

2025 Development Guide



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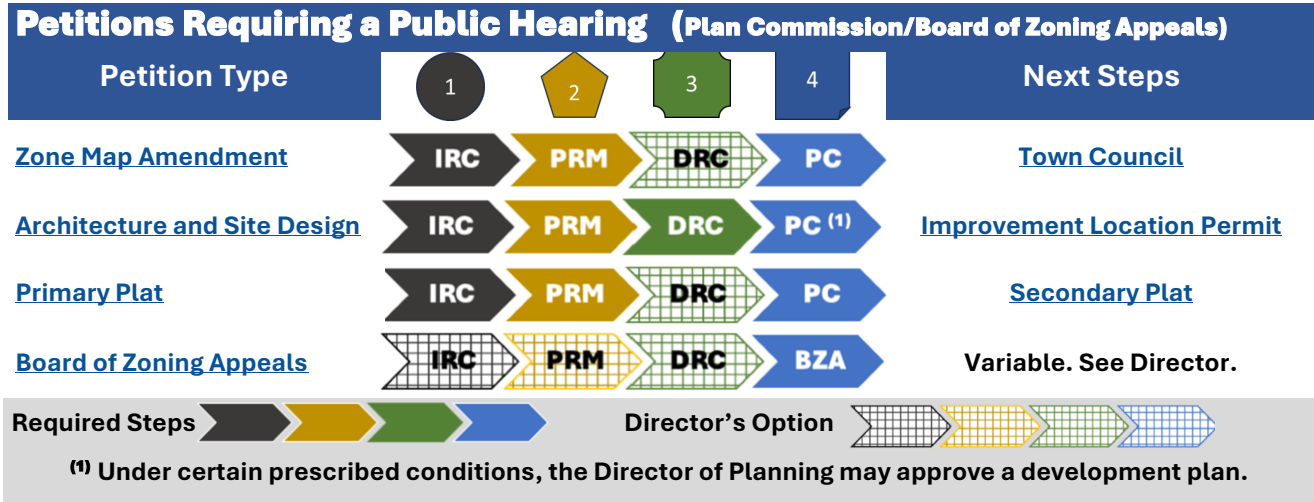
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Our Mission:

Plainfield is a premier community regarded for its community values, distinctive character, and places where people can *thrive*.

Typical Development Review Process



Examples of Petitions Requiring a Public Hearing

Zone Map Amendment

- Rezone
- Planned Unit Development

Architecture and Site Design

- Development Plan
- Final Detailed Plan

Primary Plat

- Major Residential
- Minor Residential
- Non-Residential, Incremental
- Non-Residential, Non-Incremental

Board of Zoning Appeals

- Variance of Development Standards
- Variance of Use
- Special Exception
- Appeal of Administrative Decision

Town Council Public Hearing

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Administrative Processes

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Fee Schedule

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Submittal / Resubmittal to iWorQ and Naming Requirements



SUBMITTALS/RESUBMITTALS must use the [Town's iWorQ portal](#).

1. The Town **will not** accept paper submittals/resubmittals or e-mail submittals.
2. The iWorQ system has a maximum individual file size of 25 MB. Any larger files will need to be split into smaller files by the applicant.
3. The Naming Requirements below must be used. Incomplete submittals or those not using the Naming Requirements will not be advanced.
4. We **do not** need the "Town of Plainfield Standards uploaded."
5. The Town is not responsible for errors in the submittal of documents.

After the submittal, the Town will send the applicant a *contractor* number and a *project number*. These numbers will allow the applicant to add more files, plans, or other information.

The screenshot shows the Planning & Code Enforcement portal with several sections:

- Submit a Planning & Zoning Application:** For rezoning, development plans, etc.
- Apply for a Site Plan Modification:** For structural and site plan changes.
- Apply for a Permanent Sign Permit:** For new permanent signs or major alterations.
- Citizen Complaint:** For reporting issues like junk vehicles or debris.
- Application Instructions:** A numbered list of steps from 1 to 8, including clicking icons, filling out forms, and uploading documents.

NAMING REQUIREMENTS. For ease of Project Page creation and maintenance, the following Naming Requirements shall be observed.

File Name	Civil Plans	Architectural	Landscaping	Lighting Plan	Primary Plat
File includes but is not limited to these drawing examples which shall be submitted under the header at the top.	Site Plan	Rendering	Landscape Plan	Photometric Plan	Plat
	Overall Plan	East Elevation	Landscape Detail	Lighting Fixtures	Drainage Plans
	Area Map	West Elevation			Topographical Contour Plans
	Grading Plan	North Elevation			Stop Sign Plans
	Utility Plan	South Elevation			
	Concept Plan	Trash Enclosure			
		Accessory Building			
		Sign Package			
		Line of Sight			

Standalone Documents	Examples
	<ul style="list-style-type: none"> Narrative Traffic Study Findings Legal Description School Study
	<ul style="list-style-type: none"> Checkpoint Agency Notification Interested Party List Commitments Planned Unit Development Ordinance Proposed CCRs

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Plan Commission Calendar

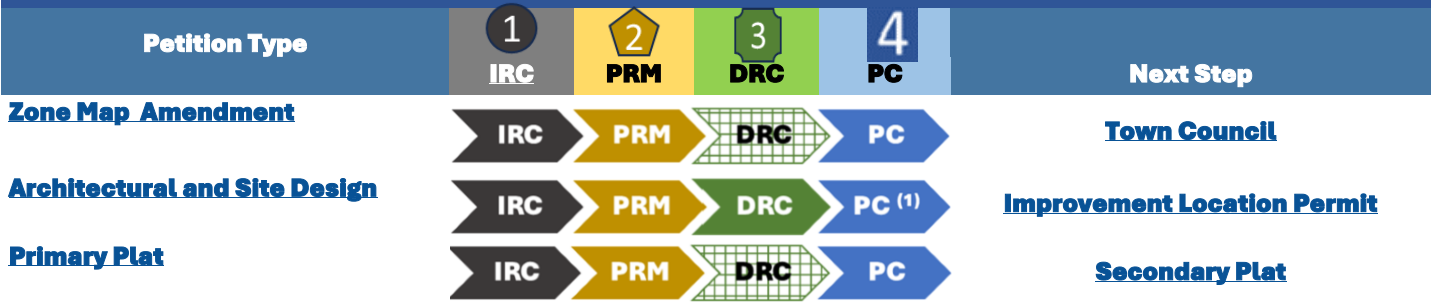


Initial Review Collaborative (IRC)		Project Review Meeting (PRM)		Design Review Committee (DRC)		Plan Commission Public Hearing (PC)		
Filing Date	Meeting	Filing Date	Meeting	Filing Date	Meeting	Docketed	Legal Notices	Earliest Public Hearing
11/21/24	12/5/24	12/12/24	12/26/24	12/31/24	1/7	1/10	1/17	2/3
12/19/24	1/2	1/9	1/23	1/28	2/4	2/7	2/14	3/3
1/23	2/6	2/13	2/27	3/4	3/11	3/14	3/21	4/10 ⁽¹⁾
2/20	3/6	3/13	3/27	4/1	4/8	4/11	4/17 ⁽¹⁾	5/5
3/20	4/3	4/10	4/24	4/29	5/6	5/9	5/16	6/2
4/24	5/8	5/15	5/29	6/3	6/10	6/13	6/20	7/7
5/21	6/5	6/12	6/26	7/1	7/8	7/11	7/18	8/4
6/18	7/3	7/10	7/24	7/29	8/5	8/8	8/15	9/4 ⁽¹⁾
7/24	8/7	8/14	8/28	9/2	9/9	9/12	9/19	10/6
8/21	9/4	9/11	9/25	9/30	10/7	10/10	10/17	11/3
9/18	10/2	10/9	10/23	10/28	11/4	11/7	11/14	12/1
10/23	11/6	11/13	11/26 ⁽¹⁾	12/2	12/9	12/12	12/19	1/5/26

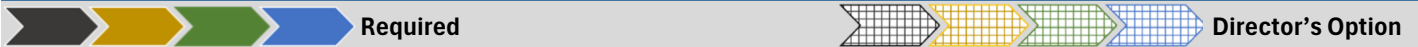
Key

⁽¹⁾ denotes date change due to holiday or other scheduling conflict

Meeting / Hearing Requirements by Petition Type (Petitions may be heard concurrently)



Key



PC⁽¹⁾ Under certain prescribed conditions, the Director of Planning may approve a development plan.

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Plan Commission

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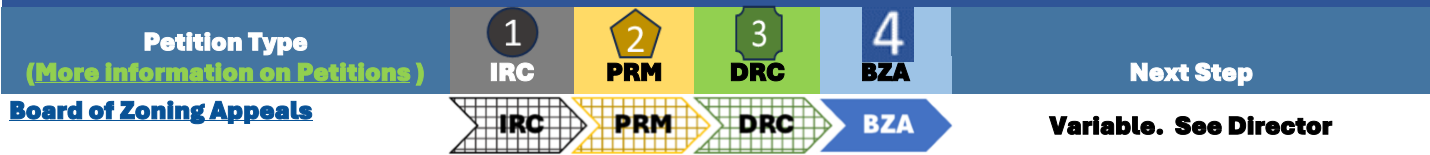
Board of Zoning Appeals Calendar

1 Initial Review Collaborative (IRC)	2 Project Review Meeting (PRM)	3 Design Review Committee (DRC)	4 Board of Zoning Appeals Public Hearing (BZA)		
			Filing Deadline	Legal Notices	Earliest Public Hearing
			12/20	1/10	1/23
			1/17	1/31	2/20 ⁽¹⁾
			2/4	2/28	3/17
			3/21	4/4	4/21
			4/17 ⁽¹⁾	5/2	5/19
			5/16	5/30	6/16
Director's Option. See Plan Commission schedule .			6/20	7/3 ⁽¹⁾	7/21
			7/15	8/1	8/18
			8/15	8/29	9/15
			9/19	10/3	10/20
			10/17	10/31	11/17
			11/14	11/26 ⁽¹⁾	12/15
			12/19	1/2/26	1/22/26 ⁽¹⁾

Key

⁽¹⁾ denotes date change due to holiday or other scheduling conflict

Meeting / Hearing Requirements by Petition Type (Petitions may be heard concurrently)



Key



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Terms

Commonly Used Terms	
Annexation	Legal act of bringing land into the corporate limits of the Town. Town Council approval.
Docketing	Act of the Director determining that a petition is complete and in form to be sent for public hearing. Fees will be due at this time.
Filing Deadline	Date by which the required plans and application must be filed in the Town's iWorQ system.
Interested Party	Properties required to be noticed for a public hearing.
iWorQ	The official permitting and petition software used by the Town of Plainfield
Legal Notice Deadline	Date by which the legal notices must be mailed and appear in the newspaper of record and the courtesy sign (s) must be placed.
Public Hearing	Meeting of a governmental body where the public has the right to make comments regarding a particular manner.

Advisory and Public Hearing Groups	
Town Council	Elected representatives of the residents of the Town of Plainfield.
Plan Commission	Administers the Zoning and Subdivision control ordinance and holds public hearings.
Design Review Committee	Reviews plans, studies problems, and makes recommendations to the Commission.
Project Review Meeting	Reviews projects to be brought to the Design Review Committee.
Initial Review Collaborative	Provides early assistance and review of developments.
Board of Zoning Appeals	Quasi judicial board that holds hearings on relief from and interpretations of the Zoning Ordinance.

Types of Petitions			
Board of Zoning Appeals		Plan Commission	
Variance of Use	Request to allow a use that is not permitted within the current zoning classification.	Petition Type	Description
Variance of Development Standards	Request for relief from specific standard requirements of the current zoning classification.	Zone Map Amendment	Request to modify the zoning classification of property.
Special Exception	A use permitted in a zoning classification only after conditions and standards have been reviewed by the Board.	Architectural and Site Design	Review of specific plans for the development of property
Administrative Appeal	Appeal to the Board for review of Staff's interpretation of the Zoning Ordinance.	Primary Plat	Conceptual review and approval of a proposed subdivision.

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