



## NOBLESVILLE PLANNING DEPARTMENT

16 S. 10th Street, Suite 150 Noblesville, IN 46060  
phone: 317-776-6325 www.cityofnoblesville.org/planning

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### CHECKLIST - PRIMARY PLAT APPLICATION

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**Review the Unified Development Ordinance Appendix B, F and Articles 8 and 6 for additional requirements.**

#### A. APPLICANT SUBMITTAL REQUIREMENTS:

- A completed application form, including notarized signatures of owner(s) and applicant(s);
- A legal description of the property involved in the primary plat submitted in digital format and attached as text.
- A check in the amount of \$800 plus \$35 per lot for residential plats or \$1000 plus \$65 per lot for non-residential plats;
- A separate refundable check in the amount of \$50 as surety for sign placement on the property;
- One (1) complete set of the proposed scaled drawings (no larger than 34" by 44"), and one (1) reproducible 11" by 17" drawing, to include the following:
  - Graphic scale (no smaller than 40 feet to 1 inch), north arrow and date.
  - Land Surveyor and/or Professional Engineer registration number and stamp.
  - Location of property lines, existing easements, burial grounds, railroad rights-of-way, watercourses, etc.
  - A Tree Preservation plan, showing the location of wooded areas or trees eight (8) inches in diameter and greater, measured four (4) feet above ground level, in accordance with Article 12 of the Unified Development Ordinance.
  - Location, width and names of all existing or platted streets or other public ways within the tract.
  - Location of the property with respect to the surrounding property and streets, including names of all adjoining property owners of record, the names of adjoining developments and names of adjoining streets a minimum of 500 foot perimeter of the tract.
  - Location, size, invert elevations and slopes of existing sewers, water lines, culverts and other underground structures within the tract.
  - Location of existing permanent buildings.
  - Location of utility poles.
  - Grading Plan: Approximate topographic contours shown at five (5) foot intervals in rolling or hilly terrain and two (2) foot intervals in level terrain.
  - Location and dimensions of all property lines, lot lines, existing streets, railroads, cemeteries, existing easements, building locations, recreational areas, pedestrian ways, waterbodies, floodplains, wetlands, drainage ditches, bridges, and culverts.
  - Location of wetlands, including total area and type.
  - Location of floodplains, indicating the floodway line and base flood elevation.
  - Proposal for connecting with the existing water supply and sanitary sewer systems or alternative means of providing water supply and sanitary waste disposal and treatment, primary provisions for collecting and discharging surface water drainage.
  - The layout of lots showing dimensions, square footage of each lot, building setback lines, easements, etc.
  - Location and dimensions of all parcels of land proposed to be set aside for park or playground use or other public use or for the use of the property owners in the proposed subdivision.
  - Vicinity map indicating the location of the property in relation to highways, county roads, legal drains, flood hazard areas, and other physical features in the area.
  - An erosion control plan.

**A. APPLICANT SUBMITTAL REQUIREMENTS (continued):**

- Copy of existing and/or proposed covenants and restrictions of the subdivision.
- Soils data.
- Tract boundary lines showing dimensions, bearings, angles, and references to corporation, section, township, and range lines.
- Feasibility statements for (1) roads including classification, right-of-way widths, pavement widths; (2) sidewalks and pathways; (3) sanitary sewers; (4) storm drainage; (5) water supply system; (6) any proposed signage for identification of subdivision; (8) flood hazard areas; and (9) other public utilities.
- Landscape Concept Plan showing landscape intent, types of plant materials to be provided, intensity and scale of landscape with site details to fully explain the concept (buffer areas). If berms/mounds are used, provide a cross-section on the concept plan.
- A statement of the proposed use of the lots, stating the type of housing (single-family, two-family, multi-family) with number of proposed units. If it is a commercial or industrial plat, identify type of use to reveal the affect of the development on traffic, fire hazards, or congestion of population.

The following wording shall be typed on the primary plat:

- After having given public notice of the time, place, and nature of hearing on an application pending before the Noblesville Plan Commission and under the authority provided by State Statue and all acts amendatory thereof, and upon finding that this subdivision plat is in conformance with the Subdivision Regulations as set forth in the Unified Development Ordinance for the City of Noblesville, this Plat was granted APPROVAL by a majority of the members of the Noblesville Plan Commission at a meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.
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PLAN COMMISSION

\_\_\_\_\_  
President - *(Check with Department for Current Name)*

\_\_\_\_\_  
Secretary - Steven R. Huntley

**B. PROCESSING**

1. A pre-filing meeting is required prior to submittal of documentation. Contact the Senior Planner at (317) 776-6325.
2. Application shall be date stamped on the date received by staff.
3. The primary plat will be reviewed by the Technical Advisory Committee
4. The Plan Commission shall either approve or deny the primary plat.
5. If approved by the Plan Commission, contact the City Engineering Office for a pre-construction meeting and posting of bonds.

**C. FEES**

1. A non-refundable fee of \$800 plus \$35 per lot for residential plats or \$1000 plus \$65 per lot for non-residential plats shall be paid when the application is submitted.
2. A separate refundable sign fee of \$50 to be paid when the application is submitted.
2. The TAC filing fee (separate check) is due with the submittal of the TAC application and associated documentation.

<u>Number of Sheets</u>	<u>Review Fee</u>
1 to 20	\$1,325.00
21 to 40	\$1,590.00
41 to 60	\$1,855.00
61 to 80	\$2,120.00
Each additional 20 sheets	\$265.00

**D. FOR INFORMATION & QUESTIONS:**

City of Noblesville, Indiana  
Department of Planning & Development  
16 South 10th Street, Suite 150  
Noblesville, IN 46060  
Phone: (317) 776-6325  
Fax: (317) 776-4638  
[www.cityofnoblesville.org/planning](http://www.cityofnoblesville.org/planning)



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	Date Stamp Office Use Only
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## APPLICATION - PRIMARY PLAT

APPLICATION NUMBER: \_\_\_\_\_

### 1. PROPERTY INFORMATION

Property location: \_\_\_\_\_ Check One:  Residential  Non-Residential

Proposed name of subdivision plat: \_\_\_\_\_ Acreage: \_\_\_\_\_

16-digit parcel ID: \_\_\_\_\_

Township Name: \_\_\_\_\_ Section #: \_\_\_\_\_ Township #: \_\_\_\_\_ Range #: \_\_\_\_\_

Present Zone District: \_\_\_\_\_ Proposed Zone District: \_\_\_\_\_ Existing Land Use: \_\_\_\_\_

Proposed open space %: \_\_\_\_\_ Acreage of open space: \_\_\_\_\_ Miles of public dedicated streets (new): \_\_\_\_\_

### 2. APPLICANT INFORMATION

Applicant's name: \_\_\_\_\_

Applicant's address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

### 3. OWNER INFORMATION

Property owner's name: \_\_\_\_\_

Property owner's address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

### 4. ATTORNEY INFORMATION

Company name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Attorney's address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

### 5. ENGINEER INFORMATION

Company name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Engineer's address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

**6. SURVEYOR INFORMATION**

Company name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Surveyor's address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ Email address: \_\_\_\_\_

**7. PROJECT CONTACT**

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ Email address: \_\_\_\_\_

**8. ADVERTISING**

Advertising cost of legal publication billed to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**9. ATTEST & SIGNATURES**

State of Indiana )  
 ) SS:  
County of Hamilton)

*I attest that all of the above information is true and correct to the best of my knowledge and belief. I understand that any materially false, misleading, or incomplete statement on this Application shall constitute grounds for denial of this application and/or revocation of my request.*

\_\_\_\_\_  
Signature of Owner\* (REQUIRED)

\_\_\_\_\_  
Name printed

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name printed

*\*If the owner's signature cannot be obtained on the application, then a notarized statement acknowledging his/her knowledge of the proceedings is required at the time of filing.*

*Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_*

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Name Printed

*My commission expires on \_\_\_\_\_, 20\_\_*

*(Owners Signature)*

*Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_*

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Name Printed

*My commission expires on \_\_\_\_\_, 20\_\_*

*(Applicant Signature)*