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## BASIC FILING REQUIREMENTS – ALL APPLICATIONS

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### COMPREHENSIVE CHECKLIST OF FILING REQUIREMENTS

All applications must meet the following basic criteria along with the requirements specific to the type of application being filed.

#### CHECKLIST

- Completed pre-filing meeting.
- A completed application on a form prescribed by the Department of Planning with all required signatures.
- Payment of filing fees pursuant to the invoice that will be sent upon acceptance/docketing of the application. The fee must be paid within ten (10) business days of receipt.
- All submittals must be made digitally. All documents must be in Portable Document Format (PDF) unless otherwise by staff.
- Each drawing type (i.e. construction plans, landscaping plans, architectural plans, etc.) must be submitted in a single file by type. Individual sheets as separate files from drawing sets will not be accepted, but each required submittal must be a separate file – DO NOT FILE as one total document. Refer to the Unified Development Ordinance, Noblesville Standards, and Stormwater Technical Standards for additional guidance and requirements.
- All construction plans shall include the name and address, telephone number, email address, and registration number of the professional engineer, architect, landscape architect, and surveyor responsible for the design, public improvement, and surveys.
- All plans shall be clearly legible and readable.
- All sheets shall be numbered in sequence.
- All plans shall be appropriately scaled based upon the level of detail required on the drawings.
- All drawings shall include graphic scale, north arrow, date, revision dates including reason for revision, and by whom the revision was made.