);
	m. IDNR floodplain boundary determinations, etc.;
	n. Traffic Operation Analysis (if applicable); and
	o. Fiscal Impact Study (if applicable).
3.	All presentations must be in power point format. Staff will provide the necessary equipment for the presentation.

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

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.

12.3 Development Plan Review and Approval

CHAPTER 12: PETITIONS, PERMITS, AND PROCEDURES



12.3 DEVELOPMENT PLAN REVIEW AND APPROVAL

- A. PURPOSE.** The purpose of this chapter is to identify a procedure for the review and approval of Development Plans.
- B. APPLICABILITY.** With the exception of a request to rezone, the Development Plan Review process may occur concurrently with any other Plan Commission review process. This review shall be completed within the procedures set forth in this section and all other applicable sections of this Ordinance.
1. Development Plan Review Required. The following list identifies the types of projects that require Development plan review:
 - a. New construction and site development for multifamily, commercial, institutional or industrial uses, non-residential subdivision (shopping center or office park), or a project involving a planned unit development (PUD) that does not require a plat.
 - b. A project where the conversion of a structure to a permitted use is being considered and where no exterior construction or site development is planned. Use conversions requiring Development Plan Review include changes from one of the following categories to another:
 - 1) Residential to commercial or industrial;
 - 2) Commercial to multifamily or industrial;
 - 3) Industrial to multifamily or commercial; and
 - 4) Single or two-family to multifamily or commercial.
 - c. A project where an existing multifamily, commercial, or industrial use is proposing an addition or expansion of the structure or the site that will have at least one or more of the following effects:
 - 1) Alteration of traffic flows and/or volumes because of changes in ingress or egress or changes within the site;
 - 2) Alteration of on-site parking facilities by more than thirty-five percent (35%); and
 - 3) Addition to a structure that increases the floor area thirty-five percent (35%) or more of the existing structure.
 - d. The construction of public or private off-street parking areas in districts where they are permitted as set forth in this Ordinance.
 2. Committee Review. The Plan Commission may assign certain classes of Development Plan Review to a committee of the Plan Commission for hearing. Such a review shall be held on the same notice and heard in the same manner that they would be if heard by the Plan Commission.

3. Modifications. The Director shall have the authority to exempt requirements for a development plan, or exempt the development plan all together, if no physical or minimal change to property or structures on the property is occurring.

C. GENERAL STANDARDS OF REVIEW. Development plans shall be reviewed taking into account the following standards:

1. Compatibility with surrounding land uses.
2. Consistency with the Comprehensive Plan.
3. Compliance with all applicable requirements of this Ordinance.
4. Availability of sanitary sewer, water, storm water drainage, and any other utilities as deemed necessary.
5. Management of traffic in a manner favorable to the health, safety, convenience, and harmonious development of the community, with particular emphasis on the following factors:
 - a. The design and location of proposed street and highway access points and sidewalks to minimize safety hazards and congestion.
 - b. The capacity of adjacent existing streets and highways and sidewalks to safely and efficiently handle traffic projected to be generated by the proposed development.
 - c. The coordination of entrances, streets, sidewalks, and internal traffic circulation facilities in the development plan with existing and planned streets and adjacent developments.
 - d. Other factors provided for in this Ordinance.

D. DEVELOPMENT PLAN REVIEW PROCEDURE.

1. Overview. The Development Plan Review Process consists of five (5) major steps in the following order:
 - a. Preliminary meeting with staff;
 - b. Submittal of the Primary Development Plan;
 - c. Technical Advisory Committee Review;
 - d. Plan Commission Approval; and
 - e. Submission of the Secondary Development Plan which serves as the construction drawings and administrative approval.
2. Application and Meeting with Staff. The applicant shall first set up a meeting with staff to discuss submittal of a Preliminary and to obtain a schedule, guidance and requirements for submittal.
3. Primary Development Plan Application. The Primary Development Plan submittal shall include the following items:
 - a. Application Form. This application form, when completed will contain general information including the name and location of the proposed development, as

12.3 Development Plan Review and Approval

CHAPTER 12: PETITIONS, PERMITS, AND PROCEDURES



well as the identification of all the property owners, the parcel number (part of or all of the parcel), and must be signed by the property owner(s) or include written authorization for an agent.

- b. **Application Fee.** The Preliminary and Secondary Development Plan applications must be accompanied by the payment of a fee as established by Section 12.15 Fees. No application will be considered complete unless accompanied by a fee payment. All fees are nonrefundable, regardless of the outcome of the application.
- c. **Application Material Format.** All drawings shall be provided in both hard copy and digital format in a manner specified on the application or by the Director.
- d. **Primary Development Plan Contents.** The applicant shall submit the required number of copies as specified in the application and the applicant shall follow procedures for distribution of required plans to the Technical Advisory Committee (TAC) members prior to the regularly scheduled meeting. The Plan shall include:
 - 1) General vicinity map;
 - 2) Property boundary lines including any easements and a legal description;
 - 3) Existing spot elevations and contours as appropriate;
 - 4) Benchmarks;
 - 5) Site layout plan including adjacent streets with vehicular and pedestrian circulation;
 - 6) Proposed improvements showing location, dimensions and configuration of existing and proposed buildings/structures and uses;
 - 7) Parking and loading plan;
 - 8) Grading and surface drainage plan in accordance with the requirements of the Subdivision Control Ordinance and the Stormwater Ordinance;
 - 9) Conceptual signage;
 - 10) Conceptual lighting plan;
 - 11) Conceptual landscaping and screening plan;
 - 12) Open space and recreation plan;
 - 13) Refuse/trash storage areas;
 - 14) The location of and primary points of connection to existing utilities;
 - 15) The schedule of any phasing of the project;
 - 16) Development summary indicating lot area, building square footage, lot coverage, building height, number and size of dwelling units/structures and the number of parking spaces provided; and
 - 17) If applicable, a protected tree plan per Subsection 7.5(E)(6), Preservation of Existing Vegetation.
- e. **Special Studies Required.** In the event that the Plan Commission feels that

additional information is necessary in order to make its decision, it may instruct the applicant or the Plan Commission Staff to conduct additional studies or seek expert advice. The cost of such studies shall be the responsibility of the applicant.

- 1) **Transportation Impact Studies.** If a traffic study is necessary, it shall address the impact of the proposed development on all adjacent streets and intersections. 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 in the development of the traffic study.
- 2) **Fiscal Impact Analysis.** New residential development of more than one hundred fifty (150) units shall be required to submit a Fiscal Impact Analysis to determine the impact of new residents on the area with regard to police protection, fire protection, utility service, educational facilities, and other applicable factors.
- 3) Any necessary approval by federal, state, or other local agencies shall be included on their official forms and signed by the proper authority. These approvals may include, but are not limited to the following:
 - a) **Federal Agencies**
 1. Federal Communications Commission
 2. Federal Aviation Administration
 3. Federal Emergency Management Agency
 4. Army Corps of Engineers
 - b) **State Agencies**
 1. Indiana Department of Environmental Management
 2. Indiana Department of Natural Resources
 3. Indiana Department of Transportation
 4. Indiana State Department of Health
 - c) **Local Agencies**
 1. Hendricks County Drainage Board
 2. Incorporated towns
 3. County Health Department
 - d) **Utility Companies**
 1. Public or private utilities for sanitary sewer or water services
- f. 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) model homes may be permitted per development for single-family residential development and a maximum of four (4) units per multifamily development and a Certificate of Occupancy will not be issued for the model

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home until the subdivision or section thereof has been properly recorded. Certain necessary improvements may be required of the developer prior to issuance of the building permit.

4. Technical Advisory Committee Review. Once the submittal for the primary development plan is deemed complete, the applicant shall appear at the regularly scheduled Technical Advisory Committee (TAC) to discuss the proposed project and receive comments from several County agencies and departments on the proposed project. The applicant may be required to submit a revised Development Plan prior to the preparation of packets for Plan Commission members. The TAC shall review the preliminary plan to determine if it is:
 - a. Consistent with the intent and purpose of this Ordinance;
 - b. Whether the proposed development advances the general welfare of the community and neighborhood; and
 - c. Whether the benefits, combination of various land uses, and the interrelationship with the land uses in the surrounding area justify the deviation from standard district regulations.
 - d. The TAC shall prepare a summary of project compliance with the Ordinance for presentation at the Plan Commission hearing.
5. Plan Commission Hearing. The Plan Commission Hearing shall be conducted in accordance with the Plan Commission Rules of Procedure, as amended.
 - a. Possible Action. Action by the Plan Commission shall comply with the Plan Commission Rules of Procedure, as amended. The Plan Commission shall approve, approve with modifications, deny, or continue the Development Plan application.
 - 1) The Plan Commission may impose conditions on the approval of a Development Plan if the conditions are necessary to satisfy the requirements and intent of this Ordinance. Accepted conditions shall become written commitments which shall be recorded by the applicant before any construction activity commences.
6. Secondary Development Plan Submittal. The Plan Commission's approval of the Primary Development Plan shall be necessary before an applicant may obtain a Secondary Development Plan approval. The Director and the Technical Advisory Committee shall be responsible for review of the Secondary Development Plan (construction drawings) submittal which shall include the following items:
 - a. General vicinity map;
 - b. Property boundary lines including any easements and a legal description;
 - c. Elevation marks and contours as appropriate;
 - d. Benchmarks;
 - e. Traffic and circulation plan;
 - f. Pedestrian circulation plan or trail plan, if applicable according to the

- Comprehensive Plan Trails and Greenways map;
- g. Adjacent streets;
- h. Parking and loading plan in accordance with Section 7.2 Off-Street Parking And Loading;
- i. Utilities plan showing existing and proposed location and sizes;
- j. Landscape plan indicating plant types, number, location, size and method of installation and in accordance with Section 7.5 Landscaping Standards;
- k. Grading and surface drainage plan in accordance with the requirements of the Subdivision Control Ordinance and the Stormwater Ordinance;
- l. Signage plan showing location, sign faces, representations, and size in accordance with Chapter 9: Sign Standards;
- m. Final lighting plan in accordance with Section 7.11 Outdoor Lighting, Outdoor Lighting;
- n. Open space and recreation plan;
- o. Refuse/trash storage areas;
- p. Proposed improvements showing location, dimensions and configuration of existing and proposed buildings/structures and uses;
- q. Architectural Plan. The applicant must submit one (1) copy of an architectural plan of the proposed project showing exterior elevations, floor plans and building materials used (facade and roof). If exterior elevations are not available, reasonable graphic representations may be submitted;
- r. A State Plan Release is also required for multifamily, residential and non-residential (commercial and industrial) projects. In no way will a Development Plan Review be construed as a substitute or a waiver for these other required permits.
- s. Plat-like Dedication Sheet, If Necessary. The following information shall be submitted for easements and rights-of-way if deemed necessary by the Plan Commission or its authorized designee:
 - 1) Parcels of land proposed to be dedicated or reserved for public use, or reserved for common use of all property owners within the project, with the proposed conditions and maintenance requirements, if any, shall be designated as such and clearly labeled on the plans;
 - 2) Radii, internal angles, points of curvature; tangent bearings and lengths of all arcs, chord, and chord bearings; and
 - 3) Accurate location of all survey monuments erected, corners and other points established in the field in their proper places;
- t. The schedule of any phasing of the project; and
- u. A development summary indicating lot area, building square footage, lot coverage, building height, size of dwelling units/structures, area of hard surface provided, and the number of parking spaces required and provided.
- v. All drawings prepared for submission under this section must be prepared by a professional engineer, architect, or surveyor and must bear a professional

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seal from the State of Indiana. If, however, the Director determines that due to the simplicity of the project, a professional seal may not be required, then this requirement may be waived.

7. **Approval.** After review of the Secondary Development Plan, the Director and the Technical Advisory Committee, shall approve or deny the Secondary Development Plan. The applicant may appeal the decision to the Board of Zoning Appeals. An applicant shall have two (2) years from the date of approval to obtain an Improvement Location Permit/Building Permit. This permit must be obtained in accordance with Section 12.10 Improvement Location Permit. Should this two (2) year period elapse without the applicant having obtained the appropriate permit, the Development Plan approval will become null and void. Should this become the case, the applicant may resubmit the application in conformance with the requirements of this chapter.

E. PERFORMANCE GUARANTEE. A performance guarantee shall be provided for any exceptions granted. A performance guarantee may be provided for certain erosion control measures as determined by the Commission. The authority of administration and enforcement of the performance guarantee shall lie with the Board or its designated representative.

1. The types of performance guarantees allowed are as follows:
 - a. **Completion of Improvements.** All improvements not covered by a performance guarantee shall be installed in accordance with the design standards, principles, and specifications contained in these regulations and shall be inspected at such times during construction as required by these regulations;
 - b. **Performance Bond.** For those improvements granted an exception from installation prior to recording, a performance bond payable to the Board in the amount equivalent to one hundred ten percent (110%) of the estimated completion costs shall be posted by the developer prior to recording the final plat. This estimate shall be prepared by the design engineer and reviewed by the County Engineer. This performance bond shall comply with all statutory requirements and shall be satisfactory to the County Attorney as to form, sufficiency, and manner of execution;
 - c. **Irrevocable Letter of Credit.** In lieu of such a bond, the developer may submit an irrevocable letter of credit. In the event an irrevocable letter of credit is utilized, it shall be written for a minimum length of one (1) year; or
 - d. **Cashiers Check.** In lieu of such a bond, the developer may submit a cashiers check made payable to the Board. The alternative is only available in the amount of less than ten thousand dollars (\$10,000.00).
2. Any performance guarantee submitted under this section shall be for a period not to exceed two (2) years. The Board may grant an extension of up to one (1) year for the completion of the improvements, based upon a request by the developer and evidence justifying the request. The Board may secure a new estimate of the cost of the improvements from the County Engineer. If the estimate has increased, the Board

shall require an increase in the amount of the performance guarantee.

3. A performance guarantee shall be deemed by the Board to be in full force and effect until the time the guarantee is released by written notice by the Board.
4. It shall be the responsibility of the developer to keep the performance guarantee current and not allow it to expire until all improvements have been accepted by the Board. If the performance guarantee does expire, no building permits will be issued to those lots within the subdivision or section thereof which required the performance guarantee until a new guarantee is provided.
5. Upon completion of the improvements for which a performance guarantee has been provided, the developer shall request a release of the performance guarantee from the Hendricks County Planning and Building Department. The Planning and Building Department will conduct an inspection of the completed improvements. If the improvements have been completed to the satisfaction of the Planning and Building Department and if a suitable maintenance guarantee has been provided, then the Board shall release the performance guarantee. Appeals of Hendricks County Planning and Building Department decisions shall be made to the Board.
6. As a condition of acceptance of this improvement on release of the performance guarantee, the Board shall require the developer to post a maintenance guarantee in an amount equal to twenty percent (20%) of the cost of the improvements.
 - a. The maintenance guarantee shall be one (1) of the following forms:
 - 1) Maintenance bond. This bond shall comply with all statutory requirements and shall be satisfactory to the County Attorney as to form, sufficiency and manner of execution; or
 - 2) Irrevocable Letter of Credit. In lieu of such bond, the developer may submit an Irrevocable Letter of Credit. In the event an Irrevocable Letter of Credit is used, it shall be written for a minimum length of one (1) year.
 - b. The maintenance guarantee shall be for a period of three (3) years.

F. CONFORMANCE WITH DEVELOPMENT PLAN APPROVAL. The Plan Commission may consider the revocation of a Development Plan approval in the event that a proposed development, which occupancy permit has not been issued, is found to be in violation of the requirements of this Ordinance for the conditions attached to the approval by the Plan Commission. Should revocation be considered, the Plan Commission must schedule a meeting in which to consider the revocation and shall notify the original applicant or project representative of the date, time and place of the hearing at least fifteen (15) days in advance of the meeting by certified mail. In the event that the Plan Commission decides to revoke approval, the occupancy permit may not be issued until the Plan Commission certifies that the violation has been corrected. Where a violation involves a project where an occupancy permit has been issued, the violation shall be treated as a violation to this Ordinance and be subject to the penalty as specified in Chapter 13: Violations and Enforcement.

G. STAGED DEVELOPMENT. Where a proposed Development Plan indicates a staged site development approach, the later stages of the proposed development may be constructed within ten (10) years of the initial approval providing that the initial stage is complete

in conformance with the Development Plan and that the application commenced shall be subject to the application and review requirements stated within this chapter and any additional amendments.

12.4 WRITTEN COMMITMENTS

A. RULES GOVERNING COMMITMENTS. In accordance with IC 36-7-4-1015, during the time when a proposal is being considered by the Area Plan Commission or the Board of Zoning Appeals the owner of a parcel of land may make a new Commitment or modify the terms of a Commitment made when the proposal was before the Area Plan Commission or Board of Zoning Appeals. No further action of the Area Plan Commission or Board is required for a new Commitment to be effective. If a Commitment made when the proposal was before the Area Plan Commission or Board is modified and the effect of the modification is to make the Commitment more stringent, no further action of the Area Plan Commission or Board is required for the modified Commitment to be effective; however, if the effect of such a modification is to make the Commitment less stringent, then the modified Commitment must be ratified by the Area Plan Commission or Board to be effective. A Commitment made or modified under this provision is subject to the following rules:

1. **Form.** A commitment shall be documented on a Plan Commission-approved Commitment Recording Form.
2. **Recording, Copies.** A Commitment shall be signed by the applicant and be recorded by the Planning & Building Department ^(Amended Ordinance 2011-19) in the office of the Hendricks County Recorder. It shall take effect upon the adoption of the proposal to which it relates within thirty (30) days of approval.
3. **Persons Bound.** Unless it is modified or terminated by the Area Plan Commission or Board in accordance with Subsection 12.4(A)(5) below, a recorded Commitment is binding on the owner of the parcel, a subsequent owner of the parcel, and any other person who acquires an interest in the parcel. An unrecorded Commitment is binding on the owner of the parcel who makes the Commitment. An unrecorded Commitment is binding on a subsequent owner of the parcel or a person acquiring an interest in the parcel only if the subsequent owner or person acquiring the interest has actual notice of the Commitment.
4. **Enforcement.** Refer to Section 13.2 Zoning Violations.
5. A commitment automatically terminates if the zone map applicable to the parcel which the commitment relates is changed. ^(Amended Ordinance 2011-19)
6. **Modification or Termination by Commission or board.** Except for a commitment automatically terminated under 12.4(A)(5), a Commitment may be modified or terminated only by a decision of the Area Plan Commission or Board made at a public hearing after notice of the hearing has been given under the Area Plan Commission's or Board of Zoning Appeals Rules of Procedure, as amended. ^(Amended Ordinance 2011-19)
7. During the time a rezoning proposal is being considered by the Board of Commissioners, the applicant may make a new commitment or modify the terms of a commitment that was made when the proposal was being considered by the Plan Commission. ^(Amended Ordinance 2011-19)

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", is written over a horizontal line.

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



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	
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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:

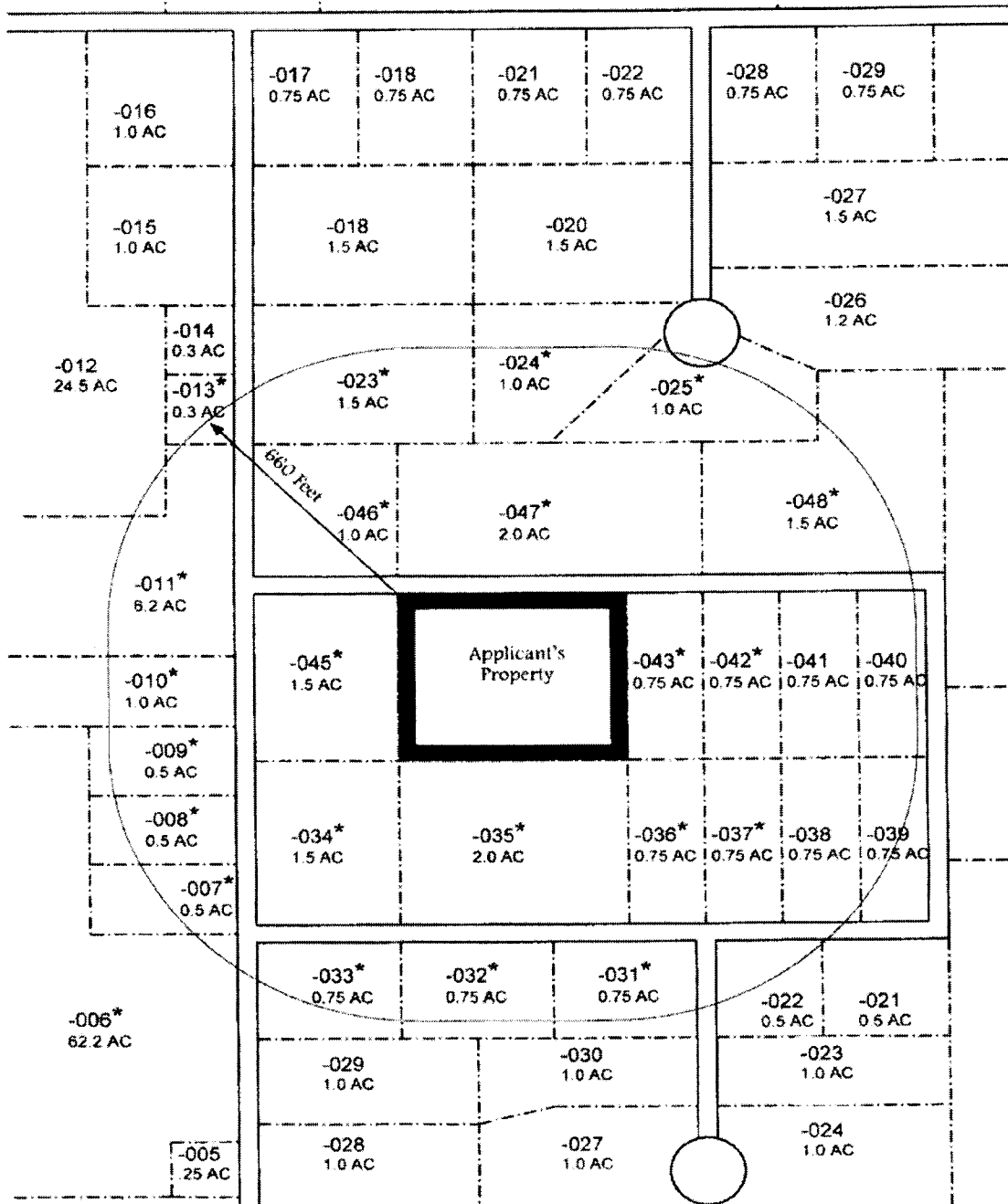
ATTENTION: PERMIT DEPARTMENT
Regulatory Department
Indiana Department of Transportation
41 W 300 N
Crawfordsville, Indiana 47933

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 development plan review to establish a(n)_____ 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 P.M.

Yours Truly,
(name of applicant)

**HENDRICKS COUNTY AREA PLAN COMMISSION
AFFIDAVIT OF WRITTEN NOTIFICATION
FOR A DEVELOPMENT PLAN REVIEW**

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
DEVELOPMENT PLAN REVIEW FOR A(N) _____ 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 THIS _____ 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 9:00 A.M.

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.*

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 Commissioners 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.*

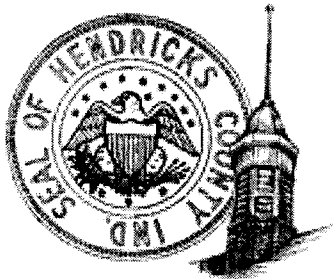
MINIMUM INSPECTION HOURS REQUIRED ON COUNTY/OWNER INSPECTION AGREEMENTS

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.

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

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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 exist. 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.