

Architecture and Site Design Packet

Development Plan: Specific plans for residential or non-residential development of property setting forth certain information and data as required by this ordinance. Specific to Conventional Zoning.

Final Detailed Plan: Specific plans for residential or non-residential development of property setting forth certain information and data as required by this ordinance. Specific to Planned Unit Developments.



Application Packet	1 IRC	2 PRM	3 4 DRC/Hearing
Common Forms	Yes	CO	CO
Interested Party List	OP	Yes	CO
Checkpoint Agency Notification	OP	Yes	CO
Project Narrative	Yes	CO	CO
Area Map	Yes	CO	CO
Legal Description	Yes	CO	CO
Fee Schedule	Informational		
Finding of Fact - ASD	1 IRC	2 PRM	3 4 DRC/Hearing
Development Plan -or- Final Detailed Plan	OP	Yes	CO
Findings of Fact - Waivers	1 IRC	2 PRM	3 4 DRC/Hearing
Enhanced Building Materials	AN	AN	AN
Existing Building Material	AN	AN	AN
Master Plan	AN	AN	AN



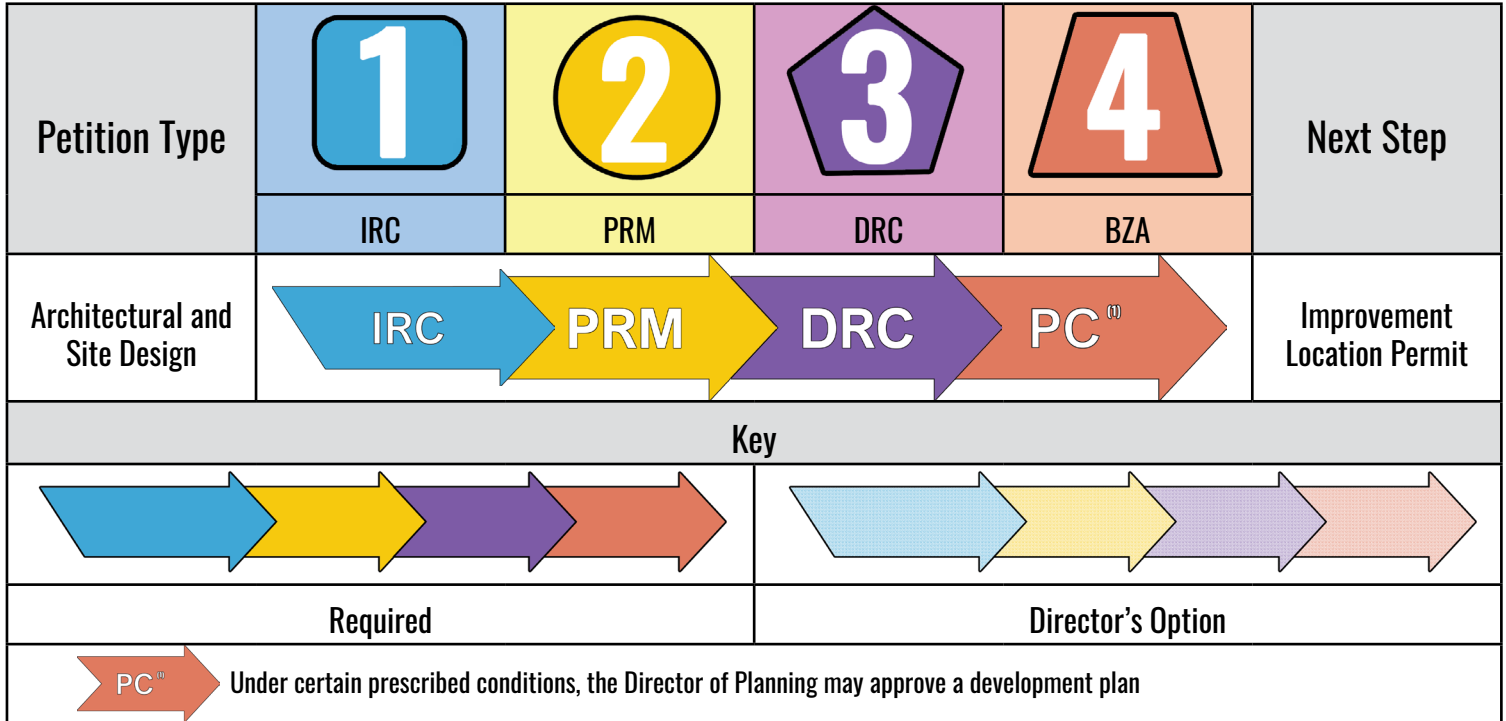
Discretionary Documents	1 IRC	2 PRM	3 4 DRC/Hearing
Commitments	AN	AN	AN
School Impact Study	DD	DD	DD
Traffic Impact Study	DD	DD	DD
Additional Support Documents	DD	DD	DD
Files and Plans	1 IRC	2 PRM	3 4 DRC/Hearing
Building Elevations	Yes	Yes	Yes
Site Plan	Yes	Yes	Yes
Overall Plan	Yes	Yes	Yes
Landscape Plan	OP	Yes	Yes
Sign Plan	OP	Yes	Yes
Photometric Plan and Cut Sheets	OP	Yes	Yes
Grading Plan	OP	Yes	Yes
Utilities Plan	OP	Yes	Yes
Final Detailed Plan	1 IRC	2 PRM	3 4 DRC/Hearing
Final Detailed Plan	Yes	CO	CO

Key for Required Documents			
Yes	Required	CO	Only if Changed
DD	Director Discretion	AN	As Necessary
		OP	Optional (Early)



Architectural & Site Design

Meeting & Hearing Requirements



IRC	PRM	DRC	Plan Commission
Meeting Date	Meeting Date	Meeting Date	Earliest Public Meeting
12/4/25	12/23/25	1/6	2/2
1/8	1/29	2/10	3/2
2/5	2/26	3/10	4/9
3/5	3/26	4/7	5/4
4/2	4/23	5/5	6/1
5/7	5/28	6/9	7/6
6/4	6/25	7/7	8/3
7/9	7/30	8/11	9/9
8/6	8/27	9/8	10/5
9/3	9/24	10/6	11/2
10/8	10/29	11/10	12/7

2026 BZA Schedule	
Filing Date	Earliest Public Meeting
1/16	2/16
2/13	3/16
3/20	4/20
4/17	5/18
5/15	6/15
6/18	7/20
7/17	8/17
8/21	9/21
9/18	10/19
10/16	11/16
11/20	12/21

Please see page 8 of the full Development Guide for the full meeting & commission schedules, including filing, docketing, and public notice deadlines for each.

Architecture & Site Design - Common Forms

Project Name			
Address/Location			
Type	Conventional	Planned Unit Development	Other
Existing Zoning		Requested Zoning	
Are additional petitions necessary? (see below)		Have the petitions been submitted? (see below)	
Architectural and Site Design	Yes No	Architectural and Site Design	Yes No
Primary Plat	Yes No	Primary Plat	Yes No

Contact Information	Applicant		Owner		Engineer	
Corporate Name						
Contact Name						
Street Address						
Street Address						
City/Town						
State, Zip						
Phone Number						
E-Mail						
Primary Contact	Yes	No	Yes	No	Yes	No

Contact Information	Architect		Attorney		Other	
Corporate Name						
Contact Name						
Street Address						
Street Address						
City/Town						
State, Zip						
Phone Number						
E-Mail						
Primary Contact	Yes	No	Yes	No	Yes	No

Form: Authorization from Owner

The undersigned, _____, being the Owner of the property commonly known as, _____ hereby authorizes _____ to file a (check all that apply):

Zone Map Amendment

Architectural and Site Design

Primary Plat

Secondary Plat

Vacation

Variance

Special Exception

Administrative Appeal

This consent shall remain in effect:

Until revoked by a written statement filed with the Town of Plainfield

Until the following date:

Signature:

Printed:

Time (if applicable)

Date:

Signature:

Printed:

Time (if applicable)

Date:

The undersigned, having been duly sworn on oath states the above information is true and correct as (s) he is informed and believes.

Signature of Applicant: _____ Date: _____

Printed Name & Title: _____

State of: _____)

County of: _____) SS:

Subscribed and sworn to before me this ____ day of _____, _____.

Notary Public Signature

Printed Name

Residing in _____ County

My Commission expires _____

Checkpoint Agencies

A copy of a plan or other information sufficient to alert the following agencies as to the nature of the proposed development shall be sent to the applicable agencies prior to filing a petition with the Town of Plainfield.

Town of Plainfield - Public Safety		School District (By Township)	
Department of Public Safety Jared McKee 206 West Main Street Plainfield, IN 46168 317.754.5314 jmckee@townofplainfield.com	Guilford Township Plainfield Community Schools Scott Olinger, Superintendent 985 Longfellow Drive Plainfield, IN 46168 317.839.2578 solinger@plainfield.k12.in.us	Washington Township Avon Community Schools Dr. Scott Wyndham, Superintendent 7203 East U.S. Highway 36 Avon, IN 46123 317.544.6000 smwyndham@avon-schools.org	Liberty Township Mill Creek Community Schools Brian Tomamichel, Superintendent 6631 South County Road 200 West Clayton, IN 46115 317.539.9200 btomamichel@mccsc.k12.in.us
Hendricks County			
Drainage Board Dave Gaston, Surveyor Hendricks County Govt Center 355 South Washington Street PO Box 43 Danville, IN 46122 317.745.9237 gsowers@co.hendricks.in.us gavegaston@co.hendricks.in.us	Health Department Julie Haas, Director Hendricks County Govt Center 355 South Washington Street Danville, IN 46122 317.745.9217	Engineer John Ayers Hendricks County Govt Center 355 South Washington Street PO Box 51 Danville, IN 46122 317.745.9236 jayers@co.hendricks.in.us	Soil and Water Conservation Board Brianna Ollier 195 Meadow Drive Danville, IN 46122 317.745.2555 ext 3 brianna.ollier@in.nacdnet.net
Projects located on property abutting US Hwy 40/Main Street		Utilities (Water, Sewer, Storm)	
Indiana National Road Association Executive Director PO Box 284 Cambridge City, IN 47327 317.822.7939	Plainfield Department of Public Works c/o Shannon Swan 986 South Center Street Plainfield, IN 46168 317.839.3490	Water in some areas west of Reagan Citizens Energy Group Stanley Graves 1220 Waterway Boulevard Indianapolis, IN 46202 317.635.3711	
Utilities (Telephone, Natural Gas, CATV)			
AT&T 240 North Meridian Street Indianapolis, IN 46204	Vectren 1601 North Meridian Street Indianapolis, IN 46202	Comcast 5330 East 65th Street Indianapolis, IN 46220	Brighthouse Networks 3030 Roosevelt Avenue Indianapolis, IN 46218
Utilities (Electric)			
Brian Bantly 5005 East Main Street Avon, IN 46123 317.745.1006	Duke (Send to All) Thomas Ordway T&D Forester, Vegetation Management, Midwest 100 Mill Creek Road Noblesville, IN 46060 317.776.5354	Ryan Daugherty Asset Protection Associate 2727 Central Avenue Columbus, IN 46201 812.375.2021	Hendricks Power Jason Stewart 86 North CR 500 East Avon, IN 46123 jstewart@hendrickspower.com 317.745.5473
			Indianapolis Power & Light 1230 West Morris Street Indianapolis, IN 46221 317.261.5261



Project Narrative

The Project Narrative should provide a description detailed enough to allow for a thorough understanding of the proposed petition.

In general, a project narrative will include the “Five W’s and One H.” (Who, What, When, Where, Why, and How).

For example, “Who” could be owners, developers, consultants (architects, engineers, landscape architects, surveyors, etc), and others involved in the project. Any waivers, special exceptions, and/or variances should be listed.

Examples

Attached below are some examples of project narratives. While there are no “one size fits all” or “one style fits all” to narratives, these examples are meant to provide guidance on what could be included.

One	Two	Three	Four	Five
Six	Seven	Eight	Nine	Ten
Eleven	Twelve	Thirteen	Fourteen	Fifteen

Additional Narrative Requirements for Planned Unit Developments

In addition, Planned Unit Developments must show how the proposed PUD addresses the following:

1. Protection of unique topographical features on the site, including, but not limited to, slopes, streams, and natural water features;
2. Protection and preservation of wooded areas, individual trees of significant size, wetlands, or other environmentally sensitive features;
3. Development of common open space and recreational areas (passive or active) accessible to the residents or users of the PUD by way of sidewalks, footpaths, or combined walkways/bikeways;
4. A more efficient use of the land including the reduction of land area disturbed for utility lines and motor vehicle access;
5. Creation of innovative residential and business environments;
6. Minimize the alteration of the natural site features through the design and situation of individual lots, streets, and buildings;
7. Diversity and originality in lot layout;
8. Utilization of individual building designs which achieve an enhanced relationship between the development and the land; and,
9. Relationship to surrounding properties

Commitments

Commitments are written agreements that can be required or allowed for the development or use of real property. They are often filed with land use petitions, such as rezoning or approval petitions. Commitments can be binding on the owner of the property and can be recorded with the county recorder.

- ***Who can make commitments:*** The owner of the property can be required or allowed to make a commitment.
- ***When commitments are required:*** Commitments can be required for the approval of a zone map amendment, development plan, special exception, or variance.
- ***How commitments are recorded:*** Commitments are recorded in the office of the county recorder.
- ***Who can modify or terminate commitments:*** The Plan Commission or Board of Zoning Appeals can modify or terminate commitments. The legislative body can also modify or terminate commitments if the commitment is part of a rezoning proposal.
- ***When commitments are binding:*** Commitments are binding on the owner of the property, even if they are unrecorded. They are also binding on subsequent owners or anyone who acquires an interest in the property.
- ***When commitments can expire:*** Commitments can contain terms that allow them to expire automatically. For example, a commitment can expire if the zoning district or land use changes.

The Town has the following exhibits to use as templates for the request to create, modify, or terminate commitments regarding the use or development of real estate.

Plan Commission

[Exhibit A](#): Enaction of commitments concerning the use or development of real estate.

[Exhibit B](#): Modifying or terminating existing commitments concerning the use or development of real estate.

Board of Zoning Appeals

[Exhibit C](#): Enaction of commitments concerning the use or development of real estate.

[Exhibit D](#): Modifying or terminating existing commitments concerning the use or development of real estate.

Checklist: Final Detailed Plan

Before the Plan Commission approves a Final Detailed Plan, the petitioner must submit a Final Detailed Plan consisting of the following:

1. Area map insert showing the general location of the proposed development referenced to major streets and section lines.
2. Location map showing the names of all metes and bounds property owners, boundary lines of recorded Subdivisions, zoning, and land uses of adjacent properties.
3. Proposed name of the PUD.
4. Legal description of the real estate.
5. Boundary lines of the proposed PUD.
6. Location and name of all existing and proposed public or private roads, Access easements, and Rights-of-Way within two-hundred (200) feet of the real estate.
7. Location of all existing and proposed utility facilities and easements, including, but not limited to; sanitary sewer, water, storm water management, electric, gas, telephone, and cable.
8. Layout, number, and dimensions of all lots and out lots with zoning setback lines.
9. Location, delineation, and elevation of all floodway and floodway fringe areas within the boundaries of the PUD.
10. Drainage Plan for all watersheds in and around the proposed PUD, indicating the general drainage pattern of Lots, the location of all drainage channels and sub-surface drainage Structures, the proposed method of disposing of all stormwater runoff including data to show that the proposed outlet(s) are adequate to accommodate the drainage requirements of the PUD, and all existing and proposed detention facilities.
11. An erosion control plan for all areas of site disturbance.
12. Topographic contour every five (5) feet superimposed upon the proposed Final Detailed Plan.
13. Proposed elevation of all Building pads within the proposed development.
14. All Improvements to Street system on-site and off-site.
15. Sidewalk plan or alternative plan for pedestrian ways.
16. Plans and specifications for all infrastructure Improvements required or proposed in the PUD.
17. Areas reserved for park, conservation, wetland, common area, lake or other similar uses.
18. Proposed covenants, conditions, and restrictions.
19. The character and approximate density of all proposed uses and Structures in the plan area.
20. Any other information requested in writing by the Plan Commission or Staff.

Checklist: Building Elevations

Before Elevations filed in connection with the submission of a Development Plan shall be drawn to scale and shall include the following items:

1. Address of the site.
2. Proposed name of the development.
3. Scale.
4. Elevations for each facade of the Building.
5. Specification or sample of the type and color of Building materials to be used for all wall, window, roof, and other architectural features.
6. A separate true color rendering of the proposed Building, including any proposed Wall Sign.
7. Placement, size color, and illumination details for any proposed Wall Sign.
8. Details of any exterior architectural lighting proposed on or around the Building.
9. A color rendering of the proposed Building.
10. Any other information requested in writing by the Plan Commission or Director.

Director, at their sole discretion, may waive or relax any of the Building Elevation requirements listed above, as circumstances dictate.

Note: Building Elevations shall include a summary table of all building materials used on each facade **and** shall identify the percentage of each applicable facade made up of each of the building materials. This shall include all windows and doors. For more information about building materials, see article 4.21 of the Plainfield Zoning Ordinance.

Checklist: Final Detailed Plan

A site plan filed in connection with the submission of a Development Plan shall be drawn to scale of not more than 1"=100' and shall include the following items:

1. North arrow and scale;
2. Address of the site;
3. Proposed name of the development;
4. Area map insert showing the general location of the site referenced to major Streets and section lines;
5. Legal description of the real estate;
6. Boundary lines of the site including all dimensions of the site;
7. Names, center-lines and Right-of-Way widths of all Streets, Alleys, and Easement;
8. Layout, number, and dimension of all Lots and Out Lots with zoning Setback Lines or Building Setback Lines;
9. Location and dimensions of all existing Structures, including paved areas;
10. Location and dimensions of all proposed Structures, including paved areas, and indicated by cross-hatching;
11. Location and name of all existing and proposed Public or Private Streets, Access easements, and Rights-of-Way within two-hundred (200) feet of the real estate;
12. Location of all floodway and floodway fringe areas within the boundaries of the site;
13. Location of all existing and proposed utility facilities and easements, including, but not limited to: sanitary sewer, water, storm water management, electric, gas, telephone, cable, fiber optic, power line easements, and power lines;
14. Use of each Structure by labeling including approximate density or size of all proposed uses and Structures on the site (e.g. parking - # of Parking Spaces required and provided, residence - # of Dwelling Units per acre, office - Gross Floor Area);
15. Structures proposed for demolition should be indicated as such;
16. Distance of all Structures from Front, Rear, and Side Lot Lines. (This distance is measured as a line from the point where the Structure is closest to the Lot Line. This line is perpendicular to the Lot Line.);
17. Location of any proposed or existing Driveway and its width at the Lot Line. (Any connection to an Alley must also be indicated.);
18. All improvements to Street system on-site and off-site;
19. Sidewalk plan or alternate plan for pedestrian ways, including access easements;
20. Measurement of curb radius and/or taper;
21. Names of legal ditches and streams on or adjacent to the site;
22. Location, dimensions, and type (e.g. ground, pole, wall) of all Signs on the site. Include separate elevations of proposed Sign Structures with all dimensions drawn to scale;
23. Location, size and species of all proposed and existing trees over six (6) inches in caliper at four and one-half (4 1/2) feet above Grade and all proposed and existing landscaping;
24. Areas reserved for park, recreation, conservation, wetland, common area, lake, or other similar uses;
25. Building elevations, including Building materials and colors; and,
26. Any other information requested in writing by the Plan Commission or Director.

Director, at their sole discretion, may waive or relax any of the Building Elevation requirements listed above, as circumstances dictate.

Checklist: Final Detailed Plan

Overall Plan filed in connection with the submission of a Development Plan shall be drawn to scale of not more than 1"=100' and shall include the following items:

1. North arrow and scale;
2. Address of the site;
3. Proposed name of the development;
4. Area map insert showing the general location of the site referenced to major Streets and section lines;
5. Legal description of the real estate;
6. Boundary lines of the site including all dimensions of the site;
7. Names, center-lines and Right-of-Way widths of all Streets, Alleys, and Easement;
8. Layout, number, and dimension of all Lots and Out Lots with zoning Setback Lines or Building Setback Lines;
9. Location and name of all existing and proposed Public or Private Streets, Access easements, and Rights-of-Way within two-hundred (200) feet of the real estate;
10. Location of all floodway and floodway fringe areas within the boundaries of the site;
11. Location of all existing and proposed utility facilities and easements, including, but not limited to: sanitary sewer, water, storm water management, electric, gas, telephone, and cable;
12. All Improvements to Street system on-site and off-site;
13. Sidewalk plan or alternate plan for pedestrian ways;
14. Location, dimensions, and type (e.g. ground, pole, wall) of all Signs on the site. Include separate elevations of proposed Sign Structures with all dimensions drawn to scale;
15. Areas reserved for park, recreation, conservation, wetland, common area, lake, or other similar uses;
16. Any other information requested in writing by the Plan Commission or Director

Director, at their sole discretion, may waive or relax any of the Building Elevation requirements listed above, as circumstances dictate.

Checklist: Landscape Plan

Landscape Plans filed in connection with the submission of a Development Plan shall be drawn to scale of not more than 1"=100' and shall include the following items:

1. Address of the site;
2. Proposed name of the development;
3. Scale;
4. The location of any existing or proposed Freestanding Signs;
5. Outline of all existing or proposed Buildings or Structures, including parking and loading areas;
6. Boundary lines of the site;
7. Location of all floodway and floodway fringe areas within the boundaries of the site;
8. All existing elevations and proposed land contour lines having at least two (2) foot intervals;
9. Proposed sidewalk or alternate plan for pedestrian ways including any required access easements;
10. Location of all existing and proposed utility facilities and easements; including, but not limited to, sanitary sewer, water, stormwater management, electric, gas, telephone, cable, fiber optic, power line easements, and power lines;
11. Size, species, and spacing (on center) of all proposed trees, landscaping, and ground cover;
12. Survey of existing trees in required Yards and required Bufferyards, indicating exact location of existing trees over six (6) inch caliber at four and one-half (4 1/2) feet above Grade and all flowering trees, shrubs, and evergreens over six (6) feet in height;
13. Description of methods to preserve trees without injury and with sufficient area for the root system to sustain a tree;
14. Description of protective care and physical restraint barriers at the drip line to prevent alteration, compaction, or increased depth of the soil in the root system area prior to and during groundwork and construction;
15. Any other information requested in writing by the Plan Commission or Director.

Director, at their sole discretion, may waive or relax any of the Building Elevation requirements listed above, as circumstances dictate.

Checklist: Landscape Plan

Article 4.7 of the Plainfield Zoning Ordinance contains specific requirements regarding the types and amount of landscaping required on a site. Site landscaping includes the following types:

- Perimeter Yards
- Foundation Plantings
- Interior Parking Lot
- Parking Lot Screening

Further, the regulations for Perimeter Yards and Foundation Planting are based upon 100' increments of such yard or building. For ease of design and review, all Landscape Plans shall include the following:

1. A Plant List including: botanical and common name; plant symbol abbreviations; and, size.
2. Perimeter Yard - Each 100' increment of a perimeter yard shall be indicated, with a summary of the plant materials proposed within each 100' increment noted on the plan.
3. Foundation Plantings - A tabular summary for each side of a building including: the length of the building wall; foundation planting area required and provided; and, a summary of the plant materials applied to the foundation requirement.
4. A key to each plant indicating: species, number; and, landscaping requirement addressed by that plant. For example, a "key" to each plant may look like the example key below.

AR	Plant Species Abbreviation
7	Number of Plants
PY	Landscape Requirement

Checklist: Sign Plan

Sign Plans filed in connection with the submission of a Development Plan shall be drawn to scale and shall include the following items:

1. Address of the site.
2. Proposed name of the development.
3. Scale.
4. A site plan indicating the location of any existing or proposed Freestanding Signs.
5. A site plan indicating the location of any Building upon which a Sign is to be mounted, with the location of the Signs indicated.
6. Elevation of proposed Signs, including size, materials, and color.
7. A true color rendering of the proposed Signs.
8. Illumination details for proposed Signs.
9. Placement, size, color, and illumination details for any proposed Wall Sign.
10. Any other information requested in writing by the Plan Commission or Director.

Director, at their sole discretion, may waive or relax any of the Sign Plan requirements listed above, as circumstances dictate.

NOTE: Approval of a sign plan does not constitute a variance of the sign regulations.

Checklist: Photometric Plan

Lighting Plans filed in connection with the submission of a Development Plan shall be drawn to scale of not more than 1"=100' and shall include the following items:

1. North arrow and scale;
2. Address of the site;
3. Proposed name of the development;
4. Boundary lines of the site including all dimensions of the site;
5. Location and dimensions of all existing Structures, Parking Areas, and walkways;
6. Type and location of all exterior of lighting fixtures; including wattage and type of light;
7. Intensity of lighting at base of light Structure and at the Lot Line measured in foot candles;
8. If architectural building lighting is proposed, elevations for each facade of the Building indicating the location, type, and intensity of lighting on each Building facade and the intensity of such lighting at the Lot Line measured in foot candles.

Director, at their sole discretion, may waive or relax any of the Lighting Plan requirements listed above, as circumstances dictate.

NOTE: A “cut sheet” showing details on the fixture will be required (see example below)

Findings: Development Plan

Project	
Location	

Finding	Applicant Response (use additional sheets if necessary)
The Development Plan complies with all applicable Development Standards of the District in which the site is located because:	
The Development Plan complies with all applicable provisions of the Subdivision Control Ordinance for which a waiver has not been granted because:	
The Development Plan complies with all applicable provisions for Architectural and Site Design Review for which a waiver has not been granted because:	
The proposed development is appropriate to the site and its surroundings because:	
The proposed development is consistent with the intent and purpose of the Plainfield Zoning Ordinance because:	

Applicant Signature: _____

Findings: Final Detailed Plan

Project	
Location	

Finding	Applicant Response (use additional sheets if necessary)
The Final Detailed Plan satisfies the Development Requirements and Development Standards specified in the PUD District ordinance establishing such District because:	
The Final Detailed Plan satisfies the Development Requirements and Development Standards specified in the PUD District ordinance establishing such District because:	
The Final Detailed Plan provides for the protection or provision of the site features and amenities outlined in Article 6.1 because:	

Applicant Signature: _____

Findings: Waiver-Enhanced Alternate Material

Project	
Location	

Finding	Applicant Response (use additional sheets if necessary)
The existing material classifications do not adequately describe this material:	
The Design Review Committee has inspected the technical specification and/or material samples and has provided guidance to the Plan Commission:	
The Plan Commission will direct the Design Review Committee to review the interim classification no later than one year after the Certificate of Occupancy for recommendation of permanent classification:	

Applicant Signature: _____

Findings: Waiver-Existing Building Materials

Project	
Location	

Finding	Applicant Response (use additional sheets if necessary)
The proposed Facade Point Value is increased by at least half the difference between the existing Facade Point Value and Required Facade Point Value:	
The Plan Commission deems the proposed facade more aesthetically pleasing than the existing facade:	

Applicant Signature: _____

Findings: Waiver-Master Plan

Project	
Location	

Finding	Applicant Response (use additional sheets if necessary)
The Master Plan development represents an innovative development of a Master Plan use, including site design features, building materials, lighting, and landscaping which will enhance the site or use or value of area properties and the safety and functionality of the Master Plan Use because:	
The Master Plan development is consistent with and compatible with development located in the immediately surrounding area because:	
The Master Plan development is consistent with the intent and purpose of this ordinance because:	

Applicant Signature: _____