

# Zone Map Amendment (ZMA) Packet

**Conventional Rezone:** A petition to change from one existing zoning classification to another existing zoning classification.

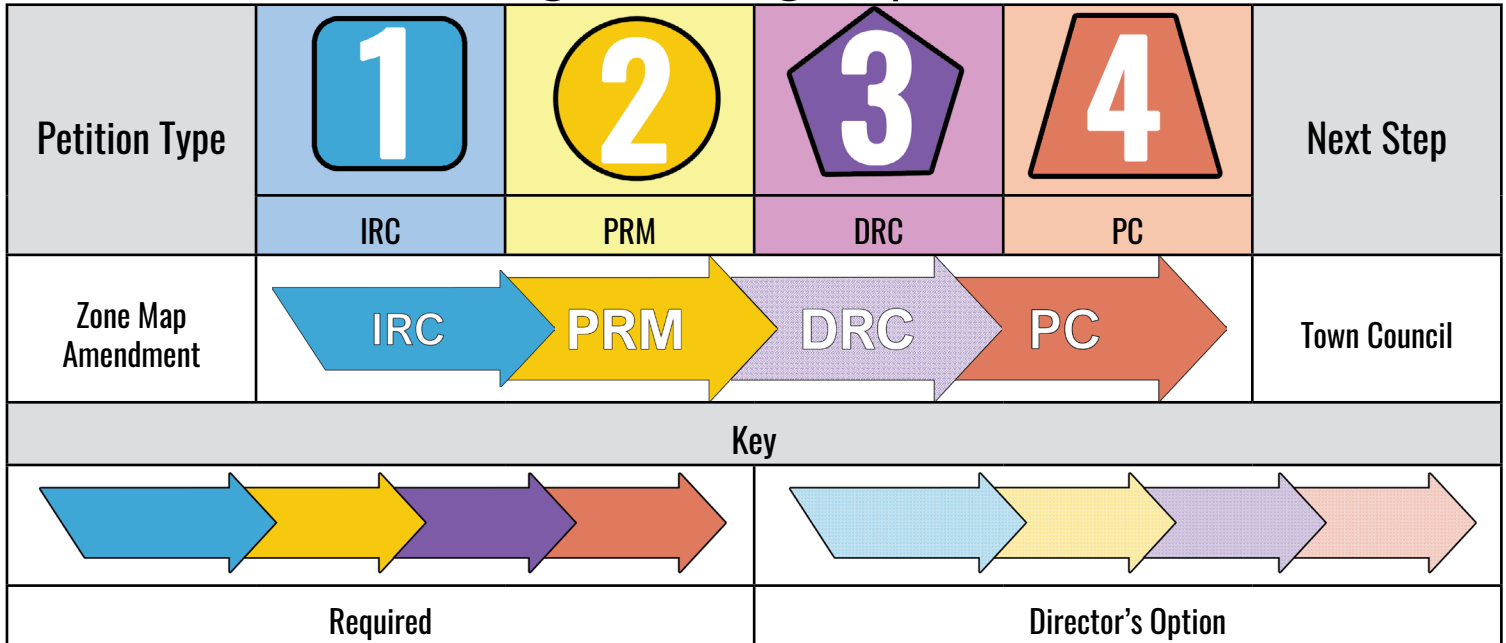
**Planned Unit Development:** A petition to change to a zoning classification that is not a conventional zoning classification. This involves creating regulations that address the same type of requirements as in the conventional zoning classification. As this often involves starting from a “blank sheet”, the Planned Unit Development approval time is typically longer than that of a conventional rezone.



Zone Map Amendment Packet	IRC	PRM	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			
Discretionary Documents	IRC	PRM	DRC/Hearing	
Commitments	AN	AN	AN	
School Impact Study	DD	DD	DD	
Traffic Impact Study	DD	DD	DD	
Additional Support Documents	DD	DD	DD	
Specific to Planned Unit Development Petitions	IRC	PRM	DRC/Hearing	
Planned Unit Development Ordinance	Yes	Yes	Yes	
Concept Plan	Yes	Yes	Yes	
Final Detailed Plan (1)	(1)	(1)	(1)	
Key for Required Documents				
Yes	Required		CO	Only if Changed
DD	Director Discretion		AN	As Necessary
(1)	Also see Architectural and Site Design Requirements		OP	Optional (Early)

# Zone Map Amendment

## 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
11/5	11/25	12/8	1/4/27

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
12/19	1/21/27

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

# Zone Map Amendment - Common Forms

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

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

<b>Contact Information</b>	<b>Architect</b>		<b>Attorney</b>		<b>Other</b>	
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:

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Signature:

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Printed:

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Printed:

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Time (if applicable)

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Time (if applicable)

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Date:

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Date:

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

<a href="#">One</a>	<a href="#">Two</a>	<a href="#">Three</a>	<a href="#">Four</a>	<a href="#">Five</a>
<a href="#">Six</a>	<a href="#">Seven</a>	<a href="#">Eight</a>	<a href="#">Nine</a>	<a href="#">Ten</a>
<a href="#">Eleven</a>	<a href="#">Twelve</a>	<a href="#">Thirteen</a>	<a href="#">Fourteen</a>	<a href="#">Fifteen</a>

## 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: Concept Plan

## **A Concept Plan shall include:**

1. A Sketch Plan which depicts the location of proposed land uses and maximum land use densities (i.e., lot area, floor area, ratio of floor area to lot area, identification of areas in which buildings may be located, open space, setback lines, distance between buildings, height of structures, signs, parking areas, loading areas, and landscaping);
2. Proposed layout of streets, open space, and other basic elements of the development;
3. Proposals for handling traffic, parking, sewage disposal, drainage, tree preservation and removal, and other pertinent development features;
4. The current zoning of the area proposed to be developed as well as the current zoning of the adjacent land;
5. A proposed breakdown of sections to be contained in the overall development along with a statement as to the order and timing of development;
6. All public and private streets and pedestrian ways within two-hundred (200) feet of the site;
7. North arrow, written and graphic scale, general location map; and,
8. Percentage of the site devoted to open space

**The Concept Plan, which may be a sketch plan, shall be drawn to a scale of not more than 1" = 100'**

# 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.

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*A Community of Values* 10

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