

Town of Plainfield



2026 Development Guide

Welcome to the Town of Plainfield's Development Guide

The 2026 Development Guide has been prepared by the Town of Plainfield to help applicants, developers, and design professionals navigate the Town's development review process. Whether you are preparing a rezoning request, site design submission, plat, or variance, this document serves as a central reference for all submittal requirements, meeting schedules, and contact information.

Purpose

The guide consolidates all major development-related application packets into a single interactive document. Each packet includes:

- Required forms and checklists
- Submittal timelines
- Department and agency contact information
- Meeting schedules and procedural steps

How to Use This Document

- Use the interactive links throughout this guide to navigate directly to the packet you need
- Refer to the color-coded process icons to understand where your project is in the development process
- Each packet contains a summary, forms, and required attachments
- Repeated forms (such as the Authorization from Owner) are standardized across all packets

Development Review Philosophy

Plainfield's approach to growth emphasizes collaboration, predictability, and high-quality design. We encourage applicants to engage Town staff early in the process to discuss site concepts, zoning alignment, and public infrastructure considerations.

Questions or Assistance

For questions or to schedule a pre-application meeting, contact:

Development Services Department

Town of Plainfield, Indiana

(317) 754-5376 | development@townofplainfield.com

206 W. Main Street | Plainfield, IN 46168

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.

The screenshot displays the 'Planning & Code Enforcement' section of the iWorQ portal. It features several application categories with icons and brief descriptions:

- Submit a Planning & Zoning Application:** This application is for most planning and zoning requests that go through the Planning Division. These include (but are not limited to) Pre-filing submittals, BZA applications (including variances, special exceptions, and variances of use), Rezones, Development Plans/Final Detailed Plans, major and minor Primary Plats, and Secondary Plats. More detailed instructions for all of these petitions can be found in our [Development Handbook](#). In addition, use this link to request Zoning Certification Letters.
- Apply for a Site Plan Modification:** This process is intended for a change to a previously developed site. These could include building exterior remodels (requiring no changes in the building's structure) and site plan amendments (including but not limited to parking, lighting, and landscaping). Upload appropriate documentation for your application which may include a [Site Plan](#), [Overall Plan](#), [Landscaping Plan](#), [Utilities Plan](#), [Building Elevations/Color Renderings/Building Materials](#), and [Photometric Plan and Light Cut Sheets](#).
- Apply for a Permanent Sign Permit:** This application is for new permanent signs or major alterations to existing signs (face changes will not require a permit, where removal of a structural component of a sign may not be permitted at all). You will need to upload supplemental documents as appropriate to the type(s) of sign you are requesting. Refer to these [Ground Sign](#) and/or [Building Sign](#) documents.
- Citizen Complaint:** Are there junk vehicles, yard waste or debris, property maintenance concerns, tall grass or weeds, or recreational vehicles parked too long on a property? Let us know here by clicking on the clipboard above. If a single property has more than one violation type, please submit more than one complaint.
- Track Your Sign or Site Plan Modification Here:** You can track your permit by going to the permit portal and entering your Access Code which you will have received from staff. This portal can also be used to pay for your permit online using the Submit Payment button.

On the right side, there are 'Application Instructions' numbered 1 through 8, providing a step-by-step guide for users.

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		

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.

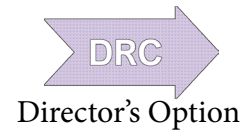
Meeting Location:
206 W. Main Street
Plainfield, IN



Public Hearing

PRM	
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		



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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A Community of Values 14

[Home Page](#)

Zone Map Amendment (ZMA) Packet

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

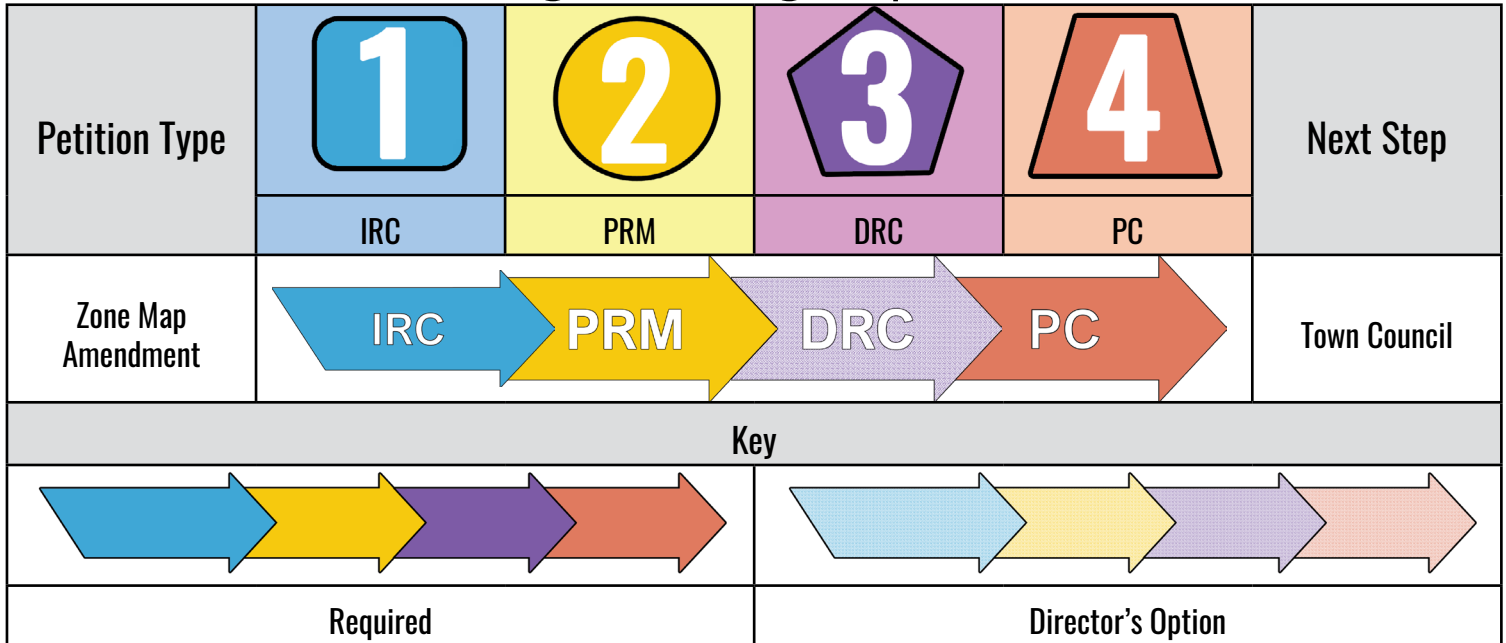
Planned Unit Development: A petition to change to a zoning classification that is not a conventional zoning classification. This involves creating regulations that address the same type of requirements as in the conventional zoning classification. As this often involves starting from a “blank sheet”,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

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:

--

Signature:

--

Printed:

--

Printed:

--

Time (if applicable)

--

Time (if applicable)

--

Date:

--

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: 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 24

[Home Page](#)

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
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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;
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Board of Zoning Appeals

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Checklist: Final Detailed Plan

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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: _____

Primary Plat (PP) Packet

Residential Primary Plats

Major Residential: A petition for subdivision of land into either: four or more lots; creates new streets, water/sewer lines or public improvements; or is for a multi-family development.

Minor Residential: A petition for a subdivision of land into four or fewer lots/parcels which does not involve the creation of new streets, water/sewer lines, or public improvements.

Non-Residential Primary Plats

Incremental: A petition requesting subdivision of real estate for non-residential use in which the plat shows a conceptual subdivision of the land, but more specific subdivision is denoted in the secondary plat.

Non-Incremental: A petition for the request for the subdivision of real estate for non-residential uses.



Primary Plat Packet	1 IRC	2 PRM	3 DRC/Hearing	4
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	1 IRC	2 PRM	3 DRC/Hearing	4
Primary Plat	OP	CO	CO	
Plat Waiver	AN	AN	AN	
Vacation of Plat	AN	AN	AN	

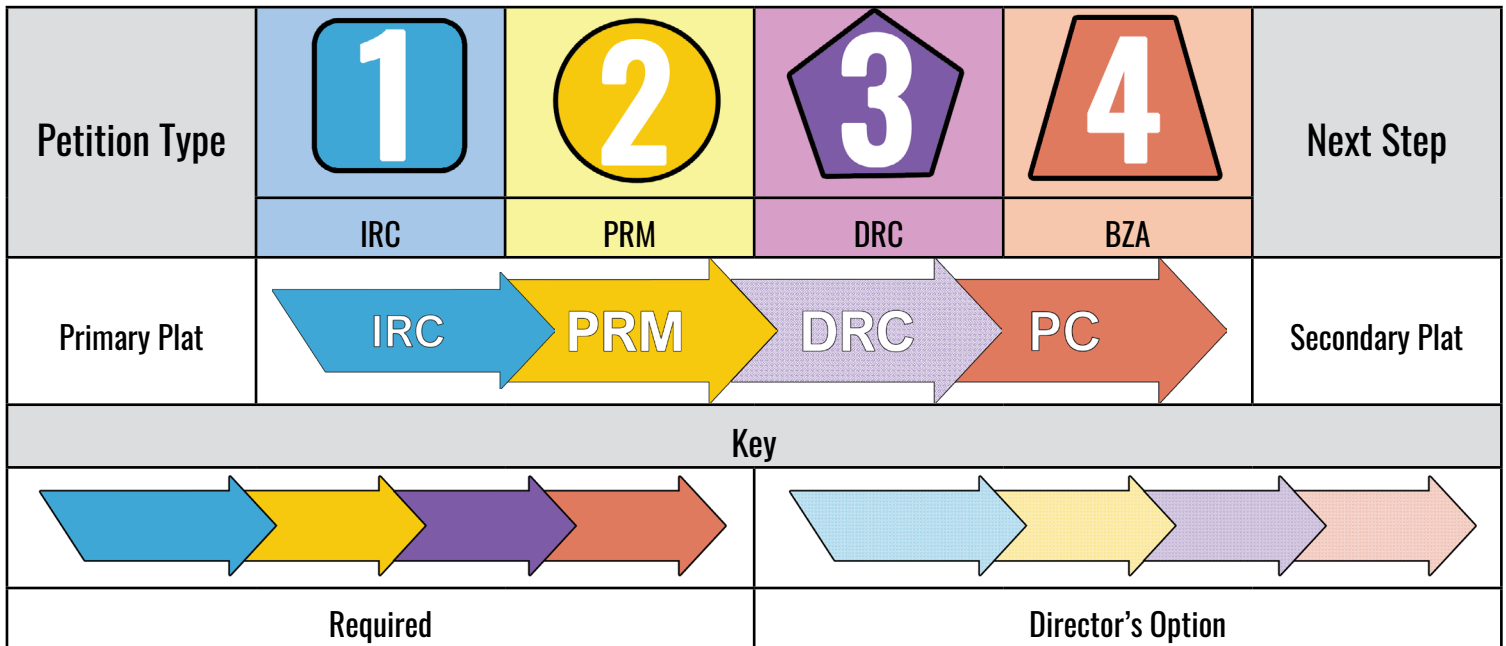


Discretionary Documents	1 IRC	2 PRM	3 DRC/Hearing	4
Commitments	AN	AN	AN	
School Impact Study	DD	DD	DD	
Traffic Impact Study	DD	DD	DD	
Additional Support Documents	DD	DD	DD	
Primary Plat Files	1 IRC	2 PRM	3 DRC/Hearing	4
Impact on Public Sewer and Water	Yes	Yes	Yes	
Primary Plat	Yes	Yes	Yes	
Drainage Plan	OP	CO	CO	
Topographical Contours Map	OP	CO	CO	
Stop Sign Plan	OP	CO	CO	
Proposed CCRs	OP	CO	CO	

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

Primary Plat

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.

Primary Plat - 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:

--

Signature:

--

Printed:

--

Printed:

--

Time (if applicable)

--

Time (if applicable)

--

Date:

--

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 _____

Form: Impact on Public Water and Sewer

Applicant	
Project	

Units (Number)	Unit Type	GPD/Unit		Gallons per Day
			=	
			=	
			=	
			=	
			=	
			=	
			=	

GPD = Gallons per Day
 GPD/Unit = Gallons per day per unit

Estimated Schedule of Progress	
Start construction of improvements:	
Complete construction of improvements:	
Begin sale of lots:	
Complete sale of lots:	



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.nacdn.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: Residential Primary Plat (Major)

A plan of the proposed Primary Plat of a Major Residential Subdivision shall be drawn at a scale no smaller than 1" = 100' and shall include:

1. Scale, date, and north arrow;
2. Legal description of the real estate to be subdivided;
3. Area map insert showing the general location of the proposed Subdivision with reference to major Streets and section lines as well as all school district lines and the zoning District properly designated;
4. Name of the Subdivision (if a replat of an existing Subdivision), proposed name for the Subdivision (which shall not duplicate the name of any Subdivision plat previously recorded or any Subdivision plat for which primary approval is still in effect), or name by which property is locally known;
5. Name, address, telephone number of the Owner. If applicable, name address, and telephone number of the agent representing the Owner. Citation of last deed of record conveying title to each parcel involved in the proposed Subdivision, including name of grantor, grantee, date and recording information;
6. Name, address, and telephone number of the developer and any design professional(s) responsible for the design of the Subdivision, design of public improvements, or for surveys;
7. The complete text of any existing covenants on the property (if applicable);
8. Accurate boundary lines of the proposed Subdivision showing distances, bearings, angles, and references to section corners, township, and range lines;
9. Location, width, dimension from the center-line, and name of all existing and proposed Public or Private Streets, Access easements, and Rights-of-Way located on and adjacent to the site;
10. Location, sizes, elevations, and slopes of all existing utility facilities and easements, including, but not limited to sanitary sewer, storm water management, electric, gas, telephone, and cable;
11. Preliminary proposals for connection with existing sanitary sewer, water, storm water management, electric, gas, telephone, and cable utilities;
12. Layout, number, and dimensions of all Lots with proposed Setback lines;
13. Location, delineation, and elevation of all floodway and floodway fringe areas within the boundaries of the Subdivision;
14. Proposed finished floor elevation of all Building pads adjacent to or within the flood plain;

Checklist: Residential Primary Plat (Major)

15. Drainage Plan for all watersheds in and around the proposed Subdivision, indicating the general drainage pattern of Streets and Lots, the location of all drainage channels and sub-surface drainage structures, the proposed method of disposing of all stormwater runoff from the proposed Subdivision including data to show that the proposed outlet(s) are adequate to accommodate the drainage requirements of the Subdivision, and all existing and proposed detention facilities
16. Names of all legal ditches and streams on or adjacent to the Subdivision;
17. A preliminary erosion control plan for all areas of site disturbance;
18. Topographic contour every two (2) feet superimposed upon the proposed Subdivision Plat; provided, that the Director may require one (1) foot intervals on very flat land or permit five (5) foot intervals on very steep slopes;
19. Traffic Study, if required by the terms and provisions of Plainfield Ordinance No. 18-97, "Access Permit Ordinance";
20. All improvements to the Street system on-site and off-site, including measurements of curb radius and taper;
21. Stop sign plan indicating the proposed location of all stop signs within the proposed Subdivision;
22. Sidewalk plan (or alternate plan for pedestrian ways, when applicable);
23. Preliminary plans and specifications for all infrastructure Improvements and installations required or proposed in the Subdivision;
24. The approximate location, dimensions, and area of all parcels of land proposed to be reserved for park, conservation, wetland, common area, lake, or other similar uses for the use of property owners within the proposed Subdivision;
25. Proposed covenants, commitments, conditions, and restrictions for the Subdivision;
26. If the Subdivision is to be developed in sections, an indication of the approximate section boundaries;
27. A proposed address plan for the Subdivision consistent with the address patterns established for the Town of Plainfield and Hendricks County; and,
28. Any other information requested in writing by the Director, members of the Technical Advisory Committee, or the Plan Commission deemed important to the development of the Subdivision.

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

Checklist: Residential Primary Plat (Minor)

1. Scale, date, and north arrow;
2. Legal description of the real estate to be subdivided;
3. Area map insert showing the general location of the proposed Subdivision with reference to major Streets and section lines as well as all school district lines and the zoning District properly designated;
4. Proposed name of the Subdivision;
5. Name, address, telephone number of the Owner. If applicable, name address, and telephone number of the agent representing the Owner. Citation of last deed of record conveying title to each parcel involved in the proposed Subdivision, including name of grantor, grantee, date, and recording information;
6. Accurate boundary lines of the proposed Subdivision showing distance, bearings, angles, and references to section corners, township, and range lines;
7. Names, center-lines, and right-of-way widths of all existing Streets, alleys, and easements affecting or providing service to the proposed Subdivision;
8. Layout, number, and dimension of all Lots with proposed Setback lines;
9. The complete text of any existing covenants on the property (if applicable);
10. Location, delineation, and elevation of all floodway and floodway fringe areas within the boundaries of the Subdivision;
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, if applicable;
12. All improvements to the Street system on-site and off-site, including measurement of curb radius and taper;
13. Sidewalk plan (or alternate plan for pedestrian ways, when applicable);
14. The approximate location, dimensions, and area of all parcels of land proposed to be reserved for park, conservation, wetland, common area, lake, or other similar uses for the use of property owners within the proposed Subdivision;
15. Proposed covenants, commitments, conditions, and restrictions for the Subdivision;
16. A proposed address plan for the Subdivision consistent with the address patterns established for the Town of Plainfield and Hendricks County; and,
17. Any other information requested in writing by the Director, members of the Technical Advisory Committee, or the Plan Commission deemed important to the development of the Subdivision.

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

Checklist: Non-Residential Primary Plat

A Primary Plat of the proposed Subdivision drawn to a scale no smaller than 1" = 100' which includes:

1. Scale, date and north arrow;
2. Legal description of the real estate to be subdivided;
3. Area map insert showing the general location of the proposed Subdivision with reference to major Streets and section lines as well as all school district lines and zoning District properly designated;
4. Name of the Subdivision (if a replat of an existing Subdivision), proposed name for the Subdivision (which shall not duplicate the name of any Subdivision plat previously recorded or any Subdivision plat for which primary approval is still in effect), or name by which property is locally known;
5. Name, address, telephone number of the Owner. If applicable, name address and telephone number of the agent representing the Owner. Citation of last deed of record conveying title to each parcel involved in the proposed Subdivision, including name of grantor, grantee, date and recording information;
6. Name, address and telephone number of the developer and any design professional(s) responsible for the design of the Subdivision, design of public improvements, or for surveys;
7. The complete text of any existing covenants on the property (if applicable);
8. Accurate boundary lines of the proposed Subdivision showing distance, bearings, angles and references to section corners, township and range lines;
9. Location, width, dimension from the center-line and name of all existing and proposed public or private Streets, Access easements and Rights-of-Way located on and adjacent to the site;
10. Location, sizes, elevations, and slopes of all existing utility facilities and easements, including, but not limited to sanitary sewer, water, storm water management, electric, gas, telephone and cable;
11. Preliminary proposals for connection with existing sanitary sewer, water, storm water management, electric, gas, telephone and cable utilities;
12. Layout, number and dimension of all Lots and Out Lots with proposed Setback lines;
13. Location, delineation and elevation of all floodway and floodway fringe areas within the boundaries of the Subdivision;
14. Proposed finished floor elevation of all Building pads adjacent to or within the flood plain;
15. Drainage Plan for all watersheds in and around the proposed Subdivision, indicating the general drainage pattern of Streets and Lots, the location of all drainage channels and sub-surface drainage structures, the proposed method of disposing of all stormwater runoff from the proposed Subdivision including data to show that the proposed outlet(s) are adequate to accommodate the drainage requirements of the Subdivision, and all existing and proposed detention facilities;
16. Names of all legal ditches and streams on or adjacent to the Subdivision;

Checklist: Non-Residential Primary Plat

17. A preliminary erosion control plan for all areas of site disturbance;
18. Topographic contour every two (2) feet superimposed upon the proposed Subdivision plat; provided, that the Director may require one (1) foot intervals on very flat land or permit five (5) foot intervals on very steep slopes;
19. Traffic Study, if required by the terms and provisions of Plainfield Ordinance No. 18-97, "Access Permit Ordinance";
20. All improvements to the Street system on-site and off-site, including measurement of curb radius and taper;
21. Stop sign plan indicating the proposed location of all stop signs within the proposed Subdivision;
22. Sidewalk plan (or alternate plan for pedestrian ways, when applicable);
23. Preliminary plans and specifications for all infrastructure improvements and installations required or proposed in the Subdivision;
24. The approximate location, dimensions, and area of all parcels of land proposed to be reserved for park, conservation, wetland, common area, lake or other similar uses for the use of property owners within the proposed Subdivision;
25. Method and depiction of Access for each Lot or Out Lot (i.e., direct Public Street, Private Street, blanket easement or specifically located easement);
26. Designation of common site facilities to benefit all Lots or Out Lots (i.e., Parking Areas, Loading Areas, Interior Access Drives, Private Streets, storm water management, sanitary sewer, water, electric, gas, telephone, cable, etc.);
27. Proposed covenants, commitments, conditions and restrictions for the Subdivision;
28. If the Subdivision is to be developed in sections, an indication of the approximate section boundaries;
29. A proposed address plan for the Subdivision consistent with the address patterns established for the Town of Plainfield and Hendricks County; and,
30. Any other information requested in writing by the Director, members of the Technical Advisory Committee or the Plan Commission deemed important to the development of the Subdivision.

Director, in its sole discretion, may waive or relax any of the requirements listed above for a Primary Plat of a Non-Residential Subdivision, as circumstances dictate.

Plans Required for Primary Approval of Non-Residential Incremental Subdivisions

A Primary Plat application which proposes to utilize the incremental Secondary Plat approval process shall, in addition to the items specified above for the Primary Approval of Non-Residential Subdivisions, include the following items:

1. An indication of the approximate or conceptual boundaries of Lots or Out Lots to be developed and submitted for Secondary Plat approval on an incremental basis; and,
2. Indication of the staging or phasing of the extension of required improvements and installations to service each Lot, Out Lot, or phase of development, including but not limited to, Public or Private Street extensions, storm water management, sanitary sewer, water, electric, gas, telephone, and cable.

Findings: Primary Plat

Project	
Location	

The Plan Commission, after a public hearing held on the _____ day of _____, 20____, determined that the proposed Primary Plat is in full compliance with all terms and provisions of the Subdivision Control Ordinance, the Plainfield Zoning Ordinance, and that:

Adequate provisions have been made for regulation of minimum lot width, minimum lot depth, and minimum lot area:

Adequate provisions have been made for the extension of water, sewer, and other municipal services:

At its meeting held on the _____ day of _____, 20____, the Plan Commission voted to _____ the requested Primary Plat subject to any conditions agreed to at the public hearing.

Applicant Signature: _____

Findings: Primary Plat Waiver

Project	
Location	

The Plan Commission, after a public hearing held on the _____ day of _____, 20____, determined that the proposed Primary Plat is in full compliance with all terms and provisions of the Subdivision Control Ordinance, the Plainfield Zoning Ordinance, and that:

Adequate provisions have been made for regulation of minimum lot width, minimum lot depth, and minimum lot area:

Adequate provisions have been made for the widths, grades, curves, and coordination of subdivision public ways with current and planned public ways; and,

Adequate provisions have been made for the extension of water, sewer, and other municipal services:

The Plan Commission also approved a requested waiver of _____ to allow for a _____, finding that:

1. The granting of the waiver will not be detrimental to the public safety, health or welfare, or injurious to other property;
2. The conditions upon which the requests for the waivers are based are unique to the property for which a waiver are sought and are not applicable generally to other property;
3. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations are carried out; and,
4. The waivers will not contravene the provisions of the Plainfield Zoning Ordinance or the Comprehensive Plan.

At its meeting held on the _____ day of _____, 20____, the Plan Commission voted to _____ the requested Primary Plat subject to any conditions agreed to at the public hearing.

Applicant Signature: _____



Findings: Vacation of Plat

Project	
Location	

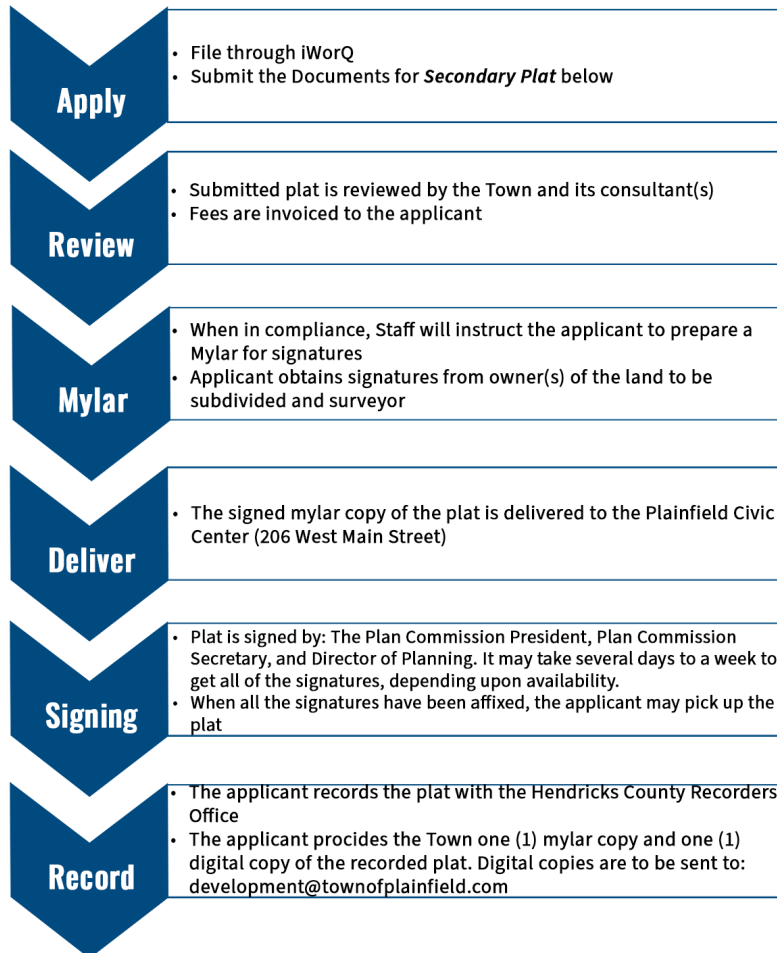
Finding	Applicant Response (use additional sheets if necessary)
The Final Detailed Plan satisfies the Development Requirements and Development Standards specified in the PUD District ordinance establishing such District because:	
The Final Detailed Plan satisfies the Development Requirements and Development 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:	

At its meeting held on the _____ day of _____, 20 __, the Plan Commission voted to _____ the requested Vacation of Plat by a vote of ___ to ___.

Applicant Signature: _____

Secondary Plat

A Secondary Plat review is where the specific details of the subdivision are approved and authorized for recording so that the sale of a buildable lot or lots may legally occur. The generalized process is shown below.



Documents for Secondary Plat	
Required Documents	
Supplemental Information	
Secondary Plat	
Utility Overlay Drawing	
Recorded Declaration of Covenants, Conditions, and Restrictions (CCRs)	
One of the Two Documents Below	
Letter of Compliance (if public improvements have been completed)	
- or -	
Surety for Improvements (if public improvements have not been completed)	

Checklist: Secondary Plat

All sheets shall be of such size as is acceptable for filing in the office of the Hendricks County Recorder (no larger than eighteen by twenty-four (18x24) inches).

All plans submitted for Secondary Plat approval shall be prepared by an Indiana licensed land surveyor and shall contain the following information:

1. Name of Subdivision (and section number, if applicable)
2. Name of the surveyor and developer;
3. Surveyor's stamp, address, and phone number on all pages except pages showing only covenants or special conditions;
4. Scale, date, and north arrow;
5. Legal description of the real estate to be subdivided;
6. Wherever lines are required to have a dimension in these regulations, the length of all required lines shall be specified in feet and two decimal places thereof and the value of all required true bearings shall be specified in degrees, minutes, and seconds;
7. Name of each Public or Private Street within and adjacent to the Subdivision. For each Street, include lengths and bearings for the centerline and Rights-of-Way;
8. Notarized Certification by Owner(s) of all real estate subject to the Subdivision clearly and precisely stating whether the Improvements contained within the Subdivision are to be dedicated to and maintained by the Town of Plainfield, or whether said Improvements are to be owned and maintained by a private entity or owners association;
9. Clear outline of any property which is offered for dedication to public use shall be depicted with all dimensions by lengths and bearings with the area marked "Public", "Common Area" or other appropriate title;
10. The lines of all Lots or Out Lots shall be fully depicted by lengths and bearings;
11. Any building Setback lines in excess of those required by the Plainfield Zoning Ordinance required for the Subdivision;
12. Location, delineation, and elevation of all floodway and floodway fringe areas within the boundaries of the Subdivision;
13. Proposed finished floor elevation of all Building pads adjacent to or within a floodplain;
14. Names of all legal ditches and streams on or adjacent to the Subdivision;
15. All utility easements as approved by the Plan Commission;
16. Signature and certification of the President and Secretary of the Plan Commission on all pages;
17. All covenants, conditions, and restrictions that are (i) either imposed by the Plan Commission or offered by the owner; and (ii) which the Plan Commission accepts the right to enforce;
18. In the case of a re-plat, the recording information of any previously recorded Subdivision shall be shown on the front page of the plat;
19. Address of each Lot as approved by the Plan Commission or the Director; and,
20. In the case of a Secondary Plat approval of a Lot in a Non-Residential Incremental Subdivision, one (1) copy of an Overall Plan for all real estate contained in the Primary Plat, updated to show: all previously approved Lots, Rights-of-Way, or easements; and, the proposed Lot.

Board of Zoning Appeals (BZA) Packet

Variance of Use: A petition for use variance is sought to allow the property owner to use the property for a purpose other than what the property is zoned. The Plainfield Zoning Ordinance refers applicants to a Planned Unit Development instead of a Variance of Use.

Variance of Development Standards: A petition for a development standards allow the property owner to change the physical regulations or limitations allowed by the zoning ordinance but does not allow for uses not permitted within the zoning classification.

Special Exception: A petition for special exception allows a use of land or use of a building/structure on land only upon showing to the Board of Zoning Appeals that certain conditions can be met.

Administrative Appeal: A petition appealing the decision of the Director of Planning or those acting upon the Director's behalf.

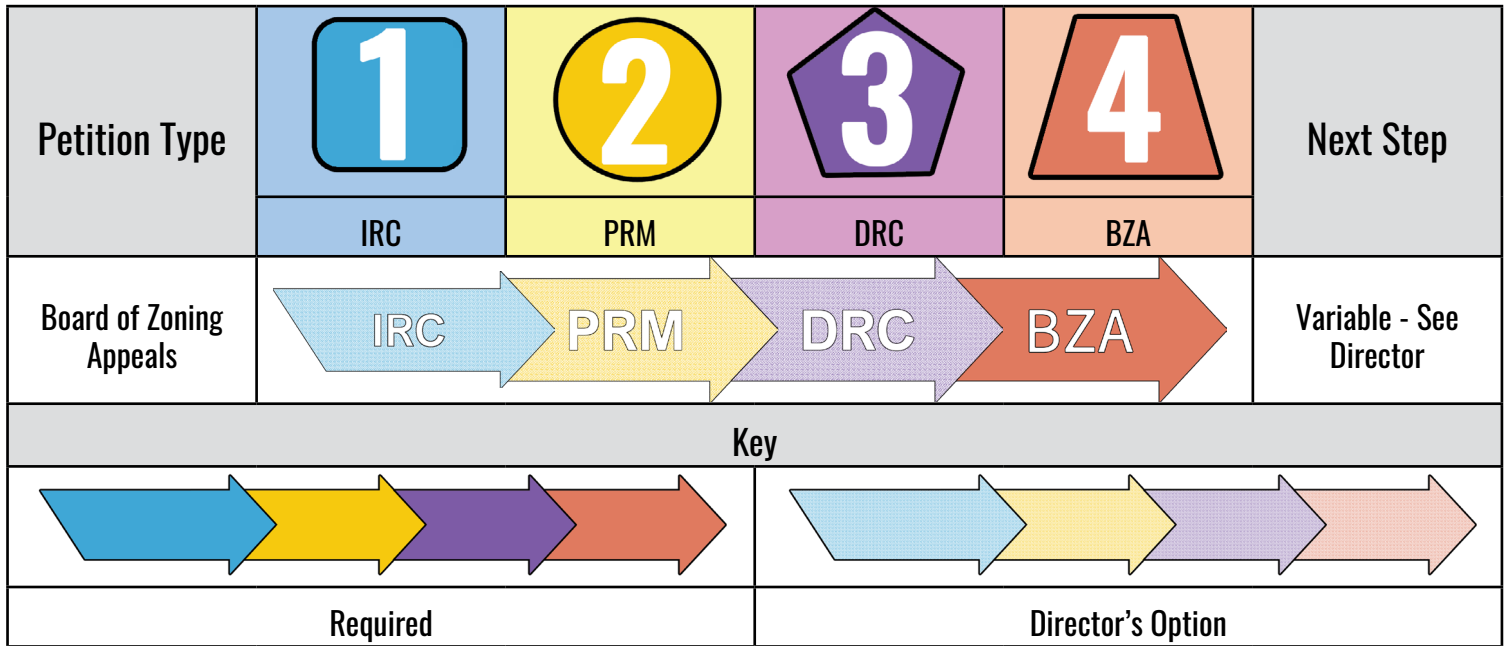
Board of Zoning Appeals Packet	Required
Common Forms	Yes
Interested Party List	Yes
Checkpoint Agency Notification	No
Project Narrative	Yes
Area Map	Yes
Legal Description	DD
Findings of Fact	Yes
Variance of Use Findings	
Variance of Development Standards Findings	
Special Exception Findings	

Discretionary Documents	Required
Commitments	AN
School Impact Study	DD
Traffic Impact Study	DD
Additional Support Documents	AN
Building Elevations	AN
Site Plan	AN
Overall Plan	AN
Landscape Plan	AN
Sign Plan	AN
Photometric Plan & Cut Sheets	AN
Grading Plan	AN
Utilities Plan	AN

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

Board of Zoning Appeals

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.

Board of Zoning Appeals - 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:

--

Signature:

--

Printed:

--

Printed:

--

Time (if applicable)

--

Time (if applicable)

--

Date:

--

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 _____

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.

Findings: Variance of Use

Project	
Location	

Finding	Applicant Response (use additional sheets if necessary)
The variance of use will not be injurious to the public health, safety, morals, and general welfare of the community because:	
The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner because:	
The need for the variance of use arises from the following condition peculiar to the property involved because:	
The strict application of the terms of the Zoning Ordinance will constitute an unnecessary hardship if applied to the property for which the variance is sought because:	
The approval does not interfere substantially with the Plainfield Comprehensive Plan because:	

At its meeting held on the _____ day of _____, 20 __, the Plan Commission voted to _____ the requested Vacation of Plat by a vote of ___ to ___.

Applicant Signature: _____

Findings: Special Exception

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:	

At its meeting held on the _____ day of _____, 20____, the Plan Commission voted to _____ the requested Vacation of Plat by a vote of ___ to ___.

Applicant Signature: _____

Findings: Variance of Development Standards

Project	
Location	

Finding	Applicant Response (use additional sheets if necessary)
The variance of use will not be injurious to the public health, safety, morals, and general welfare of the community because:	
The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner because:	
The strict application of the terms of the Plainfield Zoning Ordinance would result in an unnecessary hardship in the use of the property because:	

At its meeting held on the _____ day of _____, 20___, the Plan Commission voted to _____ the requested Vacation of Plat by a vote of ___ to ___.

Applicant Signature: _____



Checklist: Overall 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 easements;
8. Layout, number, and dimensions of all Lots and Out Lots with zoning Setback Lines and/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 managements, 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 Overall Plan requirements listed above, as circumstances dictate.

Checklist: Site 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 easements;
8. Layout, number, and dimensions of all Lots and Out Lots with zoning Setback Lines and/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 Overall Plan requirements listed above, as circumstances dictate.

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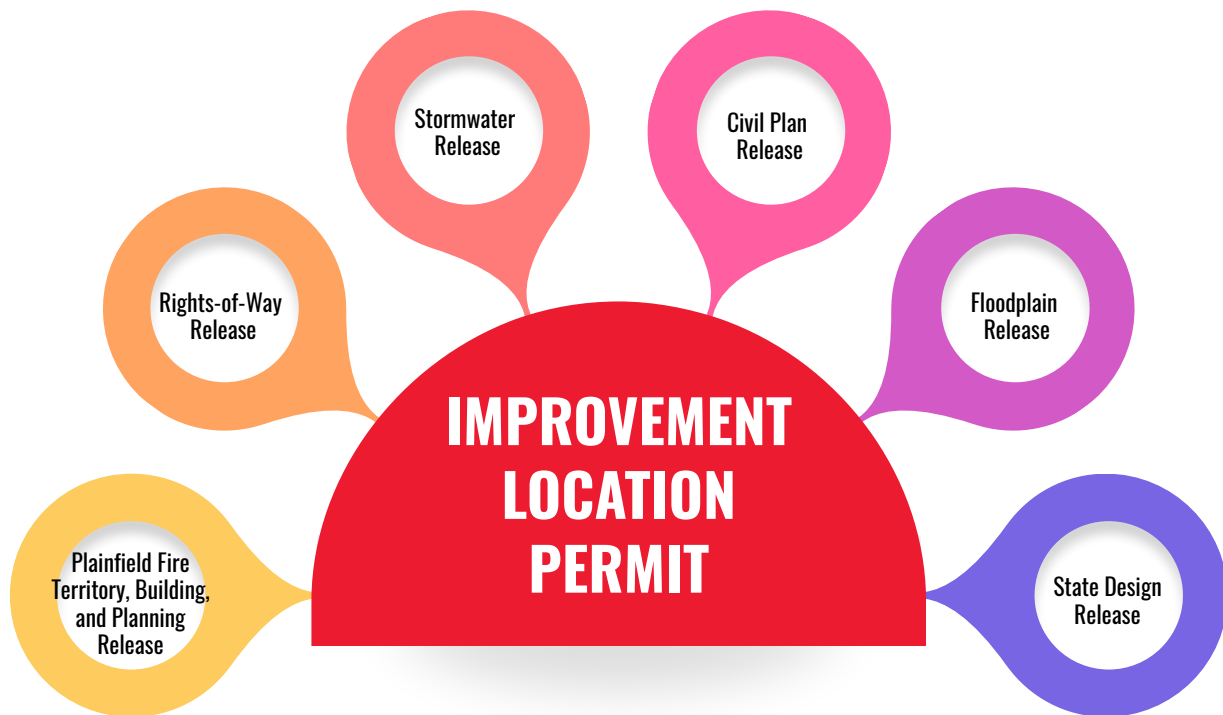
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Improvement Location Permit (ILP)

After all the required public hearing approvals have been granted, the next step is to submit for the required permit(s).

The eight “releases” below are typical for subdivisions, multi-family residential, commercial, and/or industrial development. Many of the releases are handled concurrently.

Tenant improvements, single-family residential, signs, and renovations may require different information.



Plainfield Fire Territory, Building, and Planning Release

- Common Information
- Color Building Elevations
- Photometric Plans
- Landscape Plans
- Fire Suppression Plans

Rights-of-Way Release

- Any work within the Town’s rights-of-way requires a permit. Call 317-839-3490 for more information.
- Application

Stormwater Release

- Rule 5 Permit
- Presconstruction Meeting

Civil Plan Release

- Relates to creation, modification, and/or connections to public and private utilities, easements, etc)
- Application Information

Floodplain Release

- Reviewed by Staff. No application necessary

State Design Release

- Indiana Department of Homeland Security Release
- More Information



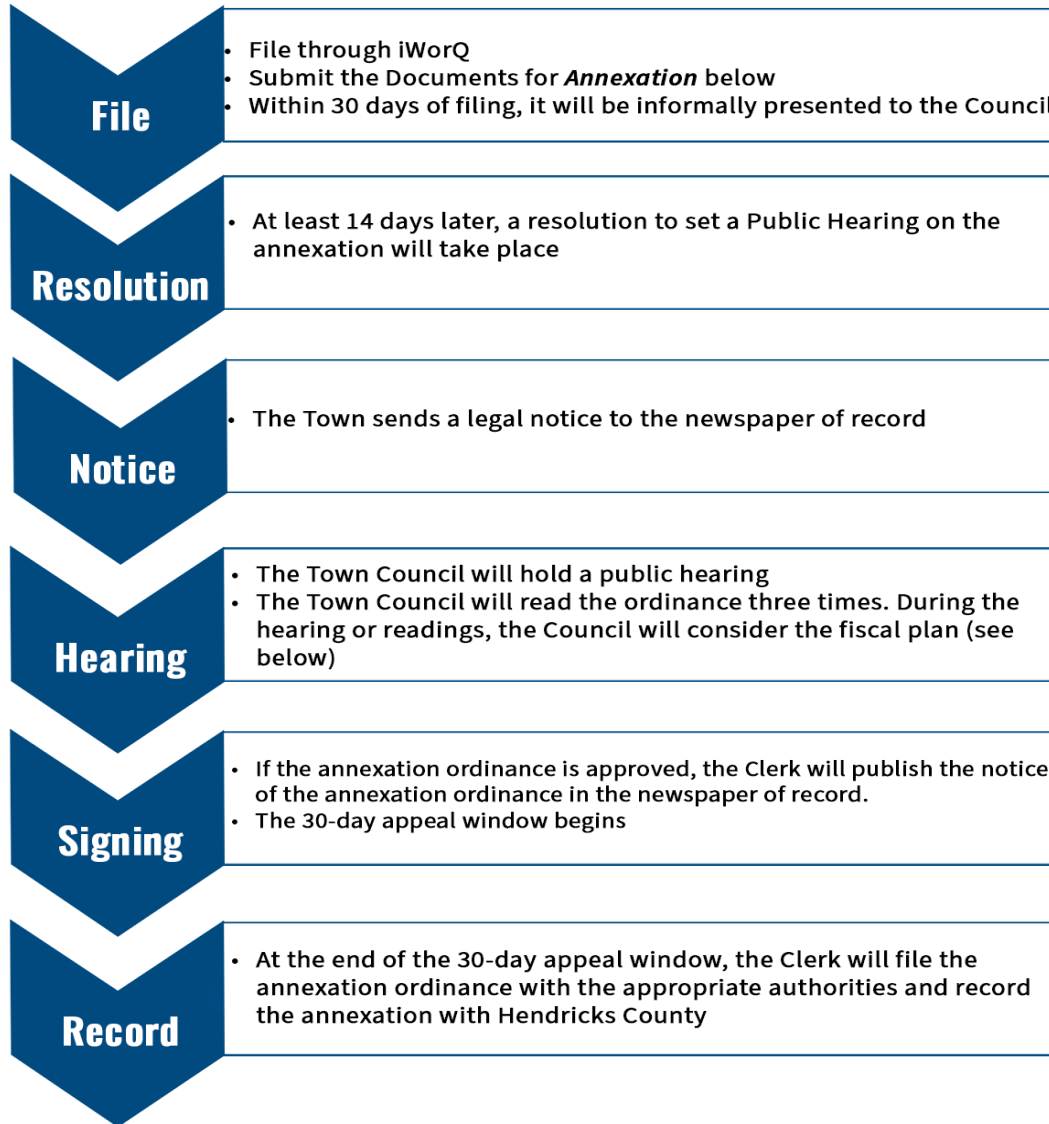
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Annexation

Annexation is the process of bringing land that is outside, but adjacent to the Town’s boundaries into the jurisdiction of the Town. The generalized process is shown below.



Documents for Annexation
Letter to the Town Council and/or Town Manager requesting annexation
Legal Description
Map
Fiscal Plan

Fiscal Plan
 A Fiscal Plan is prepared to ensure that the area to be annexed can be provided with Town services.



Supervoluntary Annexation

- The Town of Plainfield typically considers supervoluntary annexation (100% of the property owners request annexation.)
- Voluntary (50% of property owners requesting annexation) and involuntary annexation is rarely considered by the Town of Plainfield.



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