WPC Application Packet

Contact: Town Planner (317) 732-4535, planning@whitestown.in.gov

Version: October 11, 2017

This application packet is for petitions going before the Whitestown Plan Commission and includes:

- **Concept Plan** – conceptual review and site analysis of a proposed subdivision.
- **Primary Plat** – preliminary approval of a subdivision layout.
- **Secondary Plat** – final approval of a subdivision layout including detailed construction drawings.
- **Development Plan** – a specific plan for new development of a property including new commercial, industrial, and multi-family projects.
- **Administrative Development Plan** – a specific plan for additions and new accessory structures for EXISTING commercial, industrial, and multi-family projects.
- **Zone Map Change** – a change from one zoning district to another.

Step 1: Pre-Application.

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, submittals, procedures, deadlines, and hearings. Contact the Town Planner by calling (317) 732-4535 or emailing planning@whitestown.in.gov

Step 2: Making Application.

Application submittals can be made during office hours at the Whitestown Municipal Complex Building and Planning Department; Monday-Friday from 8:30am-5pm. Please provide 4 full size sets of construction plans as well as an **electronic copy provided on USB or Thumb Drive**.

Step 3: WPC Submittal Checklist

	Concept Plan	Primary Plat	Secondary Plat	Development Plan & Administrative Development Plan	Zone Map Change
1. Application Fee	$500	$995	$1,375	$1,125	$1,095
2. Electronic Copy	✓	✓	✓	✓	✓
3. Application Form	✓	✓	✓	✓	✓
4. Vicinity Map	✓	✓	✓	✓	✓
5. Aerial Map	✓	✓	✓	✓	✓
6. List of Adjacent Property Owners	✓	✓			✓
7. Basic Site Plan	✓	✓	✓	✓	✓
8. Narrative	✓	✓	✓	✓	✓
9. Site Analysis Plans	✓				
10. Drainage Calculations		✓	✓	✓	
11. Plat Plans		✓	✓	✓	
12. Construction Plans			✓	✓	
13. Legal Description and Drawing	✓				✓
14. Capacity Fee Application *(5 pages)*			✓	✓	
Attachment A: Consent of Property Owner	✓	✓	✓	✓	✓
Attachment B: Notice for Newspapers	✓	✓			✓
Attachment C: Notice for Property Owners	✓	✓			✓
Attachment D: Project Routing Sheet *(with signatures)*	✓	✓	✓	✓	✓
Attachment E: Detail Data Sheet		✓	✓	✓	
Attachment F: Certificate of Sufficiency			✓	✓	
Attachment G: Obligation to Observe			✓	✓	
Attachment H: Standards for Evaluating a Zone Map Change					✓
Attachment I:Waiver Request	$455 per waiver	$455 per waiver	$455 per waiver	$455 per waiver	
Capacity Fee Application *(5 pages)*			✓	✓	

1. Application Fee. Make checks payable to "Town of Whitestown".

2. Electronic Copy. **Submit a USB or Thumb Drive** with ALL of the items on the submittal checklist, including the application, maps, lists, plans, narratives, and other required attachments. File format should be PDF and each item should be saved as an individual file. The Drive should be labeled with the date and name of the project and submitted in a soft/paper protective envelope. Printed Copies are still needed.

3. 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.

4. Vicinity Map. Submit a vicinity map, 8 ½"x11" in size, showing where the property is generally located in Whitestown, making sure major streets are labeled. Scale should be approximately 1:1,000.

5. Aerial Map. Submit an aerial map of the subject parcel, 8 ½" x 11" in size, showing all properties within 600 feet of subject parcel. The map can be obtained from Google Earth or other similar aerial mapping programs. Be sure to highlight the subject parcel.

6. List of Adjacent Property Owners. Obtain a list of all surrounding property owners whose property is within 600 feet and at least two (2) parcels deep from all portions of the subject parcel. The list can be obtained from the Boone County Auditor's Office, 201 Courthouse Square, Lebanon, IN 46052, (765) 482-2940.

7. Basic Site Plan. Submit a basic site plan, 8 ½" x 11" in size, showing the basic layout of the proposed development for duplication purposes.

8. Narrative. A Narrative describing the nature of the application, land use, and proposed development including number of lots, hours of operation, number of employees, anticipated traffic generation, and the dates/details of previous construction/permits if applicable. Also include a bulleted statement of the history of the project (annexation, rezoning, platting, amendments, approvals, etc.)

9. Site Analysis Plans. Submit 4 full-size sets. See detailed information for "Concept Plan" in the Subdivision Control Ordinance.

10. Drainage Calculations.

11. Plat Plans. Submit 4 full-size sets. See detailed information for "Primary Plat Plans" in the Subdivision Control Ordinance as well as the "Plan Format Guidelines" contained in this packet.

12. Construction Plans. Submit 4 full-size sets. See detailed information for "Construction Plans" in the Subdivision Control Ordinance as well as the "Plan Format Guidelines" contained in this packet.

13. Legal Description and Drawing. A land description of the written words delineating the property and a corresponding drawing with dimensions and bearings. For the electronic version, the legal description should be a PDF generated directly from a Word document so that the text is crisp and clear.

14. Capacity Fee Application. This application is to be submitted for new development or additions to existing development that may cause an increase in EDUs. Upon receipt, the Capacity Fee Application is forwarded to the Whitestown Municipal Utility Office. For this reason, this application must be completed independently and in its entirety per the instructions contained therein. Refer to the top of the Capacity Fee Estimate Form for all of the items that must be submitted with this application.

Attachments A - I. Complete necessary attachments per the respective instructions contained on each form.

Step 4: Notifying the Public *(not applicable to Secondary Plat or Development Plan)*

State Law and the Rules and Procedures for Whitestown's PC and BZA require you to notify the public of the hearing in two different ways: by newspaper and by notifying property owners that surround the subject property. Signing and submitting an *Affidavit of Notification* verifies this notification.

Notification by Newspaper

Complete Attachment B: Notice for Newspapers. At the application meeting, the Town Planner will review and approve the completed attachment.

Publish the approved attachment and legal description one time in both of the newspapers listed below at least 10 days prior to the Hearing (see Application Schedule). Failure to meet the publishing deadlines will delay the hearing of your petition. Be certain to obtain a "Proof-of-Publication" affidavit from the newspaper for your advertisement. These affidavits and *Form 1: Proof of Notification* must be turned in to the Town Planner at least three days prior to the hearing (see Application Schedule).

- Lebanon Reporter. Published daily. Information must be submitted at least 4-5 business days prior to the date you want your ad to be published. (765) 482-4650.
- Zionsville Times Sentinel. Published only on Wednesdays. Information must be submitted on the Friday before the Wednesday publication. (317) 873-6397. (Because this newspaper is only published once a week, let the Town Planner know if you do not meet the publication deadline in the Application Schedule.)

Surrounding Property Owner Notification

Complete Attachment C: Notice for Property Owners. At the application meeting, the Town Planner will review and approve the completed attachment.

The Petitioner must notify all surrounding property owners within 600 feet or two properties in depth of the subject property (whichever is least). If the petitioner owns adjacent parcels, then go 600 feet and two properties beyond those parcels (whichever is least).

Notification must be mailed by either First Class Certificate of Mailing or Certified Mail.

- Certificate of Mailing provides evidence that mail has been presented to the post office for mailing. Use Form 2 for listing those notified (copy enclosed). Proof of Mailing will be Form 2 that has been stamped by the Post Office.
- Certified Mail or "green cards" provides the sender with a mailing receipt and proof of delivery. Visit the Post Office for special cards and stickers for addressing letters sent by Certified Mail. Proof of Mailing is a combination of the "green cards" that have been sent back to you and your Certified Mail Receipt for letters that were not claimed.

All letters must be postmarked at least 10 days prior to the hearing (see Application Schedule). Proof of mailing must be submitted to the Town Planner at least three days prior to the hearing (see Application Schedule). Include the following information to each person notified:

- A copy of the approved Attachment C
- Legal description and drawing
- Narrative
- Site Plan
- Attachment H and/or Attachment I if part of your application

2018 Application Schedule

The following table depicts the deadlines for petitions before the Whitestown WPC. Deviations from this schedule are not permitted without requesting approval from the Rules and Procedures.

Application Submittal	TAC Meeting	Deadline for Submitting Info/Revisions to the File	Public Notice Deadline	Agenda & Staff Report Published	Submit Proof of Public Notice	WPC Hearing Date
Nov 30, 2017	Dec 12, 2017	Dec 18, 2017	Dec 29	Jan 29	Jan 4	Jan 8
Jan 4	Jan 16	Jan 25	Feb 2	Feb 5	Feb 8	Feb 12
Feb 1	Feb 13	Feb 22	Mar 2	Mar 5	Mar 8	Mar 12
Mar 1	Mar 13	Mar 22	Mar 29	Apr 2	Apr 5	Apr 9
Apr 5	Apr 17	Apr 26	May 4	May 7	May 10	May 14
May 3	May 15	May 24	Jun 1	Jun 4	Jun 7	Jun 11
Jun 7	Jun 19	Jun 28	Jul 6	Jul 9	Jul 12	Jul 16
Jul 3	Jul 17	Jul 26	Aug 3	Aug 6	Aug 9	Aug 13
Aug 2	Aug 14	Aug 20	Aug 31	Sept 4	Sep 6	Sep 10
Aug 30	Sep 11	Sep 20	Sept 28	Oct 1	Oct 4	Oct 8
Oct 11	Oct 23	Nov 1	Nov 9	Nov 12	Nov 15	Nov 19
Nov 1	Nov 13	Nov 22	Nov 30	Dec 3	Dec 6	Dec 10

- Application Submittal: Application submittals can be made during office hours at the Whitestown Municipal Complex Planning Department; Monday-Friday from 8:30am-5pm.

- TAC Meeting: Technical Advisory Committee Meetings are held at 9:00am at the Whitestown Municipal Complex, 6210 Veterans Dr, Whitestown, IN 46075. *(Not applicable to Zone Map Changes)*
- Deadline for Submitting Info/Revisions to the File: Revisions or additions to the plans and/or file must be submitted by 5:00pm on the date indicated in order to remain on the current application schedule. Plans shall be submitted to the Whitestown Municipal Complex, 6210 Veterans Dr, Whitestown, IN 46075 with a cover letter to the attention of the Town Planner.
- Public Notice Deadline: Deadline to publish public notice in the newspaper and postmark mailings to surrounding property owners.
- Agenda & Staff Report: On the date indicated, Agendas will be emailed to the Whitestown WPC, Applicant/Owner, and required media for public notice requirements. Staff Reports will be emailed directly to the Whitestown WPC and Applicant/Owner.
- Submit Proof of Public Notice: Submit Forms 1 and 2 as proof of adequate public notice of the hearing. Forms shall be submitted to the Whitestown Municipal Complex, 6210 Veterans Dr, Whitestown, IN 46075 with a cover letter to the attention of the Town Planner.
- WPC Hearing: Unless otherwise noticed, WPC Meetings are held at 6:30pm at the Whitestown Municipal Complex, 6210 Veterans Dr, Whitestown, IN 46075, (317) 732-4535.

WPC Application

For Office Use Only	
File #	Fee
Filing	TAC
Hearing/Meeting	
☐ Reviewed ☐ w/ conditions	
☐ Denied ☐ Approved	
☐ Favorable ☐ Unfavorable ☐ No Recommendation	

This application is being submitted for (check all that apply):

☐ Concept Plan ☐ Development Plan
☐ Primary Plat ☐ Secondary Plat
☐ Zone Map Change ☐ Waivers included

Applicant Info

Name	
Street Address	
City, State, Zip	
Primary Contact Person regarding this petition	
Phone	E-Mail
Engineer Preparing Plans	E-Mail
Others to be Notified	E-Mail

Property Owner

Name	
Street Address	
City, State, Zip	
Phone	E-Mail
Applicant is (circle one): Sole owner Joint Owner Tenant Agent Other (specify)	

Premises Affected

10-digit Parcel Number				
Actual/approximate address or location from major streets				
Subdivision		Lot Number(s)		
Total Acreage	Flood Zone on Site?			
Zoning of Subject Property	Use of Subject Property			
Proposed Zoning		Proposed Land Use		
Zoning of Adjacent Properties	North:	South:	East:	West:
Land 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 _____, 20_____.

Attachment A: Consent of Property Owner

Complete and submit if applicant is different from property owner.

I (we)

_____

NAME(S)

After being first duly sworn, depose and say:

- That I/we are the owner(s) of the real estate located at I (we)

  _____

  ADDRESS

- That I/we have read and examined the Application, and are familiar with its contents.
- That I/we have no objection to, and consent to such request as set forth in the application.
- 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 B: Notice for Newspapers

Attach: 1) Legal Description

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of

_____, and legally described by the attached legal description, have filed a petition before the Whitestown Plan Commission, which petition requests a ☐ Concept Plan ☐ Primary Plat ☐ Zone Map Change ☐ Waivers included

for the said property in order to:

_____

_____

_____

_____.

This petition, File # _____, will come for hearing at 6:30pm in the Whitestown Municipal Complex, 6210 Veterans Dr, Whitestown, IN 46075, on _____, _____.

In accordance with the Americans With Disabilities Act, if anyone wishes to attend the public hearing on the above referenced matter and is in need of reasonable accommodation in order to hear, present evidence, or participate in the proceedings at the public hearing on this matter, please contact the Town Planner so accommodation can be made. The petition and file on this matter is available for examination by contacting the Town Planner at (317) 732-4535 or email at planning@whitestown.in.gov. Comments regarding this petition may be submitted at any time. Information to be considered in the Staff Report and distributed to the WPC members in advance of the meeting must be received seven (7) days prior to the hearing and must be sent to planning@whitestown.in.gov or Whitestown WPC, Whitestown Municipal Complex, 6210 Veterans Dr, Whitestown, IN 46075.

Petitioner: _____

Attachment C: Notice for Property Owners

***Include with the mailing: 1) Legal Description, 2) Site Plan, 3) Narrative, 4) Attachment H** (if applicable) **and 5) Attachment I** (if applicable)*

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of

_____, and legally described by the attached legal description, have filed a petition before the Whitestown Plan Commission, which petition requests a ☐ Concept Plan ☐ Primary Plat ☐ Zone Map Change ☐ Waivers included

for the said property in order to:

_____

_____

_____

_____.

This petition, File # _____, will come for hearing at 6:30pm in the Whitestown Municipal Complex, Veterans Dr, Whitestown, IN 46075, on _____, _____.

In accordance with the Americans With Disabilities Act, if anyone wishes to attend the public hearing on the above referenced matter and is in need of reasonable accommodation in order to hear, present evidence, or participate in the proceedings at the public hearing on this matter, please contact the Town Planner so accommodation can be made. The petition and file on this matter is available for examination by contacting the Town Planner at (317) 732-4535 or email at planning@whitestown.in.gov. Comments regarding this petition may be submitted at any time. Information to be considered in the Staff Report and distributed to the WPC members in advance of the meeting must be received seven (7) days prior to the hearing and must be sent to planning@whitestown.in.gov or Whitestown WPC, Whitestown Municipal Complex, Veterans Dr, Whitestown, IN 46075.

Petitioner: _____

Attachment D: Project Routing Sheet

Applicants are required to consult with the Departments/Offices below prior to making application in order to provide general information concerning the site, as well as to familiarize the applicant with the procedures and requirements of the WPC 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.

Project Name	
Developer	
Firm Preparing Plans	
Contact Phone Number	

Whitestown Planning *Comments:*	(317) 732-4535	Date of Meeting: _____	Initials: _____
Whitestown Utilities *Comments:*	(317) 733-8584	Date of Meeting: _____	Initials: _____
Whitestown Fire Dept *Comments:*	(317) 732-4601	Date of Meeting: _____	Initials: _____
Boone County Surveyor *Comments:*	(765) 483-4444	Date of Meeting: _____	Initials: _____

Attachment E: Detail Data Sheet

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 do you anticipate submitting performance guarantee?

- ❑ Streets
- ❑ Signs and Monuments
- ❑ Sanitary Sewers
- ❑ Off-Site Sewers
- ❑ Storm Sewers
- ❑ Off-Site Drainage
- ❑ Sidewalks
- ❑ Other _____
- ❑ Other _____

Attachment F: Certificate of Sufficiency

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:

The drainage plan for this project is in compliance with drainage requirements as set forth in the applicable ordinances pertaining to this class of work.

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 _____

Attachment G: Obligation to Observe

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 _____

Attachment H: Standards for Evaluating a Zone Map Change

The WPC's recommendation and the Town Council's decision shall be based upon how each of the following statutory requirements is justified in the request. Use this form or attach a separate sheet that thoroughly itemizes, explains, and justifies each of the following criteria:

1. The requested zoning change is consistent with the Comprehensive Plan because...
2. The requested zoning change will not have a negative impact on the current conditions and the character of current structures and uses in each district because...
3. The requested zoning change will result in the most desirable use for which the land is adapted because...
4. The requested zoning change will not affect the property values throughout the Town of Whitestown because...
5. The requested zoning change promotes responsible development and growth because...

Attachment I: Waiver Request

Fee: $455 per each waiver requested

Where the Plan Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with the regulations in the Subdivision Control Ordinance and/or the purpose and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers so that substantial justice may be done and the public interest secured. Waivers shall not have the effect of nullifying the intent and purpose of these regulations.

Use the form below for each waiver requested. Attach a separate sheet if necessary.

Ordinance Section:
Ordinance Language to be waived:
Alternative/Substitute to be offered:
1. The approval of the waiver request will not be detrimental to the public safety/health/welfare or injurious to property within a reasonable proximity to the subject property involved in the waiver request because…
2. The strict application of the applicable ordinance standard will result in practical difficulties in the development due to the particular physical surroundings, unique constraints, or topographical conditions of the subject property. These conditions will not substantially alter the character of the subject district or neighborhood because…
3. The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives because… *(Note: financial hardship does not constitute grounds for a waiver)*
4. The waiver request is necessary and represents a minimal deviation from explicit ordinance standards because…

Form 1: Affidavit of Notification

Submit this Form three days prior to the hearing along with proof of publication and proof of mailing.

I (we)

_____

After being first duly sworn, depose and say:

- That I have notified in person or by First Class U.S. Mail all owners of property located within a 600 foot radius of my property located at

  _____.

- That the said property owners were informed by me of the filing of the petition and of the nature of said application, as directed in the application packet "Notifying the Public", which is part of the Rules and Procedures of the Plan Commission and/or BZA as described;

- That the said property owners were notified that the Plan Commission/BZA will hold a public hearing regarding this application on the date of _____, at 6:30pm; and

- That the names and addresses of said property owners so notified are listed on a separate paper which is a part of this Affidavit.

And further the Affiant sayeth not.

_____
(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

_____
, Notary Public

My Commission expires: _____ County of Residence: _____

Form 2: Adjacent Property Owners Notified by Mail

If property owners are to be notified by mail, either complete this form or provide a list with the same information. Make additional copies if necessary.

Name and Address of Sender			Type of Mail: ❑ Certified Mail ❑ Certificate of Mailing ONLY	
Line	**Name & Address**	**Postage**	**Fee**	**Remarks**
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total number of pieces listed by sender:		Total number of pieces received at Post Office:	POSTMASTER, per *(name of receiving employee)*	
Affix stamp here if issued as certificate of mailing or for additional copies of this bill. POSTMARK AND DATE OF RECEIPT:			Page _____ of _____	

Plan Format Guidelines

All Development Plans shall be submitted under the seal and signature of a Professional Engineer or Registered Land Surveyor licensed to practice in the State of Indiana. All sheets shall be 24" x 36" size and drawn to scale (at a minimum 1" = 50' and a maximum 1" = 10' with the exception of the maps on Sheet One) unless otherwise approved by the Administrator. To improve review efficiency, Development Plans submitted for review shall observe the following format and contain at least the information listed on the applicable Sheet:

Title Sheet:

- Name of project/development.
- A statement of the proposed uses, stating the type and size of residential and non-residential buildings, and the type of business, commercial or industry.
- A key or vicinity map at a scale of one (1) inch equals four hundred (400) feet or less, showing the boundaries of the proposed project and covering the general area within which it is to be located.
- Name and address of the owner, developer, and person who prepared the plans.
- Total acreage within the project and the number of residential dwelling units or the gross square footage of non-residential buildings whichever is applicable.
- Full legal description with sufficient reference to section corners and boundary map of the subject project, including appropriate benchmark references.
- Boundary lines of adjacent tracts of land, showing owners of record.
- Existing zoning of the subject land and all adjacent lands.
- Reference to proposed covenants, restrictions, by-laws, or articles of incorporation affecting property owners and/or homeowners associations.
- Statement of proposed starting and completion dates for the project, including any proposed phasing and sequencing.
- Cite the date of the Zoning Ordinance, Subdivision Control Ordinance and/or Unified Development Ordinance that is in effect at the time this project was submitted.
- If applicable, cite the date and title of the Planned Unit Development Ordinance that is in effect at the time this project was submitted.

Section 1 - Existing Site Conditions:

- Location, widths, and type of construction of all existing streets, street names, alleys, or other public ways and easements, street classifications as per the Thoroughfare Plan, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and other date considered pertinent by the Plan Commission or the Administrator for the subject land, and within three hundred (300) feet of the proposed project.
- Existing water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records.
- Existing contours based in U.S.G.S. datum with intervals of not more than five (5) feet where the slope is greater than ten percent (10%) and not more than two (2) feet where the slope is less than ten percent (10%). Elevations shall be based on sea level datum.
- The water elevation at the date of the survey of lakes, streams, or designated wetlands within the project or affecting it, as well as the approximate high and low water elevation of such lakes, streams, or designated wetlands. The plan shall also show the contour line of the regulatory flood (100-year flood) elevations and the contour line for the floodway fringe boundary. All elevations shall be based on sea level datum.

Section 2 – Proposed Site Conditions:

- Locations, widths, and type of construction of all existing and proposed streets, street names, alleys, or other public ways and easements, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low area subject to flooding, permanent buildings, bridges, and other data considered pertinent by the Plan Commission or the Administrator for the subject to flooding, permanent building, bridges, and other data considered pertinent by the Plan Commission or the Administrator for the subject land, and within three hundred (300) feet of the proposed project.

- Existing and proposed water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records.
- Building setback lines, showing dimensions.
- Full description and details, including engineering calculations, for provision of storm water drainage plans and facilities, including basin mapping. The standard for drainage detention is that the run-off rate of a 100-year post-development event cannot exceed the rate for a 10-year predevelopment event.
- Internal and perimeter sidewalk system/pedestrian circulation plan.
- Proposed contours with intervals of not more than five (5) feet where the slope is greater then ten percent (10%) and not more than two (2) feet where the slope is less than ten percent (10%). The plan shall also show the contour line for the floodway fringe boundary.
- Show the location and detail plans for all trash dumpsters.
- Show the location and detail plans for street name signs, traffic regulatory signs, street lights and traffic signals.

Section 3 – Erosion Control Plan:

- Location, widths, and type of construction of all existing and proposed streets, street names, alleys, or other public ways and easements, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and other data considered pertinent by the Plan Commission or the Administrator for the subject land, and within three hundred (300) feet of the proposed project.
- Proposed contours with intervals of not more than five (5) feet where the slope is greater than ten percent (10%) and not more than two (2) feet where the slope is less than ten percent (10%).
- Details of terrain and area drainage, including the identity and location of watercourses, intermittent and perennial streams, receiving waters, and springs, and the total acreage of land that will be disturbed.
- The direction of drainage flow and the approximate grade of all existing or proposed streets.
- Detailed plans and locations of all surface and subsurface drainage devices, walls, dams, sediment basins, storage reservoirs, and other protective devices to be constructed with, or as part of, the proposed project, together with a map showing drainage area, the complete drainage network, including outfall lines and natural drainage ways which may be affected by the proposed development, and the estimated runoff of the area served by the drains.
- A description of the methods to be employed in disposing of soil and other material that is removed from the grading site, including the location of the disposal site.
- Measures for soil erosion and sediment control which must meet of exceed the methods and standards adopted by the Indiana Department of Natural Resources and/or set forth in the Indiana Handbook for Erosion Control in Developing Area and which must comply with the design principles, performance standards, and requirements set forth in this chapter.
- A schedule of the sequence of installation of planned erosion and sediment control measurer as related to the progress of the project, including the total area of soil surface that is to be disturbed during each stage, the anticipated starting and completion dates, and a schedule for the maintenance of such measures.
- Include the following notes on the sheet:
- "All erosion control practices shall be in accordance with the IDNR Indiana Handbook for Erosion Control in Developing Areas: dated October 1992 and the SCS Field Office Technical Guide."
- "The Administrator, Boone County Surveyor, and other applicable departments have the right to require additional erosion control measures in the field as conditions warrant."
- Copies of the letter of intent and response from the Boone County Soil and Water Conservation District office for Rule 5 compliance, when required.
- Any other information reasonably required by the Plan Commission or Administrator to properly evaluate the plan.

Section 4 – Landscape and Parking:

- A landscape plan prepared to the standards specified in the applicable Zoning Ordinance or Unified Development Ordinance.
- Include a chart identifying the required planting materials and the proposed planting materials.
- Internal and perimeter sidewalk system/pedestrian circulation plan.
- Include a chart identifying the quantity of required parking spaces and the quantity of proposed parking spaces.

Section 5 – Lighting Plan:

- Include a complete photometric plan for the site.

Section 6 – Plat Sheet (if applicable):

The following information shall be submitted if a plat-like dedication document for easements and rights-of-way is deemed necessary by the Plan Commission or its authorized designee:

- Parcels of land proposed to be dedicated or reserved for public use, or reserved for common use of all property owners within the project, with the proposed conditions and maintenance requirements, if any, shall be designated as such and clearly labeled on the plans.
- Radii, internal angles, points of curvature; tangent bearings and lengths of all arcs, chord, and chord bearings.
- Accurate location of all survey monuments erected, corner and other points established in the field in their proper places.

All Sheets

All sheets shall contain the following information:

- The proposed name by which the project shall be legally and commonly know.
- Date of survey, scale, and north point.
- All lots or outlots intended for sale or lease shall be designated with boundary lines and numbered or labeled for identification purposes.
- Private parks, common areas, or excluded parcels shall be designated as such and clearly labeled on the plans.
- Such other information as may be deemed necessary for proper review of the site development plan by the Administrator, Town Engineer, Boone County Surveyor, and/or Plan Commission.
- All necessary reference points tying the subject property to the appropriate section corners.
- Each sheet shall be sealed and signed by the professional preparing the drawings.
- All sheets shall be tied to state plane coordinates for horizontal and vertical controls.

Other Submittals

The Applicant shall be required to submit written documentation of the following, when applicable or requested by the Administrator:

- Utility encroachment approvals.
- Traffic study to determine impact on roadways.
- Boone County Drainage Board approval.
- Other local, state, and federal approvals/permits, including other Town boards, commissions, or departments.
- Inspection and testing agreements.
- Outside reviews as required by the Town.

Capacity Fee Application

Contact: Utility Manager (317) 733-8584, jlawson@whitestown.in.gov

This page and the next four pages make up the Capacity Fee Application packet.

Introduction

In order for permit fees to be calculated and to enable Whitestown Municipal Utilities (WMU) to conduct an initial project review, developers or their agents shall provide a completed *Capacity Fee Application* with all of the necessary submittal information for each new development project that details the anticipated:

- water consumption
- wastewater treatment requirements
- fire flow data for any fire protection loops and/or interior fire suppression systems
- Irrigation system needs

Along with the *Capacity Fee Application*, developers shall provide the proposed plans and other necessary information for review. An internal review will be done based on this preliminary plan submission for the water, sewer and storm systems, including metering requirements.

As part of the application process, each developer will execute the *Memorandum of Understanding for Plan Review and Inspection Services* which will serve as the project plan review and inspection agreement between WMU and the developer. Per the agreement, payment of plan review and inspection fees will be based on an estimate of the hours needed for the project by WMU staff or engineering consultants at current hourly rates. A portion of these fees will be collected with the execution of the agreement. If the extent of the inspection services exceeds the estimate, then WMU will have the right to invoice the developer until the fund is replenished. If it is not, then WMU could suspend inspection services. All inspection services provided by WMU staff will be documented with an *Inspector's Daily Report* which can be made available for the developer on request.

Once the internal review is complete, the Utility Manager will forward the information and review comments to an outside engineer to complete the technical review of the water, sewer, drainage, and road plans to ensure final compliance with WMU specifications and master planning requirements. The goal of this review is to have the staff and outside engineering review completed prior to the Whitestown Plan Commission meeting/hearing so our infrastructure comments can be addressed in advance.

The IDEM permit applications for water or sewer main extensions shall be considered the final project applications. On all state level permits, WMU should be listed as an affected party on the mailing labels so that copies of the permits are sent to WMU.

Developers will be required to pay all water and sewer capacity fees prior to beginning site work unless an alternative payment schedule has been arranged through the water and sewer service agreement. The developer or their contractor must contact the WMU office to arrange for a pre-construction meeting where final plans will be stamped for approval on the project, and inspection schedules can be arranged.

Capacity Fee Estimate Form

Submittal Materials

- ❑ One electronic copy of the entire application submittal
- ❑ Site Plan. Show the facility with the proposed water and sewer connections.
- ❑ 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.
- ❑ Legal Description and/or Proposed Plat.
- ❑ Project description, including the type of facility or product.
- ❑ Memorandum of Understanding for Plan Review and Inspection Services.

Date of Application:
Application is for: ___ Sewer Service ___ Water Service

Project Name:
Project Location:

Owner/Developer:	
Contact Name:	
Contact Address:	
Contact Phone:	Contact Mobile:
Contact Email:	

Billing Contact (if different than Owner/Developer):	
Billing Address:	
Billing Contact Phone:	Billing Contact Mobile:
Billing Contact Email:	

Engineer:	
Contact Name:	
Address of Engineer:	
Phone:	Mobile:
Email	

Project Acreage:		
Is the project located within the current town limits of Whitestown?		___ Yes ___ No
Will an IDEM Construction Permit be required? **If yes, then provide a copy of the IDEM design summary forms when requesting a waste load allocation letter. Whitestown Municipal Utilities shall be listed as an affected party on the IDEM application for a sanitary sewer construction permit.*		___ Yes* ___ No
Will the building/property have a separate fire protection loop or internal sprinkler system? **If yes, then attach a sheet that describes the system, including anticipated water demand in terms of pressure and flow requirements.*		___ Yes* ___ No
Anticipated construction schedule:	From:	To:
When will service be needed for occupancy?		

Each meter will need a separate meter request form (i.e. domestic and irrigation meters will have separate forms for each meter). If the wrong size meter is requested, you will be charged for the original meter requested and the new meter.

Date:_____

Project Name:_____

Address:_____

Contact Name and Title:_____

Phone:_____ Email:_____

Contact Address (If Different): _____

Type of Facility

_____ Apartment/Condo Building _____ Restaurant _____ Hotel
_____ Retail Building _____ Industrial _____ Warehouse
_____ Commercial _____ Irrigation _____ Other*

*For Other, Describe Type of Facility_____

Size of Service line:_____
Design flow demand in gpm:_____
Size of meter being requested:_____(For most uses requiring a 2" and larger, a compound meter will be required.)

Meter Size	Normal Operating Flow Range in GPM
5/8"	1/2 to 20
3/4"	3/4 to 30
1"	1 to 50
1.5"	2 to 100
2"	2.5 to 160
2" Comp	1/2 to 200
3" Comp	2 to 450
4" Comp	1 to 1000
6" Comp	1.5 to 2000

Utility Use Only

Type and Size of Meter Approved_____

By:_____ Date:_____

Memorandum of Understanding for Plan Review and Inspection Services

Project Name:
Project Location:
Owner/Developer:

The Owner/Developer requires Whitestown and/or Whitestown Municipal Utilities ("Town") to provide preliminary engineering plan review and infrastructure inspection services (which services do not include construction engineering or construction staking) in order to assure that the above named project is designed and constructed in accordance with Town standards, specifications, and approvals. The Owner/Developer hereby agrees to the following terms and conditions.

Plan review and inspection services will be in accordance with policies and procedures of the Town and will help ensure specification compliance for acceptance of the project into the Town's system for maintenance, provided that the Owner/Developer and its representatives adhere to all applicable agreements, ordinances, rules, regulations, polices and/or procedures. Acceptance of design plans and completed infrastructure shall be at the Town's sole discretion.

The Owner/Developer shall indemnify and hold the Town harmless from any and all damages and/or claims for liability, including all costs and attorneys' fees, arising out of any act, omission, or negligence of the Owner/Developer and/or its direct/indirect representatives or employees, in performing under this memorandum.

The Town agrees to perform inspection services for a fee of $28.00 per hour of actual time spent on the project by Town personnel. Overtime rates at time-and-one-half will apply for inspection services performed after normal business hours. Inspection services provided by the Town are intended/expected to occur while any and all infrastructure work is underway on the project. Documentation of all such inspection services performed by the Town or its agents shall be maintained to support performance of these services and made available on request.

The Owner/Developer recognizes that the Town may engage a consulting firm as a part of the project plan approval process and/or inspection services in order to ensure that the project plans and construction comply with all Town construction standards, specifications, and approvals. ` the event a consulting firm performs such plan review or inspection services on behalf of the Town, the Owner/Developer agrees to pay the actual costs billed by the consulting firm along with a fee of 5% of the consulting firm's hourly rate for each hour that such services were performed on the project in addition to the hourly amount due the consultant for such plan review or inspection services. The Owner/Developer estimates the time for completion of the project as _____ weeks. Based on that completion estimate, the Town makes the following good faith estimate of costs under this memorandum:

- The estimated plan review time is _____ hours.

- The estimated inspection time is _____ hours per week.
- The estimated time for completion of the project is _____ hours.
- The total estimated cost for plan review and inspection services is _____.

The Owner/Developer agrees to pay fifty percent (50%) of the total estimated cost in this memorandum upon submission hereof to the Town. Checks shall be made payable to "Whitestown Municipal Utilities". The final plan review and inspection costs will be based on the actual number of hours of plan review and inspection services required to satisfactorily complete the project. The balance of the total plan review and inspection costs are to be paid within thirty (30) days of final invoicing by the Town. The Town will not provide acceptance of any work or release any performance bonds until all fees are paid in full.

IN WITNESS WHEREOF, the Owner/Developer has hereunto set his hand this _____ day of _____, 20_____.

Owner/Developer: _____ _____
(signature) *(printed name)*

_____
((title)

Mailing Address: _____

_____

_____

IN WTNESS WHEREOF, the Town, by its Utility Manager, hereby accept the foregoing memorandum and has herewith set its hand this _____ day of _____, 20_____.

Utility Manager: _____ _____
(signature) *(printed name)*

Whitestown Municipal Utilities
6210 Veterans Dr
Whitestown, Indiana 46075

APPROVED AS TO FORM AND LEGALITY: Attorney for Whitestown Municipal Utilities