



# Development Plan - What happens next?

The following outlines the typical steps for development plans after making application up to building permit stage. If you have any questions about the procedures, contact the Whitestown Planner at (317) 966-8640 or [wpcStaff@whitestown.in.gov](mailto:wpcStaff@whitestown.in.gov).

## TAC Meeting and Revised Plans

- After the TAC Meeting, receive the TAC Report and/or PC Staff Report that itemizes all of the required revisions. *Projects with excessive comments may be asked to revise plans and attend a subsequent TAC Meeting before proceeding to the Plan Commission.*
- Receive Development Plan approval from the Plan Commission
- Submit revised plans for review per the resubmittal guidelines.

## FINAL Plans

- Once Staff has determined that the plans have addressed all of the TAC Comments, they will be deemed "FINAL".
- Submit FINAL plans per the submittal guidelines.

## Begin Site Work

- If applicable, post applicable financial sureties and post applicable utility capacity fees.
  - Whitestown - sewer/water, roads, curbs, sidewalks, sewers
  - Boone County - storm sewers, erosion control, subsurface drainage
- If applicable, record any plat documents.
- Schedule Pre-construction Meeting
- Begin site work

## Building Permit

- Commercial Projects: apply for local building permits.
  - Foundation Release can be issued as soon as the State Foundation Release has been received and the permit submittal requirements have been satisfied.
  - Full Permit will be issued when full State Construction Design Release has been issued and the local permit review has been completed.

# Plan Resubmittal Guidelines

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The following outlines the procedures for resubmitting plans. Because staff tracks multiple projects in various stages of approval, it is necessary that applicants resubmit plans per the guidelines below to ensure expedient and thorough review. If you have any questions about the plan resubmittal procedures, contact the Whitestown Planner at (317) 966-8640 or [wpcStaff@whitestown.in.gov](mailto:wpcStaff@whitestown.in.gov).

## Submitting REVISED Plans

Applicants may submit REVISED plans any time AFTER the TAC Meeting. Note that it is not necessary to submit revisions prior to the Plan Commission Meeting as the Commission generally makes their decision subject to all of the TAC comments being addressed.

The submittal of revised plans should be in the following format:

- Always submit three (3) full-size and two (2) half-size complete sets of plans to the Town Planner at the Whitestown Utility Office, 6999 Lexington Circle, Zionsville, IN 46077. These plans need to be properly stapled and rolled. Unless other arrangements are made, individual sheets will not be accepted or distributed.
- Include a cover sheet that identifies the project by both *name and docket number* and gives a brief, itemized overview of the changes made from the last set of plans per the TAC Report.
- To avoid confusion, unrelated plans must be rolled separately and should have separate cover letters.

The Town Planner will stamp the plans with the docket number and date and then distribute them to the relevant TAC Members for further review. The members receiving these revised plans include: Whitestown Town Planner, Whitestown Utilities, Boone County Surveyor, Whitestown Fire Department, and Whitestown Police Department. It is up to the Applicant to distribute revised plans to any other entities that require copies.

When TAC Members have concluded their review, they will contact the Town Planner and the Applicant with their comments. Applicants can contact the Town Planner at any time at [wpcstaff@whitestown.in.gov](mailto:wpcstaff@whitestown.in.gov) or (317) 966-8640 to check the overall status of the review. Allow at least five (5) business days for review response.

Unless other arrangements are made, plans submitted without the appropriate cover letter or quantities will not be circulated for review.

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## Submitting FINAL Plans

Applicants shall submit FINAL plans after they have been contacted by the Town Planner indicating that all of the TAC comments have been addressed.

The submittal of FINAL plans should be in the following format:

- Submit FINAL plans to the Town Planner at the Whitestown Utility Office, 6999 Lexington Circle, Zionsville, IN 46077. Plans need to be properly stapled and rolled. Unless other arrangements are made, individual sheets will not be accepted or distributed.
- Include a cover sheet that identifies the project by both *name and docket number* and states that these are the submittal for the FINAL set of plans.
- To avoid confusion, unrelated plans must be rolled separately and should have separate cover letters.
- Submit the following:
  - Three (4) full-size, complete sets of plans.
  - Four (4) complete sets of plans that are 11"x17" in size
  - Three (3) CD's with electronic versions of the FINAL plans
  - Any additional sets of plans that you may want to have stamped for your files.

The Town Planner will stamp the plans with the docket number, date, and "FINAL" and then distribute them to the relevant TAC Members for their files. One set will be returned and must be kept on site during construction. The members receiving these FINAL plans include: Whitestown Town Planner, Whitestown Utilities, Boone County Surveyor, Whitestown Fire Department, and Whitestown Police Department. It is up to the Applicant to distribute revised plans to any other entities that require copies.

To avoid confusion (and per the relevant application packet instructions), applications for the next step in the approval process will not be accepted until plans for the previous step have been finalized.