

APPENDIX B

APPLICATIONS, FORMS AND MISCELLANEOUS SHEETS REQUIRED TO COMPLY WITH THE HENDRICKS COUNTY STORMWATER MANAGEMENT ORDINANCE

B1 – Primary Drainage Plan Approval Forms

Primary Drainage Plan Approval Application
Primary Petition to Hendricks County Drainage Board
Statement of Financial Responsibility
Primary Project Check-In Checklist
Application Fee Check

**Regulated Drain Outlet, Crossing, and Encroachment requests must be filed separately
with corresponding fees paid**

B2 – Secondary Stormwater Permit Forms

Secondary Stormwater Permit Application
Secondary Petition to Hendricks County Drainage Board
Statement of Financial Responsibility
Engineers Statement
Secondary Project Check-In Checklist
Application Fee Check

**Regulated Drain Outlet, Crossing, and Encroachment requests must be filed separately
with corresponding fees paid**

B3 – Construction Inspection/Completion Forms

Certification of Completion & Compliance
Stamped and Signed AS Built Plans

B1 – Primary Drainage Plan Approval Forms

Primary Drainage Plan Approval Application
Primary Petition to Drainage Board
Statement of Financial Responsibility
Primary Project Check-In Checklist
Application Fee Check

Projects may require approval/permits from other Hendricks County offices, therefore the person presenting the project submittal needs to be sure that they have contacted each of the following offices for any necessary requirements to finalize the proper submittal.

Clean Water Department – 317-718-6068

Environmental Health – 317-745-9217

Planning & Building – 317-745-9255

**THE DRAINAGE STATEMENT IS REQUIRED
ON ALL PLATS/MYLARS**

Hendricks County
Application for Primary Drainage Approval
 (to be completed by Applicant)

Project Name:

General Location:

File Number:

Date Completed:

Project Engineer

1. Application Fee

Check Attached.

2. Letter of Intent

Letter of Intent for obtaining any needed consents, off-site easements, or right-of-way.

3. Project narrative and supporting documents

- Description of the nature and purpose of the project. **(OneDrive Only)**
- General description of the existing and proposed drainage systems in narrative form. **(Hard Copy in Drainage Calcs/Narrative and on OneDrive)**
- General description of regulated drains, farm drains, inlets and outfalls in narrative form, if any of record. **(Hard Copy in Drainage Calcs/Narrative and on OneDrive)**
- General description of all existing storm, sanitary, combined sewer, and septic tank systems and outfalls in narrative form. **(Hard Copy in Drainage Calcs/Narrative and on OneDrive)**
- One hard copy of drainage calculations showing existing and proposed discharges for various storm events. **(Hard Copy and OneDrive)**
- Vicinity map depicting the project site location in relation to recognizable local landmarks, towns, and major roads, such as a USGS topographic quadrangle map or county or municipal road map. **(On Plans and in Drainage Calcs/Narrative)**
- A map showing the location, name, and normal water level of all wetlands, lakes, ponds, and water courses on or adjacent to the project site. **(On Plans and in Drainage Calcs/Narrative)**
- A map showing One hundred (100) year floodplains, floodway fringes, and floodways. Please note if none exists. **(Hard Copy in Drainage Calcs/Narrative and on OneDrive)**
- A map showing watershed boundaries with USGS contours or best information possible. **(Hard Copy in Drainage Calcs/Narrative and on OneDrive)**
- A map showing existing watercourse or regulated drains. **(Hard Copy in Drainage Calcs/Narrative and on OneDrive)**

4. Conceptual Plans To be Filed on One Drive and 1 Hard Copy Delivered

Complete conceptual plans showing general project layout, including existing and proposed drainage systems and proposed outlets (plan sheets must be 24" by 36").

5. Primary Project Check-in Checklist

All Forms must be completed, and all items listed must be provided at time of submittal.

**PRIMARY PETITION
TO
HENDRICKS COUNTY DRAINAGE BOARD**

IN THE MATTER OF A PROPOSED PROJECT TO BE CALLED:

PROPOSED NUMBER OF PARCELS/LOTS: _____

COMES now the undersigned as owner(s) in fee simple, contract buyer(s), or optionee(s) of the following described real estate, to-wit:

(ATTACH LEGAL DESCRIPTION OF PROPERTY)

and state that the undersigned propose(s) to lay out and subdivide said land into lots, in accordance with the primary plat attached hereto and made a part hereof. Said primary plat suggests a way said subdivision may be drained. It is hereby requested that said drainage plan be reviewed and be given tentative approval by the Drainage Board in order that the Hendricks County Plan Commission may be induced to accept an application for the Plan Commission approval of said primary plat. This request is made with the understanding that if the County Plan Commission approves said primary plat, the undersigned will file with the County Surveyor a Secondary Petition requesting that said drainage system and the easements thereof be accepted into the County's Regulated Drainage System so that a fund may be established for the maintenance of the drainage system of said subdivision.

Dated this _____ day of _____, 20 _____

Project Engineer's Signature: _____ Printed Name: _____

Dated this _____ day of _____, 20 _____

Current Parcel Owner's Signature: _____ Printed Name: _____

(If Applicable)

Dated this _____ day of _____, 20 _____

New Parcel Owner's Signature: _____ Printed Name: _____

Statement of Financial Responsibility

The undersigned of the proposed project to be known as

do hereby agree to take full responsibility of financial payment of review fees incurred on the above project. I am aware that the review fees will begin as soon as primary and/or secondary application is filed and continues until the project is approved and/or withdrawn. I understand that if the project is withdrawn the review fees are still due and payable from the application date to the date on the letter of withdrawal. No project will receive an approval letter nor will the plat be approved for recording until all fees are paid. All review fees are made payable to the Hendricks County Drainage Board.

The undersigned, having duly sworn upon oath, that the above information has been read and fully understood to be true and correct and is (undersigned) voluntary act and deed. The undersigned assumes responsibility for all fees. **(ALL FEES ARE NONREFUNDABLE)**

Signature

Mailing Address

Printed Name

City, State, Zip Code

STATE OF INDIANA:

COUNTY OF _____)

Subscribed and sworn before me, a Notary Public, within and for said County and State, this _____

day of _____, 20____.

My Commission Expires _____

Notary Public Signature: _____ Printed Name: _____

(Notary Stamp or Seal)

Primary Project Check-In Checklist

Project Name: _____

Engineer: _____ Contact Person: _____

Address: _____

Phone Number: _____ Email: _____

Developer/Owner: _____ Contact Person: _____

Address: _____

Phone Number: _____ Email: _____

Project Information:

Section: _____ Township: _____ Range: _____

Township: _____ City: _____

Number of Lots: _____ Acres: _____

Parcel Number/s: _____

Reg. Drain/s: _____

Regulated Drain Outlet, Crossing, and Encroachment requests must be filed separately with corresponding fees paid.

CHECKLIST: 1 Copy Of All Document Placed The OneDrive File & 1 HARD COPY OF PLANS DELIVERED

1 Primary Petition: _____ 1 Drainage Calculations: _____

1 Legal Description: _____ 1 Set of Plans: _____

1 Primary Drainage Plan Approval Application: _____

1 Signed Statement of Financial Responsibility: _____ 1 Primary Project Check-In Checklist (this sheet): _____

CHECK'S FOR APPLICATION FEE/S MUST BE SUBMITTED BY 2:00PM ON FRIDAY OF CHECK IN WEEK!!!

B2 – Secondary Stormwater Permit Forms

Secondary Stormwater Permit Application
Secondary Petition to Drainage Board
Statement of Financial Responsibility
Engineers Statement
Secondary Project Check-In Checklist
Application Fee Check

Projects may require approval/permits from other Hendricks County offices, therefore the person presenting the project submittal needs to be sure that they have contacted each of the following offices for any necessary requirements to finalize the proper submittal.

Clean Water Department – 317-718-6068
Environmental Health – 317-745-9217
Planning & Building – 317-745-9255

**THE DRAINAGE STATEMENT IS REQUIRED ON
ALL PLATS/MYLARS**

Hendricks County
Application for Secondary Stormwater Permit
(to be completed by Applicant)

Project Name:

General Location:

File Number:

Date Completed:

Project Engineer

1. Application Fee

Check Attached

2. Construction Plans (One copy placed on OneDrive and 1 Hard Copy Delivered)

Title sheet which includes location map, vicinity map, operating authority, design company name, developer name, and index of plan sheets.

A copy of a legal boundary survey for the site, performed in accordance with Rule 12 of Title 865 of the Indiana Administrative Code or any applicable and subsequently adopted rule or regulation for the subdivision limits, including all drainage easements and wetlands.

A plat or project site map showing the parcel identification numbers, the lot numbers, lot boundaries, easements, and road layout and names. The map must be legible and submitted for all phases or sections of the project site.

An existing project site layout that must include the following information:

A topographic map of the land to be developed and such adjoining land whose topography may affect the layout or drainage of the development. The contour intervals shall be one (1) foot when slopes are less than or equal to two percent (<2%) and shall be two (2) feet when slopes exceed two percent (>2%). All elevations shall be given in either National Geodetic Vertical Datum of 1929 (NGVD) or North American Vertical Datum of 1988 (NAVD). The horizontal datum of topographic map shall be based on Indiana State Plane Coordinates, NAD83. The map will contain a notation indicating these datum information.

a] If the project site is less than or equal to two (2) acres in total land area, the topographic map shall include all topography of land surrounding the site to a distance of at least one hundred (100) feet.

b] If the project site is greater than two (2) acres in total land area, the topographic map shall include all topography of land surrounding the site to a distance of at least two hundred (200) feet.

Location, name, and normal water level of all wetlands, lakes, ponds, and water courses on or adjacent to the project site.

Location of all existing structures on the project site.

One hundred (100) year floodplains, floodway fringes, and floodways. Please note if none exists.

Identification and delineation of vegetative cover such as grass, weeds, brush, and trees on the project site.

Location of storm, sanitary, combined sewer, and septic tank systems and outfalls.

	Land use of all adjacent properties.
	Identification and delineation of sensitive areas.
	The location of regulated drains, farm drains, inlets and outfalls, if any of record.
	Location of all existing cornerstones within the proposed development and a plan to protect and preserve them.
A grading and drainage plan, including the following information:	
	Location of all proposed site improvements, including roads, utilities, lot delineation and identification, proposed structures, and common areas.
	One hundred (100) year floodplains, floodway fringes, and floodways. Please note if none exists.
	Delineation of all proposed land disturbing activities, including off-site activities that will provide services to the project site.
	Information regarding any off-site borrow, stockpile, or disposal areas that are associated with a project site, and under the control of the project site owner.
	Existing and proposed topographic information at a contour interval appropriate to indicate drainage patterns.
	Location, size, and dimensions of all existing streams to be maintained, and new drainage systems such as culverts, bridges, storm sewers, conveyance channels, and 100-year overflow paths/ponding areas shown as hatched areas, along with the associated easements.
	Location, size, and dimensions of features such as permanent retention or detention facilities, including existing or manmade wetlands, used for the purpose of stormwater management. Include existing retention or detention facilities that will be maintained, enlarged, or otherwise altered and new ponds or basins to be built.
	One or more typical cross sections of all existing and proposed channels or other open drainage facilities carried to a point above the 100-year high water and showing the elevation of the existing land and the proposed changes, together with the high water elevations expected from the 100 year storm under the controlled conditions called for by this ordinance, and the relationship of structures, streets, and other facilities
	Utility plan sheet(s) showing the location of all proposed utility lines for the project
	Storm sewer plan/profile sheet(s) showing the elevation, size, length, location of al proposed storm sewers. Existing and proposed ground grades, storm sewer structures elevations, and utility crossings also must be included.
	A 24-inch by 36-inch plat, including the following information:
	Legal description.
	Cross reference to Rule 12.
	Regulated drain statement and table.
	Any other information required by Hendricks County Drainage Board and/or Hendricks County Surveyor in order to thoroughly evaluate the submitted material.
4. Stormwater Drainage Report (1 copy place on OneDrive and 1 hard copy Delivered)	
	A summary report, including the following information:
	Description of the nature and purpose of the project.
	The significant drainage problems associated with the project.
	The analysis procedure used to evaluate these problems and to propose solutions.
	Any assumptions or special conditions associated with the use of these procedures, especially the hydrologic or hydraulic methods.
	The proposed design of the drainage control system.
	The results of the analysis of the proposed drainage control system showing that it does solve the project's drainage problems. Any hydrologic or hydraulic calculations or modeling results must be adequately cited and described in the summary description. If hydrologic or hydraulic models are used, the input and output files for all necessary runs must be included in the appendices. A map showing any drainage area subdivisions used in the analysis must accompany the report.

	Soil properties, characteristics, limitations, and hazards associated with the project site and the measures that will be integrated into the project to overcome or minimize adverse soil conditions.
	Identification of any other state or federal water quality permits that are required for construction activities associated with the owner's project site.
	Proof of Errors and Omissions Insurance for the registered professional engineer or licensed surveyor showing a minimum amount of \$1,000,000 in coverage.
A Hydrologic/Hydraulic Analysis, consistent with the methodologies and calculation included in the [technical standards], and including the following information: (to be included in Drainage Report)	
	A hydraulic report detailing existing and proposed drainage patterns on the subject site. The report should include a description of present land use and proposed land use. Any off-site drainage entering the site should be addressed as well. This report should be comprehensive and detail all of the steps the engineer took during the design process.
	All hydrologic and hydraulic computations should be included in the submittal. These calculations should include, but are not limited to: runoff curve numbers and runoff coefficients, runoff calculations, stage-discharge relationships, times-of-concentration and storage volumes.
	Copies of all computer runs. These computer runs should include both the input and the outputs. Electronic copies of the computer runs with input files will expedite the review process and is required to be submitted.
	A set of exhibits should be included showing the drainage sub-areas and a schematic detailing of how the computer models were set up.
	A conclusion which summarizes the hydraulic design and details how this design satisfies this Ordinance.
5. Secondary Project Check-in Checklist	
All Forms must be completed, and all items listed must be provided at time of project submittal.	

**SECONDARY PETITION
TO
HENDRICKS COUNTY DRAINAGE BOARD**

THE UNDERSIGNED, as owner(s) of the proposed project to be known as:

final number of lots: _____, final acreage: _____,

situated in Section _____, Township _____, Range _____,

County Designated Township: _____

Hendricks County, Indiana, and more particularly described as follows:

(ATTACH LEGAL DESCRIPTION OF PROPERTY)

do(es) hereby petition the Hendricks County Drainage Board to accept the drainage system and the easements therefore in and for said proposed Subdivision into the County Regulated Drainage System, and to establish a maintenance fund therefore.

STATE OF INDIANA

COUNTY OF _____)

The undersigned, having been duly sworn upon oath, say(s) that the above information is true and correct and is (their) (his) (her) voluntary act and deed.

Owner Signature

Owner Signature

Owner Printed

Owner Printed

Address

Address

Subscribed and sworn to before me, a Notary Public, within and for said County and State,

this _____ day of _____, 20_____. Resident County _____

Notary Public

(Notary Stamp or Seal)

Printed Name My Commission Expires

ENGINEER'S STATEMENT

I hereby certify to the best of my knowledge and belief:

1. That the plans and specifications which are attached to and made a part of this petition have been prepared by me or under my direct supervision.
2. That these plans and specifications have been prepared in accordance with all applicable Codes and Ordinances.
3. That I will perform reasonable and regular inspections of this project during construction as required to enable me to certify, upon completion, that the work was done in accordance with approved construction plans and specifications.

NAME OF PROJECT: _____

DATE: _____ SIGNATURE: _____

Telephone: _____ Typed Name: _____

Email Address: _____

Address: _____

Indiana Registration Number: _____

Statement of Financial Responsibility

The undersigned of the proposed project to be known as

do hereby agree to take full responsibility of financial payment of review fees incurred on the above project. I am aware that the review fees will begin as soon as primary and/or secondary application is filed and continues until the project is approved and/or withdrawn. I understand that if the project is withdrawn the review fees are still due and payable from the application date to the date on the letter of withdrawal. No project will receive an approval letter nor will the plat be approved for recording until all fees are paid. All review fees are made payable to the Hendricks County Drainage Board.

The undersigned, having duly sworn upon oath, that the above information has been read and fully understood to be true and correct and is (undersigned) voluntary act and deed. The undersigned assumes responsibility for all fees. **(ALL FEES ARE NONREFUNDABLE)**

Signature _____ Mailing Address _____

Printed Name _____ City, State, Zip Code _____

STATE OF INDIANA _____)

COUNTY OF _____)

Subscribed and sworn before me, a Notary Public, within and for said County and State, this

_____ day of _____, 20____.

My Commission Expires _____ (Notary Stamp or Seal)

Resident County: _____

Notary Public Signature _____

Notary's Printed Name: _____

Secondary Project Check-In Checklist

Project Name: _____

Engineering Firm: _____ Contact Person: _____

Address: _____

Phone Number: _____ Email: _____

Developer/Owner: _____ Contact Person: _____

Address: _____

Phone Number: _____ Email: _____

Project Information:

Section: _____ Township: _____ Range: _____

Township: _____ City: _____

Number of Lots/Parcels: _____ Acres: _____

Parcel Number/s: _____

Reg. Drain/s: _____

Proposed Drainage Footage:

Open: _____ Tile: _____

Regulated Drain Outlet, Crossing, and Encroachment requests must be filed separately with corresponding fees paid.

CHECKLIST: 1 COPY OF EVERYTHING SUBMITTED TO THE ONEDRIVE FILE: (1 HARD COPY DELIVERED)

Secondary Petition Signed by Owner & Notarized: _____

Legal Description: _____ Complete Set of Plans: _____

Engineer Statement: _____ Stormwater Permit Application: _____

Regulated Drain Exhibit: _____ Statement of Financial Responsibility: _____

Stormwater Drainage Technical Report/Narrative: _____

Copy of Secondary Project Check-In Checklist (this sheet): _____

CHECK'S FOR APPLICATION FEE/S MUST BE SUBMITTED BY 2:00PM ON FRIDAY OF CHECK IN WEEK!!!

B3 – Construction Inspection/Completion Forms

Certification of Completion & Compliance

Stamped and Signed AS Built Plans

(must be submitted no later than 2 weeks from completion)

CERTIFICATE OF COMPLETION & COMPLIANCE

Name of project: _____

Address or Parcel Number of premises on which land alteration was accomplished: _____

Inspection Date(s): _____ Stormwater Permit Number: _____

Relative to plans prepared by: _____ Date: _____
(Type or Print)

I hereby certify that:

1. I am familiar with drainage requirements applicable to such land alteration (as set forth in the Stormwater Management Ordinance of Hendricks County); and
2. I (or a person under my direct supervision) have personally inspected the completed work and examined the drainage permit and its conditions, as-built plans, and final drainage calculations consistent with as-built conditions performed pursuant to the above referenced drainage permit; and
3. To the best of my knowledge, information, and belief, such land alteration has been performed and completed in conformity with all such drainage requirements,

except _____

Signature: _____ Date: _____

Typed or Printed Name: _____ Phone: (____) _____

Email Address: _____

Business Address: _____ (SEAL)

City: _____

State: _____ Zip Code: _____

SURVEYOR OR ENGINEER
(circle one)

Indiana Registration No. _____