



# Secondary Plat / Plat Amendment

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## Step 1: Application

**Pre-Application Meeting.** At least one week prior to the intended filing of the petition, the applicant must discuss the potential application with the Town Planner for the purpose of becoming familiar with requirements, procedures, deadlines, and hearings. At this meeting, the Town Planner will sign off on *Attachment L: Project Routing Sign-Off Sheet*.

**Making Application.** The applicant must make an appointment with the Town Planner in order to file an application by calling (317) 966-8640 or emailing [dluzier@grwinc.com](mailto:dluzier@grwinc.com). A complete application and all required attachments are to be submitted by the date shown on the Application Schedule (see page 3). At this time, the Town Planner will review the application to determine whether the application is complete. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

**Submittal Requirements.** (One 8 ½" x 11" original of each is required unless otherwise specified)

- Application Fee. Make checks payable to "Town of Whitestown".
  - Residential Secondary Plat: \$650 base fee plus \$12 per lot
  - Commercial or Industrial Secondary Plat: \$700 base fee plus \$20 per lot
  - Plat Amendment: \$300 base fee plus \$100 per lot
- Application Form. All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
- Vicinity Map. 8 ½"x11" in size showing where the property is located in Whitestown, making sure major streets are labeled. Scale should be approximately 1:1,000.
- Reproducible Secondary Plat. Submit one basic, overall plat that is 11" x 17" or smaller in size showing where this section of the subdivision is in relation to the entire development.
- Attachment D: Affidavit and Consent of Property Owner. (Submit only if the owner is different from the applicant.)
- Attachment E: Detailed Data Sheet
- Attachment G: Certificate of Sufficiency of Plan (original and one copy)
- Attachment H: Certificate of Obligation to Observe (original and one copy)
- Attachment L: Project Routing Sheet (completed)
- Boone County Drainage Board Report (two copies if applicable)
- Drainage Calculations and Watershed Map (two copies)
- Landscape Plan, Open Space, and Trail Plan (24" x 36" in size)
- Secondary Plat and Construction Plans. Submit eight (8) full sets of plans that are 24" x 36" in size. Secondary Plat plans shall be prepared in accordance with the *Whitestown Subdivision Control Ordinance, Section IV.D.4: Major Residential Subdivisions* or *Section IV.E.4: Commercial & Industrial Subdivisions*. Plans shall be rolled (not folded).

## **Step 2: Notifying the Public**

Public notice is not required for this type of petition. Go to step 3.

### Step 3: Application Schedule

The following table depicts the deadlines for petitions before the Whitestown Plan Commission. Deviations from this schedule are not permitted without approval from the Commission.

<b>Application Submittal</b>	<b>Technical Advisory Committee Meeting</b>	<b>Agenda &amp; Staff Report Published</b>	<b>WPC Meeting</b>
February 10, 2011	February 22, 2011	March 7, 2011	March 14, 2011
March 10, 2011	March 22, 2011	April 4, 2011	April 11, 2011
April 7, 2011	April 19, 2011	May 2, 2011	May 9, 2011
May 12, 2011	May 24, 2011	June 6, 2011	June 13, 2011
June 9, 2011	June 21, 2011	July 4, 2011	July 11, 2011
July 7, 2011	July 19, 2011	August 1, 2011	August 8, 2011
August 11, 2011	August 23, 2011	September 5, 2011	September 12, 2011
September 8, 2011	September 20, 2011	October 3, 2011	October 10, 2011
October 13, 2011	October 25, 2011	November 7, 2011	November 14, 2011
November 10, 2011	November 22, 2011	December 5, 2011	December 12, 2011

**Application Submittal:** The filing deadline is 4:00pm on the date indicated. Call (317) 966-8640 or email [dluzier@grwinc.com](mailto:dluzier@grwinc.com) to make an appointment to file your application. Application meetings are at the Whitestown Utility Office, 6999 Lexington Circle, Zionsville, IN 46077.

**Technical Advisory Committee (TAC) Meeting:** TAC Meetings are held at 10:00am at the Whitestown Utility Office, 6999 Lexington Circle, Zionsville, IN 46077.

**WPC Hearing:** WPC Hearings are held at 6:30pm at the Whitestown Town Hall, 6320 S Cozy Lane, Whitestown, IN 46075.

## Step 4: Subject Petition Information

*(Completed By Staff at the time of application)*

- The File Number for this petition is \_\_\_\_\_. Please use this number for referencing the request and when submitting additional information/plans in the future.
- This petition will be discussed by the TAC on \_\_\_\_\_ at the Whitestown Utility Office, 6999 Lexington Circle, Zionsville, IN 46077. An agenda will be emailed that identifies your discussion time slot.
- This petition will be considered by the Whitestown Plan Commission on \_\_\_\_\_, 6:30pm, at the Whitestown Town Hall, 6320 S Cozy Lane, Whitestown, IN 46075.

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## What Happens Next?

Secondary Subdivision approval is done by the WPC and is generally subject to the submittal and approval of final plans.

1. Submit final plans for review.
2. Receive assigned addresses.
3. Post performance surety (if applicable).
4. Record secondary plat.
5. Begin infrastructure construction.
6. Submit as-built drawings for infrastructure construction.
7. Release performance surety.
8. Post maintenance surety.
9. Apply for Development Plan, Land Alteration Permit (LAP), or Improvement Location Permit (ILP).



Town of Whitestown  
6320 S Cozy Lane, Whitestown, IN 46075  
[www.whitestown.in.gov](http://www.whitestown.in.gov)



Whitestown Plan Commission

# Secondary Plat or Plat Amendment

For Office Use Only	
File #	_____
Filing Date	Fee
TAC Date:	_____

## *Applicant Info*

Name

Street Address

City, State, Zip

Primary Contact Person regarding this petition

Phone

Fax

E-Mail

Person preparing plans

Phone

Fax

E-Mail

## *Property Owner*

Name

Street Address

City, State, Zip

Phone

Fax

E-Mail

Applicant is (circle one): Sole owner Joint Owner Tenant Agent Other (specify)

## *Premises Affected*

Address, Subdivision & Lot Number, or location from major streets

Name of Proposed Subdivision Section Number of Lots

Total Acreage Flood Zone on Site?

Zoning of Subject Property Use of Subject Property

Zoning of Adjacent Properties North: South: East: West:

Use of Adjacent Properties North: South: East: West:

## *Notarization*

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant

Notary Public's Name (printed) Signature of Notary

My Commission Expires State County

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_



Whitestown Plan Commission & Board of Zoning Appeals

# Attachment D: Affidavit & Consent of Owner

Project \_\_\_\_\_ Docket \_\_\_\_\_

*Complete and submit if applicant is different from property owner.*

I (we) \_\_\_\_\_  
NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(s) of the real estate located at \_\_\_\_\_  
(ADDRESS)
2. That I/we have read and examined the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. That such request being made by the applicant (\_\_\_\_ is) (\_\_\_\_ is not) a condition to the sale or lease of the above referenced property.

\_\_\_\_\_  
(AFFIANT)

STATE OF INDIANA     )  
  ) SS:  
COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
, Notary Public

My Commission expires: \_\_\_\_\_ County of Residence: \_\_\_\_\_



# Attachment E: Detail Data Sheet

Project \_\_\_\_\_ File \_\_\_\_\_

### 1. Acreage

Total Acreage \_\_\_\_\_

Proposed Private Acreage \_\_\_\_\_

Proposed Public Acreage \_\_\_\_\_

### 2. Densities

Number of Lots/Units \_\_\_\_\_

Units per Acre \_\_\_\_\_

Estimated Population \_\_\_\_\_

### 3. Utilities to Serve the Development

Sanitation \_\_\_\_\_

Water \_\_\_\_\_

Electric \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

### 4. Private Ownership: List any improvements that are to be owned and maintained privately (and by whom):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 5. Performance Guarantees: For which of the following improvements will you be submitting performance guarantee estimates as part of your application?

Streets

Signs and Monuments

Sanitary Sewers

Off-Site Sewers

Storm Sewers

Off-Site Drainage

Sidewalks

Other \_\_\_\_\_

Other \_\_\_\_\_



Whitestown Plan Commission

# Attachment G: Certificate of Sufficiency

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*This is a sample letter to be submitted on Engineer's letterhead at the time of application.*

*This actual attachment should not be submitted.*

RE: Certificate of Sufficiency

DATE: \_\_\_\_\_

FILE #: \_\_\_\_\_

ADDRESS WHERE LAND ALTERATION IS OCCURRING: \_\_\_\_\_

DATE OF PLANS: \_\_\_\_\_

I hereby certify that to the best of my knowledge and belief:

1. The drainage plan for this project is in compliance with drainage requirements as set forth in the Whitestown Subdivision Control Ordinance pertaining to this class of work.
2. The calculations, designs, reproducible drawings, master and original ideas reproduced in this drainage plan are under my dominion and control and they were prepared by me and my employees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed or Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_ Surveyor      \_\_\_\_ Engineer      \_\_\_\_ Architect Indiana Registration Number \_\_\_\_\_



Whitestown Plan Commission

# Attachment H: Obligation to Observe

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*This is a sample letter to be submitted on Engineer's letterhead at the time of application.*

*This actual attachment should not be submitted.*

RE: Obligation to Observe

DATE: \_\_\_\_\_

FILE #: \_\_\_\_\_

ADDRESS WHERE LAND ALTERATION IS OCCURRING: \_\_\_\_\_

DATE OF PLANS: \_\_\_\_\_

I will perform periodic observations of this project during construction to determine that such land alteration is in accordance with both the applicable drainage requirements and the drainage plan for the project submitted for a drainage permit to the Whitestown Plan Commission and/or the Boone County Surveyor's Office.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed or Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_ Surveyor      \_\_\_\_ Engineer      \_\_\_\_ Architect Indiana Registration Number \_\_\_\_\_



Whitestown Plan Commission

# Attachment L: Project Routing Sheet

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Applicants are required to consult with the Departments/Offices below prior to making application for Primary Subdivisions, Secondary Subdivisions, Plat Amendments, and Development Plans in order to provide general information concerning the site, as well as to familiarize the applicant with the procedures and requirements of the Whitestown Plan Commission and applicable ordinances. For the purpose of this meeting, the applicant is expected to provide a lot/block layout for Subdivisions (commercial and residential) or provide a general site layout for Development Plans.

<b>Project Name</b>
<b>Developer</b>
<b>Firm Preparing Plans</b>
<b>Contact Phone Number</b>

<b>Whitestown Planning</b>	(317) 966-8640	Date of Meeting :	Initials: _____
<i>Comments:</i>			

<b>Whitestown Utilities</b>	(317) 733-8584	Date of Meeting :	Initials: _____
<i>Comments:</i>			