



The Hendricks County  
Quality Growth Strategy

# HENDRICKS COUNTY PLANNING & BUILDING DEPARTMENT

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## REZONING PROCEDURAL GUIDELINES

1. **DEFINITION:** To amend the zoning classification of a particular lot or parcel of land.
  
2. **PRELIMINARY CONSULTATION:**
  - a) Schedule by appointment **only**;
  - b) Optional pre-application discussion with owner or developer either on-site or at the Hendricks County Government Center;
  - c) On a sketched plan, show all existing and proposed improvements;
  - d) Written summary of the preliminary consultation will be provided upon request;
  
3. **APPLICATION:**
  - a) Notarized application **must** be filled at least **thirty (30) days** before the Plan Commission meeting;
  - b) Proposed amending Ordinance, approved as to form by the County Attorney;
  - c) A statement on how the proposed rezoning relates to the Hendricks County Comprehensive Plan;
  - d) A vicinity map showing property lines, dimensions, thoroughfares, existing and proposed zoning, and such other items as may be required;
  - e) A parcel map and list identifying adjacent property owners and their mailing addresses within six hundred sixty (660) feet but not more than two (2) ownerships in depth;
  - f) Sample notification letter to adjacent property owners;
  - g) Legal description of the property;
  - h) Aerial photo of the property.
  
- ADDITIONAL INFORMATION (IF APPLICABLE):**
  - i) Submission to INDOT;
  - j) Transportation Impact Study;
  - k) Fiscal Impact Analysis.
  
4. **FEE:** \$570.00 + \$29.00/acre + \$55.00 (Legal Advertising Fee)

**NOTIFICATION:**

- a) **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.**

Before any zoning amendment is approved affecting any land within three hundred (300) feet of the centerline of a proposed new highway or highway for which changes are proposed, or within a radius of five hundred (500) feet from the point of intersection of the centerline with any public road or highway, the Plan Commission may require the applicant give notice by mail to the Indiana Department of Transportation

- b) **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.**
- c) **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.

5. **SITE VISITS:** The Area Plan Commission Staff will be conducting on site inspections of the property, if necessary, prior to Staff Review. Signs will be posted during these visits. All signs are to be returned to the Planning and Building Department after the Plan Commission meeting.
6. **TECHNICAL REVIEW:** A meeting between the developer's representative and the Plan Commission Staff to discuss the project. Check the meeting schedule for time and place.
7. **AREA PLAN COMMISSION MEETING:** A public hearing concerning the recommendation to the Board of Hendricks County Commissioners. See attached meeting schedule.

8. **BOARD OF HENDRICKS COUNTY COMMISSIONERS:**
- a) Public meeting to consider the Plan Commission's recommendation for the proposed rezoning;
  - b) The Commissioners have **ninety (90) days** to make a final decision.

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 Rule of Procedure for actual requirements.

*Revised: July 2011*

Application No. \_\_\_\_\_  
 Approval \_\_\_\_\_

ZA Fee \_\_\_\_\_  
 Ad Fee \_\_\_\_\_  
 To be paid to the Hendricks  
 County Area Plan Commission  
 must accompany this application.  
 Receipt# \_\_\_\_\_

**HENDRICKS COUNTY AREA PLAN COMMISSION**  
**Application for Approval of Zoning Map Amendment**

**APPLICANT:**

Name of Applicant \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Address of Applicant \_\_\_\_\_ Fax No. \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

I (We) hereby apply for approval of a zoning classification change for the following described parcel of land in accordance with the provisions of the county regulations. I (We) am (are) the owner (the owners, the duly authorized agents or trustees for the owners) of the real estate included in said application for a zoning classification change. (Strike out words not applicable).

LOCATION OF PROPERTY: \_\_\_\_\_

\_\_\_\_\_

TOWNSHIP \_\_\_\_\_ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_

PARCEL NUMBER (S): \_\_\_\_\_

AREA (in acres): \_\_\_\_\_ ACRES \_\_\_\_\_ NUMBER OF PARCELS \_\_\_\_\_

EXISTING ZONING CLASSIFICATION: \_\_\_\_\_

PROPOSED ZONING CLASSIFICATION: \_\_\_\_\_

EXISTING USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

**SUPPORTING INFORMATION: See Procedural Guidelines**

Name of Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Water Provider: \_\_\_\_\_ Sewer Provider: \_\_\_\_\_

STATE OF INDIANA )  
 ) SS:  
 HENDRICKS COUNTY)

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

Signature of Applicant \_\_\_\_\_  
 Title of Applicant \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC

COUNTY OF: \_\_\_\_\_  
 MY COMMISSION EXPIRES: \_\_\_\_\_

# Hendricks County Area Plan Commission

## Zoning Amendment Checklist

ZA \_\_\_\_\_

The following requirements of the Hendricks County 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 rezoning 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 REQUIRMENTS

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

Applications for amendments to the Official Zoning Map shall contain the information as listed below.

✓	
	A. Application form;
	B. Present use;
	C. Present zoning classification;
	D. Proposed use;
	E. Proposed zoning classification;
	F. Signature of property owners(s) or agent;
	G. Authorization letter from property owner (if there is an agent);
	H. A vicinity map showing property lines, thoroughfares, existing and proposed zoning, and such other items as may be required;
	I. Proposed amending Ordinance, approved as to form by the County Attorney;
	J. Letter of Intent;
	K. A statement on how the proposed amendment relates to the comprehensive plan;
	L. Separate written legal description;
	M. Property inspection release;
	N. A fee as established by the Board of County Commissioners;
	O. A parcel map and list identifying all property owners and their mailing addresses;
	P. Sample notification letter;
	Q. Affidavit of written notification adjoining landowners filed before scheduled meeting;
	R. Proof that the applicant has notified all affected utility companies, local fire departments, school superintendents of the affected school districts and all affected incorporated town(s) located within two (2) miles of the proposed development site in the same manner as prescribed in the Rules of Procedure of the Hendricks County Area Plan Commission, and has also provided those parties listed above with said notice a copy of the primary plat and construction plans. Proof of notification shall be Certificate of Mailing;
	S. Traffic Impact Study (if applicable); and
	T. Fiscal Impact Study (if applicable).
	U. Before any zoning amendment is approved affecting any land within three hundred (300) feet of the centerline of a proposed new highway or highway for which changes are proposed, or within a radius of five hundred (500) feet from the point of intersection of the centerline with any public road or highway, the Plan Commission may require the applicant give notice by mail to the Indiana Department of Transportation.
	<b>Staff Only:</b>
	V. CDP Review Checks
	W. Add application .pdf and 11" x 17" plans to website.

***\*All presentations to the Plan Commission must be in Power Point format. Staff will provide the necessary equipment for the presentation.***

*Electronic alteration of this form is prohibited.*

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

# Large Project Application Procedure

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## **Purpose**

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

## **Application**

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

## **Definition**

A large project is:

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

## **Procedure**

### **Prior To Application**

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

### **Time Of Application**

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

### **Pre-Hearing Meeting**

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

### **Public Hearing**

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

# Hendricks County Area Plan Commission

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## Planned Unit Development Zoning Amendment

PUD \_\_\_\_\_

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

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

**A COMPLETED CHECKLIST MUST BE SUBMITTED WITH EACH APPLICATION**

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**ORDINANCE REQUIREMENTS**

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

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

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

**6.5 PLANNING REQUIREMENTS**

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

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



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

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

**6.6 PRIMARY DEVELOPMENT PLAN APPLICATION**

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

A. An application for primary development plan shall be filed with the Secretary of the Plan Commission by the owner, or his/her designee, of property for which the Planned Unit Development is proposed. The application shall contain the following information:

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

**6.7 SECONDARY DEVELOPMENT PLAN APPLICATION**

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

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

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

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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 <sup>(Amended Ordinance 2011-19)</sup> 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. <sup>(Amended Ordinance 2011-19)</sup>
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. <sup>(Amended Ordinance 2011-19)</sup>
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. <sup>(Amended Ordinance 2011-19)</sup>

### 12.5 ZONING MAP AND TEXT AMENDMENTS

**A. TEXT AMENDMENTS.** The following procedure, in accordance with IC 36-7-4-602, applies to a proposal to amend or partially repeal the text of the Zoning Ordinance:

1. Initiation of Proposal. The proposal may be initiated by either:
  - a. The Board of County Commissioners; or
  - b. The Plan Commission.
2. Contents of Application. Applications for text amendments to the Zoning Ordinance shall contain the following information:
  - a. Name, address, and phone number of applicant;
  - b. Proposed amending Ordinance, approved as to form by the County Attorney;
  - c. A statement on how the proposed amendment relates to the comprehensive plan; and
  - d. A fee as established by the Board of County Commissioners.
3. Notice. The Plan Commission shall give notice of a public hearing in accordance with the Plan Commission Rules of Procedure, as amended.
4. Public Hearing by Plan Commission. The Plan Commission shall schedule a public hearing within sixty (60) days after a petition is received. The hearing shall be held in accordance with the Plan Commission Rules of Procedure, as amended.
5. Recommendation by Plan Commission. Within ten (10) business days after the Plan Commission determines its recommendation, the Commission shall certify the proposal to the Board of County Commissioners with a favorable, unfavorable, or no recommendation (IC 36-7-4-605).
6. Action by Board of County Commissioners. The Board of County Commissioners shall vote on the proposal within ninety (90) days after the Plan Commission certifies their recommendation. The Board of County Commissioners may adopt, deny, or recommend a modification of the text amendment proposal. If a modification is recommended, the proposal must be returned to the Plan Commission for a final vote of approval. If the modification is disapproved by the Plan Commission, the proposal with modification may be adopted only after a final confirming vote by the Board of County Commissioners. (IC 36-7-4-607)
7. Effective Date and Referendum. Amendments adopted by the Board of County Commissioners shall become effective upon adoption.

### B. ZONING MAP AMENDMENTS

1. General. Whenever the public necessity, convenience, general welfare, or good zoning practices require, the Board of County Commissioners may, by Ordinance, after receipt of recommendation from the Area Plan Commission, and subject to the procedures provided by law, amend, supplement, change or repeal the regulations, restrictions, and boundaries or classification of property.
2. Consideration of Amendments. In accordance with IC 36-7-4-603, when preparing and considering proposed amendments, the Plan Commission and the legislative

body shall pay reasonable regard to:

- a. the comprehensive plan;
  - b. current conditions and the character of current structures and uses in each district;
  - c. the most desirable use for which the land in each district is adapted;
  - d. the conservation of property values throughout the jurisdiction; and
  - e. responsible development and growth.
3. Procedure. The following procedure, in accordance with IC 36-7-4-602, applies to a proposal to change the zone maps (whether by incorporating an additional map or by amending or deleting a map) incorporated by reference into the ordinance:
- a. Initiation of Proposal. The proposal may be initiated either:
    - 1) By the Board of County Commissioners;
    - 2) By the Plan Commission; or
    - 3) By a petition signed by property owners who own at least fifty percent (50%) or more of the land involved.
  - b. Contents of Application. Applications for amendments to the official Zoning Map adopted as part of the Zoning Ordinance shall contain the following information:
    - 1) Name, address, and phone number of applicant;
    - 2) Proposed amending Ordinance, approved as to form by the County Attorney;
    - 3) Present use;
    - 4) Present zoning classification;
    - 5) Proposed use;
    - 6) Proposed zoning classification;
    - 7) A vicinity map showing property lines, thoroughfares, existing and proposed zoning, and such other items as may be required;
    - 8) A parcel map and list identifying all property owners and their mailing addresses;
    - 9) A statement on how the proposed amendment relates to the comprehensive plan;
    - 10) A fee as established by the Board of County Commissioners; and
    - 11) Signature of property owner(s) or agent.
  - c. Additional Information. At the discretion of the Plan Commission, the applicant may be required to provide additional information or studies to demonstrate the impact that will occur as a result of the proposed development associated with the amendment (rezone) in question. The additional information may include:
    - 1) Submission to Indiana Department of Transportation
      - a) Before any zoning amendment is approved affecting any land within

three hundred (300) feet of the centerline of a proposed new highway or highway for which changes are proposed as described in the certification to local officials by the Director of Transportation or within a radius of five hundred (500) feet from the point of intersection of the centerline with any public road or highway, they shall give notice by mail to the Indiana Department of Transportation.

- b) The Plan Commission may proceed as required by law; however, the Board of County Commissioners shall not approve the amendment for thirty (30) days from the date the notice is received by the Director of Transportation. If the Director of Transportation notifies the Board of County Commissioners that he shall proceed to acquire any land needed, then the Board of County Commissioners shall refuse to approve the rezoning. If the Director of Transportation notifies the Board of County Commissioners that acquisition at this time is not in the public interest or upon the expiration of the thirty (30) day period or any extension thereof agreed upon by the Director of Transportation and the property owner, the Board of County Commissioners shall proceed as required by law.
- 2) 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" may be amended from time to time in the development of the traffic study.
  - 3) Fiscal Impact Analysis. New residential development of more than one hundred fifty (150) units may 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.
- d. Notice. The Plan Commission shall give notice of a public hearing in accordance with the Plan Commission Rules of Procedure, as amended.
  - e. Public Hearing by Plan Commission. The Plan Commission shall schedule a public hearing within sixty (60) days after a petition is received. The hearing shall be held in accordance with the Plan Commission Rules of Procedure, as amended.
  - f. Recommendation by Plan Commission. Within ten (10) business days after the Plan Commission determines its recommendation, the Commission shall certify the proposal to the Board of County Commissioners with a favorable, unfavorable, or no recommendation (IC 36-7-4-605).
  - g. Action by Board of County Commissioners. The Board of County Commissioners shall, within ninety (90) days after the Plan Commission certifies their recommendation, either adopt or deny the recommendation of the Plan Commission (IC 36-7-4-608).
  - h. Effective Date and Referendum. Amendments adopted by the Board of County Commissioners shall become effective upon adoption.

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 \_\_\_\_\_

## **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

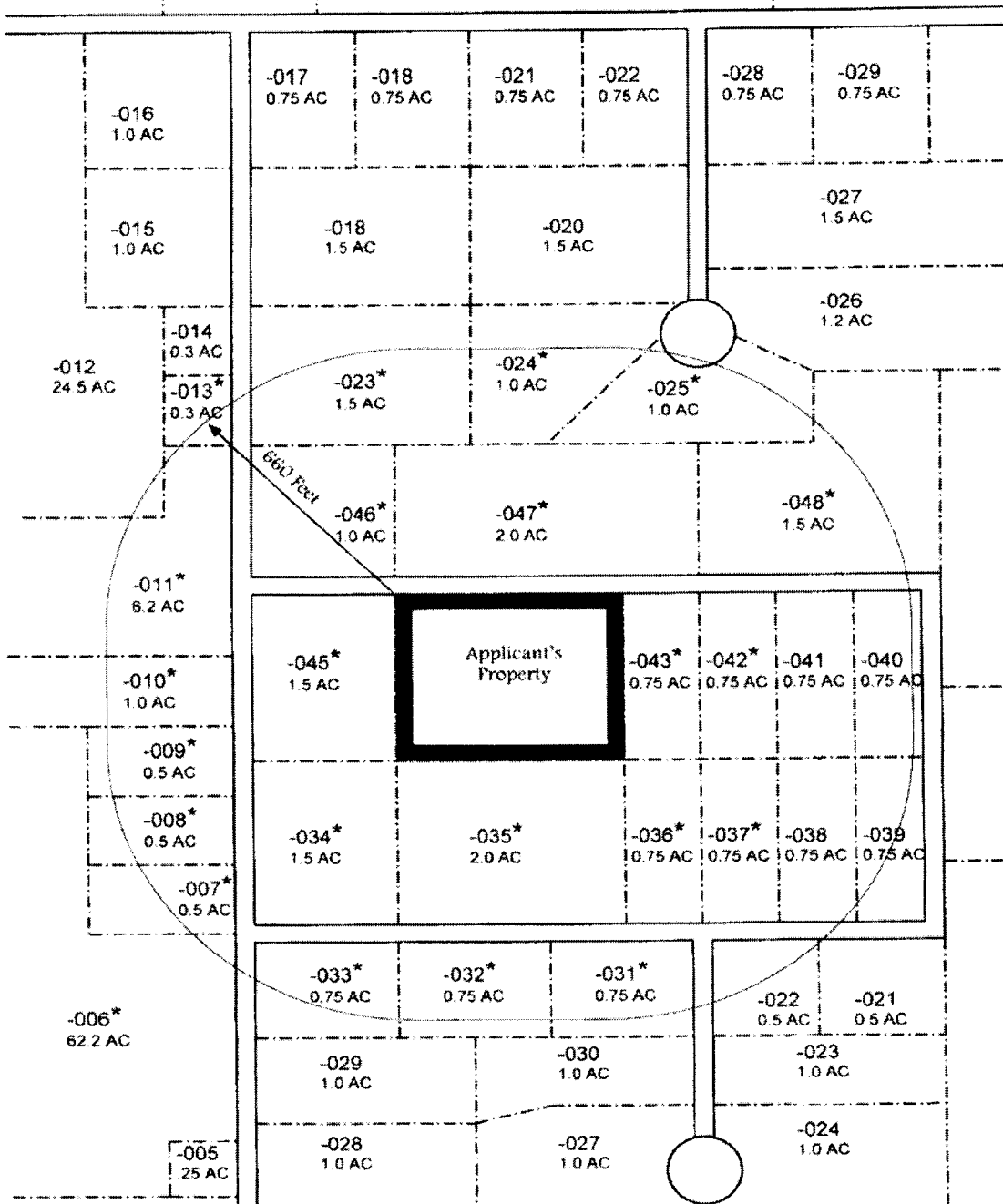
5. **UTILITY COMPANIES, FIRE DEPARTMENTS, SCHOOL DISTRICTS, AND TOWNS:**

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) (must be at least 10 days before hearing date)**

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 approval of a Zoning Amendment from the current **(Classification)** to **(Classification)** in **(Name of Township)** Township, Section **(Section #)**, Township **(Township #)**, Range **(Range #)**, located on **(Give Street address, if any, or common description)**, and location on **(Give description and location of subdivision in relationship to county roads, highways, and streets)**.

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

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

Yours Truly,  
**(name of applicant)**

**HENDRICKS COUNTY AREA PLAN COMMISSION  
AFFIDAVIT OF WRITTEN NOTIFICATION  
FOR ZONING AMENDMENT**

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 \_\_\_\_\_  
\_\_\_\_\_ TO REZONE \_\_\_\_\_ ACRES FROM THE "\_\_\_\_\_"  
\_\_\_\_\_ ZONING CLASSIFICATION TO THE "\_\_\_\_\_"  
\_\_\_\_\_ ZONING CLASSIFICATION \_\_\_\_\_ TOWNSHIP,  
SECTION \_\_\_\_\_, TOWNSHIP \_\_\_\_\_, RANGE \_\_\_\_\_, HENDRICKS  
COUNTY, INDIANA LOCATED ON \_\_\_\_\_

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

PROPERTY OWNER'S NAME	ADDRESS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

**C.** THE NOTICES WERE MAILED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_, WHICH IS AT LEAST TEN (10) DAYS PRIOR TO \_\_\_\_\_, 20\_\_\_\_, THE DATE OF THE PUBLIC HEARING AT THE HENDRICKS COUNTY GOVERNMENT CENTER, 355 SOUTH WASHINGTON STREET, DANVILLE, INDIANA AT 6:30 PM.

\_\_\_\_\_  
APPLICANT OR AGENT

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

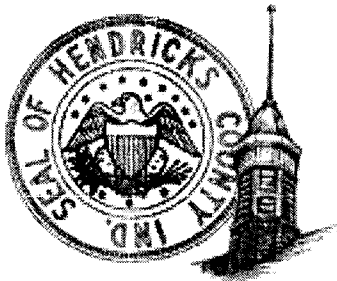
\_\_\_\_\_  
NOTARY PUBLIC

COUNTY OF \_\_\_\_\_  
MY COMMISSION EXPIRES \_\_\_\_\_

*Electronic Alteration of this form is prohibited.*

# Hendricks County Plan Commission

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## Guide To Fiscal Impact Studies

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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 exists. This includes such complementary use combinations as office-retail, office-hotel, office-residential, retail-residential, and office-restaurant. Other combinations may be considered.

# **XI. CAPACITY AND OTHER ANALYSES**

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

## **CAPACITY ANALYSIS**

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

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

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

## **LEVEL OF SERVICE**

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

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

**TABLE 12.1**

**LEVEL OF SERVICE DESCRIPTION FOR SIGNALIZED INTERSECTIONS**

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

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

**TABLE 12.2**

**LEVEL OF SERVICE DESCRIPTION FOR UNSIGNALIZED INTERSECTIONS**

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

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

peph = passenger cars per hour

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

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

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

## **OTHER ANALYSES**

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

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

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

## **XII. RECOMMENDATIONS**

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

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

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

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

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

## **REPORT**

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

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

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

## **XIII. PUBLIC RECORD**

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