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## PRELIMINARY DEVELOPMENT PLAN

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### COMPREHENSIVE CHECKLIST OF APPLICATION REQUIREMENTS

All items listed in the checklist below are **mandatory** for filing and docketing of an application. At the City of Noblesville, we are committed to thoroughly and expeditiously reviewing your application, but your application must be submitted, **in complete form**, by the submittal deadline in order to maintain the review process timeline. All items listed below, unless otherwise specified by a staff member of the Noblesville Planning and Development Department, are required for acceptance and review of your application. We appreciate your cooperation and interest in the City of Noblesville.

### CHECKLIST

- Completed pre-filing meeting.
- Completed application for all required processes that may include Preliminary Development Plan, Rezoning, Technical Advisory Committee review, Architectural Review Board, or any other process deemed necessary by staff and identified at the Pre-Filing meeting.
- 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.
- A Planned Development (PD) Ordinance shall be submitted for consideration by the Plan Commission and Common Council which outlines all standards and uses requested, bulk standards, and variations. The ordinance shall include as appendices and commitments all drawings and renderings used in presentation of the application. The ordinance shall include a sunset clause for obtaining individual building permit and initial construction should the Planned Development (PD) not be developed after it is adopted and recorded.
- Each application shall be accompanied by a written description of the project. The length of the description will vary with the size of the project. The following information should be included:
  - The design concept.
  - The rationale for the design.
  - The project proposal in written language.
  - The relation of the existing conditions on site.
  - The existing and proposed uses.
  - Proposed maximum site development intensity and demonstration that it is in keeping with the comprehensive plan and will not exceed 100 of the base zone.
  - A list of any requested exceptions, variances, and/or waivers including justification from the requirements of the base zone.
  - Explanation of the character of the Planned Development and the reasons why it has been planned to take advantage of the flexibility of these regulations. This item shall include a

specific explanation of how the proposed Planned Development meets the objectives of all adopted land use policies that affect the land in question.

- Statement of present and proposed ownership of all land within the project including the beneficial owners of a land trust.
- Statement of the stages proposed for the development indicating the sequencing and phasing.
- Feasibility Statements concerning the infrastructure such as sanitary sewer, storm sewer, water, electricity, and other similar utilities.
- A Traffic Study shall be required for developments expected to generate 1000+ new trips per day. This is approximately equivalent to 100 new single-family homes, 135 apartments/duplexes/quads, or 40,000 square feet of retail space. Study intersections shall include all upstream and downstream thoroughfare intersections and new access points. Study shall consider level of service for existing traffic, traffic at horizon year, and traffic at development at the horizon year. Study shall make recommendations to mitigate any concerns or issues.
- Proposed covenants.
- Legal description of the property.
- A Preliminary Development Plan - Contents/Requirements of Preliminary Development Plan.
  - The words "Preliminary Development Plan" and the name of the proposed development shall appear on the Title Page.
  - Scaled drawings prepared by a land surveyor, engineer, and/or architect. Scale of drawings 1" = 20', 1" = 30', or 1" = 40'. All sheets shall be numbered in sequence. All construction drawings shall include the name, address, telephone number, email address, and registration number of the professional engineer, architect, landscape architect, and surveyor responsible for the design, public improvements, and for surveys.
  - A Site Development Plan indicating the location and configuration of the proposed development including parcels, lot lines, uses, building locations, and recreational areas (residential), vehicular access ways, pedestrian ways (sidewalks/trails) (denote if trails are part of the Noblesville Alternative Transportation Plan), utility service, floodplains and wetlands (adopted community and panel numbers of FIRMS, delineation, and type of wetlands), and watercourses by location and name, including drainage swails. Plans shall show rights-of-way improvements including drainage improvements, clearing, pavement widening and resurfacing of roadway frontage, and relocation of existing overhead utilities to the back of the right-of-way. All items shall be dimensioned, and drawings shall be scaled.
  - The location, width, and type of use of any existing roads, rights-of-way, railroad rights-of-way, burial grounds, watercourses, easements or other special purpose areas within the property, or immediately adjacent thereto, and the location of towers, poles, or other structures in connection with electric transmission lines. Clearly identify all easements and existing and proposed rights-of-way. Identify any woodland areas. Identify any trees existing on the property greater than 7-inches in diameter by species, caliper, and condition, as well as any native vegetation. All items shall be dimensioned.
  - A Landscaping Plan drawn by a landscape architect or a landscape contractor including company name, address, telephone number, and email address. Scale shall be 1" = 20' or 1" = 30'. The plan should include the location of trees, shrubs, and ground cover and identification of the plant species (botanical and common names), sizes at the time of planting by caliper, height, and/or container size.

- Identify all trees to be used as Street Trees on a separate plan including species, caliper, and location and include on the overall plan. (Street Trees shall be approved by the Urban Forester). This plan shall be provided on a separate sheet from the other landscaping elements.
- The approximate location of any existing underground utilities, such as sewers, water mains, storm drains, gas or oil transmission lines, etc., within the property or immediately adjacent thereto, with approximate pipe size and directions of slope.
- General indications of how the development is to be provided with water service, sanitary sewers, and storm drainage, gas, electricity, etc. Indicate location, size, invert elevations, and slopes of existing sewers, water mains, culverts, and other underground structures within the tract and existing permanent buildings and utility poles on the tract. Critical grades of proposed system shall be shown for gravity service for storm sewer and sanitary sewer.
- Parcel identification numbers as per the Hamilton County Tax Mapping to be included on the plan. Parcel numbers shall be Hamilton County parcel numbers, not state parcel numbers.
- Non-residential development shall include 360-degree color elevations for all buildings denoting materials used, location of materials on the building, percentage of different types of materials on the building height, and colors.
- Lighting Plan including type of fixtures proposed (perspective or elevation drawings). The lighting plan shall denote the general locations. Include cut-sheets for fixture types. Single sheet and digital submission.
- Development Summary Table including gross and net acreage for the entire project, open space area, building coverage, floodplain and wetland areas, rights-of-way, and detention/retention areas. These shall be indicated on the plans.
- Grading Plan including topographic contours shown at five (5) foot intervals in rolling or hilly terrain and two (2) foot intervals in level terrain, as referenced to sea level datum and established benchmark.
- Soils map and data. Two (2) copies of a preliminary geological soils report prepared by a qualified soils geologist registered in the State of Indiana addressing slope stability, ground water seepage, erosion hazards, expansive soils, fault related hazards, and conclusions and recommendations on the proposed soils regarding the development.
- Preliminary drainage report showing onsite and offsite drainage sheds, narrative of design process, calculations with input and outputs including hydrographs confirming the ponds on the plans are conceptually sized correctly. Reports intent is proof of concept that the site's drainage plan considers the requirements of the Stormwater Technical Standards requirements.
- Location map indicating the Section, Township, and Range.
- A vicinity map showing the location of the parcel to be developed, identified by street, block, and adjacent subdivisions (with block and lot numbers) as applicable, or in the case of un-subdivided subdivisions, location by township, range, and section (metes and bounds). Include the name of adjoining property owners of record, the names of the adjoining developments, uses, and the names of adjoining streets. Include school district lines and identify.
- Proposed zoning classification of real property being developed and surrounding zoning classifications.
- Additional required information for Residential Planned Developments
  - 360-degree architectural elevations of all proposed buildings including accessory buildings, clubhouses/pool structures, and residential houses. Include heights, color names, and location of materials on buildings and swatch colors.

- Floor plans
- A completed Architectural Review Board Application
- Seven (7) paper sets and a digital submission of the elevations including any deviations from the adopted standards for Architectural Review. Include the proposed and/or adopted standards. The elevations and supporting documentation may be submitted in a booklet form provided the drawings are to a scale and scalable.
- Any additional materials, information, documentation, or data deemed necessary to support a thorough review of the proposed development requested by the Planning or Engineering Department in writing.