



Electronic copies shall be submitted through [iWorQ](#), the Town of Plainfield's permit management system. If you already have an account from other municipalities you should be able to login using your existing information. Otherwise, you will need to create an account.

ONE (1) PAPER AND ONE (1) ELECTRONIC COPY OF THE FOLLOWING DOCUMENTS ARE NEEDED:

- [Supplemental Application](#)
- [Authorization from Owner](#)
 - One of the following:
 - o Letter of Compliance (if public improvements **have been** completed). **OR**
 - o Surety for improvements (if public improvements **have not** been completed)
- [Contact Information](#)
- Recorded Declaration of Covenants, Conditions and Restriction (if any).

THREE (3) PAPER COPIES AND ONE (1) ELECTRONIC COPY OF THE FOLLOWING DOCUMENTS ARE NEEDED:

- [Secondary Plat](#)
- Utility Overlay Drawing

PROCEDURES ONCE STAFF DETERMINES THAT THE SECONDARY PLAT COMPLIES WITH SUBDIVISION CONTROL ORDINANCE:

1. Staff will instruct the applicant to prepare a Mylar and have the Mylar signed by the applicable property owners and notarized.
2. After preparing the Mylar and obtaining all applicable signatures and notaries, the Mylar shall be delivered to Staff to obtain the signatures of Town officials as designated in the Subdivision Control Ordinance.
3. Once the Mylar is signed by all required parties, the Mylar will be returned to the Applicant for recording in the Office of the Hendricks County Recorder.
4. After recording, the applicant shall:
 - a. Return the recorded Mylar;
 - b. Provide one (1) paper copy of the recorded plat; and
 - c. Provide an electronic copy to the Town's GIS Department.
5. Upon receipt of the Mylar, paper, and electronic copies of the recorded Secondary Plat, Staff may begin issuing Improvement Location Permits for development with the Secondary Plat.