

Typical Development Review Process

Petitions Requiring a Public Hearing (Plan Commission/Board of Zoning Appeals)						
Petition Type	1	2	3	4	Next Steps	
Zone Map Amendment	IRC	PRM	DRC	PC	Town Council	
Architecture and Site Design	IRC	PRM	DRC	PC TM	Improvement Location Permit	
Primary Plat	IRC	PRM	DRC	PC	Secondary Plat	
Board of Zoning Appeals	IRC	PRM	DRC	BZA	Variable. See Director	
Required Steps				Director's Option		

Examples of Petitions Requiring a Public Hearing
Zone Map Amendment <ul style="list-style-type: none"> Rezone Planned Unit Development
Architecture and Site Design <ul style="list-style-type: none"> Development Plan Final Detailed Plan
Primary Plat <ul style="list-style-type: none"> Major Residential Minor Residential Non-Residential, Incremental Non-Residential, Non-Incremental
Board of Zoning Appeals <ul style="list-style-type: none"> Variance of Development Standards Variance of Use Special Exception Appeal of Administrative Decision

Town Council Public Hearing
<ul style="list-style-type: none"> Annexation

Administrative Process
<ul style="list-style-type: none"> Improvement Location Permit Secondary Plat Signs

Fee Schedule

Submittal/Resubmittal to iWorQ & 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 25MB. 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.

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 Overall Plan Area Map Grading Plan Utility Plan Concept Plan	Rendering East Elevation West Elevation North Elevation South Elevation Trash Enclosure Accessory Building Sign Package Line of Sight	Landscape Plan Landscape Detail	Photometric Plan Lighting Fixtures	Plat Drainage Plans Topographical Contour Plans Stop Sign Plans
Standalone Documents	Examples				
	Narrative Traffic Study Findings Legal Description School Study		Checkpoint Agency Notification Interested Party List Commitments PUD Ordinance Proposed CCRs		

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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 matter.

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 an 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	
		Petition Type	Description
Variance of Use	Request to allow a use that is not permitted within the current zoning classifications.		
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.

Fees

Zone Map Change/Rezone	Base	Plus
Residential	\$750	+ \$25/Acre
Commercial/Industrial	\$750	+ \$25/Acre
Planned Unit Development (PUD)	\$1,250	+ \$25/Acre
PUD Amendment	\$535	+ \$15/Acre
Amend Commitments	\$330	+ \$50/Acre
Text Amendments	\$350	+

Development Plans	Base	Plus
Architecture & Site Design	\$750	+ \$25/Acre
Final Detailed Plan/PUD	\$675	+ \$25/Acre
Waivers	\$100	+ \$50/Additional Waiver
Amendments	\$400	+ \$15/Acre
Appeals	\$675	+ \$25/Acre

Primary Plat	Base	Plus
Minor Residential	\$375	+ \$5/Lot
Major Single-Family Residential	\$800	+ \$10/Lot
Multi-Family/Commercial/Industrial	\$800	+ \$10/Acre
Commercial/Industrial/Incremental	\$800	+ \$10/Acre
Waivers	\$100	+ \$50/Additional Waiver
Vacation	\$325	+
Revised/Amended Primary Plat	\$500	+ \$5/Acre

Secondary Plat	Base	Plus
Review Fee	\$400	+ \$10/Acre
GIS Fee	\$100	+ \$25/Lot, Common Area, or Block
Amended/Replat	\$260	+ \$10/Lot

Board of Zoning Appeals		
Use Variance	Base	Plus
Residential	\$650	+
Commercial/Industrial	\$600	+
Development Standard Variance	Base	Plus
Residential	\$375	+ \$50/Additional Development Standard
Commercial/Industrial	\$600	+ \$50/Additional Development Standard
Other Petitions	Base	Plus
Special Exception	\$350	+
Administrative Appeal	\$350	+

Notes:

The Town will send an invoice to the applicant with the fee amount at the time of docketing.

All fees are rounded up “per acre”, “per sq ft”, or “per ft..” for any

Fee Adjustments:

Not-for-Profits: The filing fee shall be reduced by 50% for any charitable organization which submits a copy of current statement from the IRS confirming its charitable (501c3) status at the time of filing the petition/application.

Fees

Improvement Location Permit (ILP)			
Residential	Base	Plus	
Single-Family/Two-Family	\$75	+	
Multi-Family	\$350	+	\$25/Unit + \$50/Building
Accessory/Single & Two-Family	\$30	+	\$10/Additional Structure
Accessory/Multi-Family	\$50	+	\$15/Additional Structure
Residential Addition	\$65	+	
Commercial	Base	Plus	
Primary Building	\$400	+	\$25/Acre
Parking Only	N/A	+	Greater of \$50 or \$0.50/Parking Space
Remodel	\$250	+	\$10/Acre
Accessory Building/Structure	\$150	+	\$50/Additional Structure
Industrial	Base	Plus	
Primary Building	\$400	+	\$25/Acre
Parking Only	N/A	+	Greater of \$50 or \$0.50/Parking Space
Remodel	\$300	+	
Accessory Building/Structure	\$150	+	\$50/Additional Structure
ILP Amendment	\$300	+	\$5/Acre
Signs	Base	Plus	
Building	\$150	+	
Ground	\$250	+	
Suspended/Projecting	\$100	+	
Awning/Canopy/Marquee	\$100	+	
Incidental	\$85	+	
Miscellaneous	Base	Plus	
Fence Permit	\$50	+	

Notes:

The Town will send an invoice to the applicant with the fee amount at the time of docketing.

All fees are rounded up “per acre”, “per sq ft”, or “per ft.” for any

Fee Adjustments:

Not-for-Profits: The filing fee shall be reduced by 50% for any charitable organization which submits a copy of current statement from the IRS confirming its charitable (501c3) status at the time of filing the petition/application.

Full Calendars

2026 Plan Commission Calendar								
IRC		PRM		DRC		Plan Commission		
File Date	Meeting	File Date	Meeting	File Date	Meeting	Docketed	Legal	Earliest PM
11/20	12/4	12/11	12/23	12/30	1/6	1/9	1/16	2/2
12/26	1/8	1/15	1/29	2/3	2/10	2/6	2/13	3/2
1/22	2/5	2/12	2/26	3/3	3/10	3/6	3/20	4/9
2/19	3/5	3/12	3/26	3/31	4/7	4/10	4/17	5/4
3/19	4/2	4/9	4/23	4/28	5/5	5/8	5/15	6/1
4/23	5/7	5/14	5/28	6/2	6/9	6/12	6/18	7/6
5/21	6/4	6/11	6/25	6/30	7/7	7/10	7/17	8/3
6/25	7/9	7/16	7/30	8/4	8/11	8/14	8/21	9/9
7/23	8/6	8/13	8/27	9/1	9/8	9/11	9/18	10/5
8/20	9/3	9/10	9/24	9/29	10/6	10/9	10/16	11/2
9/24	10/8	10/15	10/29	11/3	11/10	11/13	11/20	12/7
10/22	11/5	11/12	11/25	12/1	12/8	12/11	12/18	1/4/27
Date moved due to holiday or other conflict								
2025 date								

2026 Board of Zoning Appeals Calendar				
Filing Date	IRC/PRM/DRC	Docketing	Public Notice	Earliest PM
1/16	(1)	1/30	2/6	2/16
2/13	(1)	2/27	3/6	3/16
3/20	(1)	4/3	4/10	4/20
4/17	(1)	5/1	5/8	5/18
5/15	(1)	5/29	6/5	6/15
6/18	(1)	7/2	7/10	7/20
7/17	(1)	7/31	8/7	8/17
8/21	(1)	9/4	9/11	9/21
9/18	(1)	10/2	10/9	10/19
10/16	(1)	10/30	11/6	11/16
11/20	(1)	12/4	12/11	12/21
12/19	(1)	1/4/27	1/11/27	1/21/27
Date moved due to holiday or other conflict				
(1) At Director's discretion. May result in modification of Earliest Possible Public Hearing				

Board of Zoning Appeals (BZA)

The Board of Zoning Appeals is a quasi-judicial body that interprets the Zoning Ordinance, conducts public hearings on relief from the ordinance, and any other matters prescribed by the Zoning Ordinance.

Meeting Location:
206 W. Main Street
Plainfield, IN



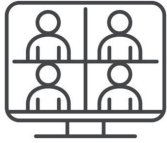
Public Hearing

2026-2027 BZA Schedule		
Filing Date	Public Notice	Earliest Public Meeting
1/16	2/6	2/16
2/13	3/6	3/16
3/20	4/10	4/20
4/17	5/8	5/18
5/15	6/5	6/15
6/18	7/10	7/20
7/17	8/7	8/17
8/21	9/11	9/21
9/18	10/9	10/19
10/16	11/6	11/16
11/20	12/11	12/21
12/19	1/11/27	1/21/27
Full Calendar		
Plan Commission		
Board of Zoning Appeals		

Documents Required for BZA			
Core Documents	BZA		
Board of Zoning Appeals Packet	Yes		
Interested Party List	Yes		
Checkpoint Agency Notification	No		
Fee Schedule	Informational		
Discretionary Documents	BZA		
Commitments	AN		
School Impact Study	DD		
Traffic Impact Study	DD		
Additional Support Documents	AN		
Planned Unit Developments	BZA		
Modifications and relief from Planned Unit Developments are through the Zone Map Amendment process only.			
Architectural and Site Design	BZA		
Building Elevations	AN		
Site Plan	AN		
Overall Plan	AN		
Landscape Plan	AN		
Sign Plan	AN		
Photometric Plan and Cut Sheets	AN		
Grading Plan	AN		
Utilities Plan	AN		
Primary Plat	BZA		
Plats and other processes controlled by the Subdivision Control Ordinance are the jurisdiction of the Plan Commission.			
Key for Required Documents			
Yes	Required	CO	Only if Changed
DD	Director Discretion	AN	As Necessary
		OP	Optional (Early)

Initial Review Collaborative (IRC)

The Initial Review Collaborative was created to provide early assistance and review for developments. It is a multi-disciplinary group of Town Staff and Town consultants (if necessary). The IRC can request that the Technical Advisory Committee convene.



Online Meeting

2025-2026 IRC	
Filing Date	Meeting Date
11/20/25	12/4/25
12/26/25	1/8
1/22	2/5
2/19	3/5
3/19	4/2
4/23	5/7
5/21	6/4
6/25	7/9
7/23	8/6
8/20	9/3
9/24	10/8
10/22	11/5
Full Calendar	
Plan Commission	
Board of Zoning Appeals	

Petition Type	IRC	Final Step
Zone Map Amendment		Town Council
Architecture and Site Design		Improvement Location Permit
Primary Plat		Secondary Plat
Board of Zoning Appeals		Variable - See Director



Project Review Meeting (PRM)

The Project Review Meeting was created to review projects that are closer to the docketing stage. The standing membership includes the Executive Director of Development Services, Director of Planning, Director of Transportation, and Senior Planner, but the Director of Planning may include others on an ad-hoc basis.



Online Meeting

PRM	
Filing Date	Meeting Date
12/11/25	12/23/25
1/15	1/29
2/12	2/26
3/12	3/26
4/9	4/23
5/14	5/28
6/11	6/25
7/16	7/30
8/13	8/27
9/10	9/24
10/15	10/29
11/12	11/25
Full Calendar	
Plan Commission	
Board of Zoning Appeals	

Petition Type	PRM	Final Step
Zone Map Amendment		Town Council
Architecture and Site Design		Improvement Location Permit
Primary Plat		Secondary Plat
Board of Zoning Appeals		Variable - See Director
Key		



Design Review Committee (DRC)

The Design Review Committee was created to review plans, study problems and issues identified by the Plan Commission, and make recommendations to the Commission. It is made up of members appointed by the Plan Commission.

Meeting Location:

206 W. Main Street
Plainfield, IN



Public Hearing

PRM		Petition Type	PRM	Final Step
Filing Date	Meeting Date	Zone Map Amendment		Town Council
12/11/25	12/23/25	Architecture and Site Design		Improvement Location Permit
1/15	1/29	Primary Plat		Secondary Plat
2/12	2/26	Board of Zoning Appeals		Variable - See Director
3/12	3/26	Key		
4/9	4/23			
5/14	5/28			
6/11	6/25			
7/16	7/30			
8/13	8/27			
9/10	9/24			
10/15	10/29			
11/12	11/25			
Full Calendar				
Plan Commission				
Board of Zoning Appeals				



Plan Commission (PC)

The Plan Commission assist and advise the Town Council in administration of the Zoning Ordinance, conduct public hearings, and make decisions on petitions as provided by the Town of Plainfield Zoning and Subdivision Control Ordinances.

Meeting Location:

206 W. Main Street
Plainfield, IN



Public Hearing

PRM	
Filing Date	Meeting Date
12/11/25	12/23/25
1/15	1/29
2/12	2/26
3/12	3/26
4/9	4/23
5/14	5/28
6/11	6/25
7/16	7/30
8/13	8/27
9/10	9/24
10/15	10/29
11/12	11/25
Full Calendar	
Plan Commission	
Board of Zoning Appeals	

Petition Type	PRM	Final Step
Zone Map Amendment	PC →	Town Council
Architecture and Site Design	PC [®] →	Improvement Location Permit
Primary Plat	PC →	Secondary Plat
Key		



Required



Under certain prescribed conditions, the Director of Planning may approve a development plan.



Director's Option

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