



# WPC Application Packet

Contact: Planning Staff (317) 324-1371 [planning@whitestown.in.gov](mailto:planning@whitestown.in.gov)

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Version: December 2024

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

- **Concept Plan** – review of a proposed project.
- **Primary Plat** – review of a preliminary subdivision layout.
- **Primary Plat Amendment** – approval of a modification to an approved Primary Plat.
- **Secondary Plat** – approval of the final subdivision layout including complete construction drawings. (Does not require a prefile meeting)
- **Secondary Plat Amendment (Replat)** – approval of a modification to an existing recorded secondary plat. (Does not require a prefile meeting)
- **Development Plan** – approval of a site plan for new development projects including new commercial, industrial, and multi-family projects.
- **Development Plan Amendment** – approval of a change to an approved development plan.
- **Zone Map Change** – request to change from one zoning district to another zoning district.
- **PUD Text Amendment** – request to modify the text of an approved Planned Unit Development.

## Step 1: Pre-Application.

Applicant must discuss the potential application with the Planning Staff for the purpose of becoming familiar with requirements, submittals, procedures, application deadlines, and hearings. Please see attached schedule for monthly pre-file meeting dates. Please see the [Prefile Meeting Booking Site link](#) on our website to schedule your meeting at least one-week prior to the scheduled date. .

## Step 2: Making Application.

Application submittals can be made during office hours at the Whitestown Municipal Complex Planning Department; Monday-Friday from 8:30am-5pm. Please provide one (1) full size set of plans, application, application fee, and all applicable materials indicated in the submittal checklist and one (1) electronic copy on USB or via Email. **Please have submittal turned in by 3:00pm on submittal day.** Additionally, submit a hard copy of construction plans and the drainage report to the Boone County Surveyors office and email a digital copy to Kerry Daily ([kdaily@cbbel-in.com](mailto:kdaily@cbbel-in.com)) with Christopher Burke Engineering.

### Step 3: WPC Submittal Checklist

	Concept Plan	Primary Plat (including Primary Plat Amendments)	Secondary Plat	Secondary Plat Amendment (Replat)	Development Plan (including Amendment)	Zone Map Change	PUD Text / Commitment Amendment
1. Application Fee	\$500	\$995	\$1,375	\$450	\$1,125	\$1,095	\$300
2. Electronic Copy	✓	✓	✓	✓	✓	✓	✓
3. Georeferenced AutoCAD File		✓	✓		✓		
4. Application Form	✓	✓	✓	✓	✓	✓	✓
5. Aerial Map	✓	✓	✓		✓	✓	
6. List of Adjacent Property Owners	✓	✓	✓	✓	✓	✓	✓
7. Basic Site Plan	✓	✓	✓		✓	✓	
8. Elevations					✓		
9. Narrative	✓	✓	✓		✓	✓	✓
10. Drainage Calculations ( <i>digital copy</i> )		✓	✓		✓		
11. Plat Plans		✓	✓	✓	✓		
12. Civil Plans			✓		✓		
13. Legal Description	✓			✓		✓	
Attachment A: Consent of Property Owner	✓	✓	✓	✓	✓	✓	
Attachment B: Notice for Newspapers	✓	✓			✓	✓	
Attachment C: Notice for Property Owners	✓	✓			✓	✓	
Attachment D: Detail Data Sheet		✓	✓	✓	✓		
Attachment E: Certificate of Sufficiency			✓	✓	✓		
Attachment F: Obligation to Observe			✓	✓	✓		
Attachment G: Standards for Evaluating a Zone MapChange						✓	✓
Attachment H: Waiver Request	\$455 per waiver	\$455 per waiver	\$455 per waiver		\$455 per waiver		
Capacity Fee Application			✓		✓		
As-Built Drawings (to be provided once the project is complete)			✓		✓		

1. Application Fee. Make checks payable to “Town of Whitestown”.
2. Electronic Copy. Submit a USB or send via Email 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. The USB should be labeled with the date and name of the project. If sent via Email, attachments should be separated or included as a downloadable link and labeled appropriately.
3. CAD File. Provide a Georeferenced AutoCAD file with proposed street names and the following layers:
  - All lots, blocks, common areas and rights-of-way as enclosed polygons with their designated numbering/lettering identifiers included as attribute data.
  - A point at the geometric center of each lot and block.
  - All street centerlines as continuous lines broken only at intersections with proposed street names included as attribute data.
4. 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.
5. Aerial Map. Submit an aerial map of the subject parcel highlighted and showing all properties within 660 feet of subject parcel. The map can be obtained from Google Earth or other similar aerial mapping programs.
6. List of Adjacent Property Owners. Create a list of all surrounding property owners whose property is within 660 feet or at least two (2) parcels deep from all portions of the subject parcel (whichever is least). The list can be obtained at [whitestown.in.gov/noticelist](http://whitestown.in.gov/noticelist)
7. Site Plan. Submit a basic site plan showing the layout of the proposed development.
8. Narrative. Submit 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. PUD Text Amendments should include proposed text changes or additions.
9. Drainage Calculations. Submit an electronic copy to the Town of Whitestown and hard copies to other required agencies.
10. Plat Plans. Submit one (1) full-size hard copy set. See required detailed information in the Subdivision Control Ordinance as well as the “Plan Format Guidelines” contained in this packet. Please note that Primary Plats can be 24X36 in size, however Secondary Plats, for signature, are required to be 18X24 per the Boone County Recorder’s office.
11. Civil Plans. Submit one (1) full-size hard copy set. See required detailed information in the Subdivision Control Ordinance as well as the “Plan Format Guidelines” contained in this packet.
12. Legal Description. Submit a land description delineating the property and a corresponding drawing with dimensions and bearings. Please submit both a pdf and word doc version.
13. Capacity Fee Application. Submit this application for new development or additions to existing developments 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. This form may be submitted electronically.

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

## **Step 4: Notifying the Public (see checklist above for requirements)**

State Law and the Rules and Procedures for Whitestown's PC require you to notify interested parties of the public hearing in two different ways: by newspaper and by direct mailing to property owners that surround the subject property.

### ***Notification by Newspaper***

Complete Attachment B: Notice for Newspapers.

The Petitioner must publish the approved attachment and legal description in one or both of the newspapers listed below **at least ten (10) days prior to the Hearing** (see Application Schedule). The applicant should publish in the Lebanon Reporter unless directed otherwise by the Planning Staff. 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.** This affidavit must be turned in to the Planning Staff at least three (3) days prior to the hearing (see Application Schedule).

- Lebanon Reporter Published on Tuesdays, Thursdays, and Saturdays. Deadlines for publishing on Tuesday is Thursday at noon, for publishing on Thursday is Monday at noon, and for publishing on Saturday is Wednesday at noon. Send notice to [publicnotices@indianamedia.com](mailto:publicnotices@indianamedia.com)
- The Current Published on Tuesdays. Information must be submitted to the paper the prior Tuesday by 2:30pm. Jen Information can be submitted online at <https://youarecurrent.com/adv-customers-dashboard/#> or emailed to [office@youarecurrent.com](mailto:office@youarecurrent.com).

### ***Notification of Surrounding Property Owners***

Complete Attachment C: Notice for Property Owners.

The Petitioner must notify all surrounding property owners within 660 feet or two (2) properties in depth of the subject property (whichever is least). If the petitioner owns adjacent parcels, then go 660 feet and two properties beyond those parcels (whichever is least). The list can be obtained at [whitestown.in.gov/noticelist](http://whitestown.in.gov/noticelist)

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 1 for listing those notified (copy enclosed). Proof of Mailing will be Form 1 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 ten (10) days prior to the hearing** (see Application Schedule). Proof of mailing must be submitted to the Planning Staff at least three (3) days prior to the hearing (see Application Schedule). Include the following information to each person notified:

- Attachment C
- Legal description
- Narrative
- Site Plan
- Attachment G and/or Attachment H if part of your application

### ***Neighbor Meeting***

For all petitions for rezoning (including map and/or text amendments), the petitioner shall hold a neighbor meeting at least five (5) days prior to the public hearing. Notice of such neighbor meeting shall be made in the same manner as the public hearing notice to all interested parties at least ten (10) days prior to the neighbor meeting. Petitioners must provide an attendance list and summary of the neighbor meeting to staff prior to the public hearing.

### ***Notification by Posted Sign***

Planning Staff will post sign on petitioner property at least ten (10) days prior to the scheduled Plan Commission public hearing date.

## 2024/2025 Application Schedule

Pre-file Meeting	Application Submittal	TAC Report	Deadline for Submitting Info/Revisions to the File	Public Notice Deadline	Agenda & Staff Report Published	Submit Proof of Public Notice	WPC Hearing Date
11/21/2024	12/5/2024	12/17/2025	12/27/2024	1/3/2025	1/6/2025	1/9/2025	1/13/2025
12/19/2024	1/2/2025	1/14/2025	1/23/2025	1/31/2025	2/3/2025	2/6/2025	2/10/2025
1/16/2025	2/6/2025	2/18/2025	2/27/2025	2/28/2025	3/3/2025	3/6/2025	3/10/2025
2/20/2025	3/6/2025	3/18/2025	3/27/2025	4/4/2025	4/7/2025	4/10/2025	4/14/2025
3/20/2025	4/3/2025	4/15/2025	4/24/2025	5/2/2025	5/5/2025	5/8/2025	5/12/2025
4/17/2025	5/1/2025	5/13/2025	5/22/2025	5/30/2025	6/2/2025	6/5/2025	6/9/2025
5/15/2025	6/5/2025	6/17/2025	6/26/2025	7/2/2025	7/7/2025	7/10/2025	7/14/2025
6/19/2025	7/3/2024	7/15/2025	7/24/2025	8/1/2025	8/4/2025	8/7/2025	8/11/2025
7/17/2025	8/7/2025	8/19/2025	8/28/2025	8/29/2025	8/29/2025	9/4/2025	9/8/2025
8/21/2025	9/4/2025	9/16/2025	9/18/2025	9/29/2025	10/2/2025	10/3/2025	10/9/2025
9/18/2025	10/2/2025	10/11/2025	10/23/2025	10/31/2025	11/3/2025	11/6/2025	11/10/2025
10/16/2025	11/6/2025	11/18/2025	11/25/2025	11/26/2025	12/1/2025	12/4/2025	12/8/2025
11/20/2025	12/4/2025	12/16/2025	12/22/2025	1/2/2026	1/5/2026	1/8/2026	1/12/2026
12/18/2025	1/2/2026	1/13/2026	1/22/2026	1/30/2026	2/2/2026	2/5/2026	2/9/2026

- **Pre-file Meeting:** Petitioners must sign up for a pre-file meeting time on the [Planning page](#).
- **Application Submittal:** Application submittals can be made during office hours at the Whitestown Municipal Complex Planning Department, Monday-Friday from 8:30am-5pm or by 3pm on submittal day.
- **TAC Report:** Technical Advisory Committee comments are sent via email to the applicant on the date provided. No formal meeting will be held unless an applicant contacts staff directly. *(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 electronically on the date indicated to remain on the current application schedule.
- **Public Notice Deadline:** Deadline to publish public notice in the newspaper and postmark certified mailings to surrounding property owners.
- **Agenda & Staff Report Published:** Planning Staff will post the agenda and staff reports on the Town of Whitestown Planning department website. A link will be emailed to the Whitestown PC, Petitioner, and required media for public notice requirements.
- **Submit Proof of Public Notice:** Submit Form 1 or green cards, affidavit of publication, and newspaper clipping as proof of adequate public notice of the hearing to the Planning Staff. For all rezone petitions submit minutes for neighborhood meeting.
- **WPC Hearing:** WPC Meetings are held at 6:30pm at the Whitestown MunicipalComplex, 6210 Veterans Dr, Whitestown, IN 46075. Please notify staff if any member of your team would like to attend via zoom. Bring a laptop with project information if you plan to provide a presentation.

# WPC Application

<i>For Office Use Only</i>	
<i>File #</i>	<i>Fee</i>
<i>Filing</i>	<i>TAC</i>
<i>Hearing/Meeting</i>	
<input type="checkbox"/> Reviewed	<input type="checkbox"/> w/ conditions
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved
<input type="checkbox"/> Favorable	<input type="checkbox"/> Unfavorable <input type="checkbox"/> No Recommendation

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

- Concept Plan       Development Plan (& Amendment)  
 Primary Plat       Primary Plat Amendment  
 Secondary Plat       Secondary Plat Amendment  
 PUD Text Amendment  
 Zone Map Change     Waiver(s)

## 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

To the best of my knowledge the above information and attached exhibits 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

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*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

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

\_\_\_\_\_, 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       Waiver(s)

Development Plan       Primary Plat Amendment       PUD Text Amendment

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 Sri Venugopalan at

[sveugopalan@whitestown.in.gov](mailto:sveugopalan@whitestown.in.gov) so accommodation can be made. The petition and file on this matter is

available for examination by contacting the Planning Staff at (317) 324-1371 or email at

[planning@whitestown.in.gov](mailto:planning@whitestown.in.gov). Comments regarding this petition may be submitted at any time to

[planning@whitestown.in.gov](mailto:planning@whitestown.in.gov) or Whitestown WPC, Whitestown Municipal Complex, 6210 Veterans Dr,

Whitestown, IN 46075.

Attach: 1) Legal Description



# Attachment C: Notice for Property Owners

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

\_\_\_\_\_, 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       Waiver(s)

Development Plan       Primary Plat Amendment       PUD Text Amendment

for the said property in order to:

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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 Sri Venugopalan at

[sveugopalan@whitestown.in.gov](mailto:sveugopalan@whitestown.in.gov) so accommodation can be made. The petition and file on this matter is available for examination by contacting the Planning Staff at (317) 324-1371 or email at

[planning@whitestown.in.gov](mailto:planning@whitestown.in.gov). Comments regarding this petition may be submitted at any time to

[planning@whitestown.in.gov](mailto:planning@whitestown.in.gov) or Whitestown WPC, Whitestown Municipal Complex, 6210 Veterans Dr, Whitestown, IN 46075.

- Attach:    1) Legal Description,  
            2) Site Plan,  
            3) Narrative,  
            4) Attachment G (if applicable)  
            5) Attachment H (if applicable)

# Attachment D: Detail Data Sheet

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## 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 E: 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:

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 F: 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 \_\_\_\_\_

# **Attachment G: Standards for Evaluating a Zone Map Change**

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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 H: Waiver Request

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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:
<b>1. The proposed development will enhance the use or value of the area properties because...</b>
<b>2. The proposed development will not be injurious to the public health, safety, morals, or general welfare because...</b>
<b>3. The strict application of the Ordinance standard will result in a development that is undesirable when compared with the proposed development because...</b>
<b>4. The proposed development is consistent and compatible with other development located in the area because...</b>
<b>5. The proposed development is consistent with the intent and purpose of the Comprehensive Plan because...</b>

# Form 1: 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: <input type="checkbox"/> Certified Mail <input type="checkbox"/> 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 <i>(name of receiving employee)</i>
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

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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 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-inch equals 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.

## ***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 data considered pertinent by the Plan Commission or the Administrator for the subject land, and within 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 5 feet where the slope is greater than 10 percent and not more than 2 feet where the slope is less than 10 percent. 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 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 5 feet where the slope is greater than 10 percent and not more than 2 feet where the slope is less than 10 percent. 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, streetlights, 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 300 feet of the proposed project.
- Proposed contours with intervals of not more than 5 feet where the slope is greater than 10 percent and not more than 2 feet where the slope is less than 10 percent.
- 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 or 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 measure 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.”
- 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.
- Include a chart identifying the quantity of required parking spaces and the quantity of proposed parking spaces.

### **Section 5 – Elevations:**

- Include elevations of each façade with building materials and colors labeled.

### **Section 6 – Lighting Plan:**

- Include a complete photometric plan for the site.

### **Section 7 – 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 known.
- Date of survey, scale, and north point.
- All lots 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

# **Boone County Health Department Check**

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In addition to any required filing with the Town of Whitestown, you may be required to file and permit with the Boone County Health Department.

If you are considering any of the following you may need a permit with the Health Department.

- New food establishment
- Temporary event with food
- Remodel of existing food establishment
- Change of ownership of food establishment
- New homes that require a septic system
- Drilling a new water well
- Repair/replacement of a well or septic
- Public/semi-public pools/water features
- Tattoo/piercing/micro-blading

## **Contact Boone County Health Department**

Boone Co Office Building  
116 W. Washington St. B201  
Lebanon, IN 46052  
(765) 483-4458  
[www.boonecounty.in.gov/health](http://www.boonecounty.in.gov/health)



## CAPACITY FEE APPLICATION

Contact: Public Works Executive Assistant (317) 732-4333, [jwilson@whitestown.in.gov](mailto:jwilson@whitestown.in.gov)

### ***Introduction***

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 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 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 and 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 Jessica Wilson – [jwilson@whitestown.in.gov](mailto:jwilson@whitestown.in.gov) or 317-732-4333 at 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.

## **SUBMITTAL MATERIALS**

All items on this list must be turned in with the project submittal to the Public Works Office

- **One electronic copy of the entire application submittal**
- **Site Plan**- show the facility with the proposed water and sewer connections
- **Vicinity Map**- 8 ½" x 11" in size showing where the property is located within 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, i.e. spec building, tenant build to suit and include Tenant name, # of employees and description of use, housing development, etc.
- **Memorandum of Understanding for Plan Review and Inspection Services**
- **Meter Request Form**
- **Industrial User Survey (completed by lessor)**- commercial properties only

## CAPACITY FEE ESTIMATE FORM

Date of Application:

Application is for:    \_\_\_\_ Sewer Service    \_\_\_\_ Water Service

Project Name:

Project Location:

Owner/ Developer:

Contact Name:

Contact Address:

Contact Phone:

Contact Email:

Billing Contact:

Billing Address:

Billing Phone:

Billing Email:

Engineer:
Contact Name:
Address:
Phone:
Email:

Project Acreage:
Is the project located within the current town limits of Whitestown?    ___Yes    ___No
Will an IDEM construction permit be required?    ___Yes*    ___No <i>*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.</i>
Will the building/property have a separate fire protection loop    ___Yes*    ___No or internal sprinkler system? <i>*If yes, then attach a sheet that describes the system, including anticipated water demand in terms of pressure and flow requirements.</i>
Anticipated construction schedule:    From: _____    To: _____
When will service be needed for occupancy?

# METER REQUEST FORM

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

- |   |                                     |                                    |
|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Apartment/Condo Building | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Hotel     |
| <input type="checkbox"/> Retail Building          | <input type="checkbox"/> Industrial | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Commercial               | <input type="checkbox"/> Irrigation | <input type="checkbox"/> Other*    |

\*For other, describe type of facility \_\_\_\_\_

Size of service line: \_\_\_\_\_  
 Design flow demand in GPM: \_\_\_\_\_  
 Size of meter being requested: \_\_\_\_\_

Meter Size	Normal Operating Flow Range in GPM
5/8" – 3/4"	½ to 30
1"	1 to 50
1.5"	2 to 100
2"	2.5 to 160
2" Comp	½ to 200
3" Comp	2 to 450
4" Comp	1 to 1,000
6" Comp	1.5 to 2,000

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, policies 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 \$50.00 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. In 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 firms 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 WMU (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 WITNESS WHEREOF, the Town, by its Public Works Director, hereby accept the foregoing memorandum and has herewith set its hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Public Works Director: \_\_\_\_\_  
(signature) (printed name)

Whitestown Municipal Utilities  
6210 Veterans Drive, Room 600  
Whitestown, IN 46075

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

# User Survey

## General Information

1. Company Name: \_\_\_\_\_
2. Parent Company or Owning Entity: \_\_\_\_\_
3. Facility Street Address: \_\_\_\_\_
4. City, State, Zip: \_\_\_\_\_
5. Mailing Address (if different): \_\_\_\_\_
6. City, State, Zip: \_\_\_\_\_
7. Facility Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_
8. Phone Number: ( ) \_\_\_\_\_ 9. Email: \_\_\_\_\_
10. Property Owner: \_\_\_\_\_ 11. Contact: \_\_\_\_\_  
*(if Property Owner is a company)*
12. Phone Number: ( ) \_\_\_\_\_ 13. Email: \_\_\_\_\_
14. Describe the type of business activity conducted at this site. Include primary products or services and raw materials used. Describe the company's manufacturing processes, if any.  
\_\_\_\_\_  
\_\_\_\_\_
15. Is your business:  New to the area  Relocating  Remaining in same location  
Starting date for new business or at new location: \_\_\_\_\_
16. Is the building:  Being Constructed  Being Remodeled (skip to question 19)
17. If you are constructing a new building, will it be connected to the public sewer system?  Yes  No
18. Completion date(s) of newly constructed building(s) at this site (if known): \_\_\_\_\_ (skip to question 21)
19. If remodeling or expanding, is the building presently connected to the public sewer system?  Yes  No
20. If remodeling or expanding, please describe project: \_\_\_\_\_  
\_\_\_\_\_
21. Will you or are you planning to change your business process? If yes, how? (increasing size or production, etc)  
 Yes  No \_\_\_\_\_
22. Average number of employees per shift: 1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_ Total: \_\_\_\_\_
23. Normal operating schedule: Actual times: \_\_\_\_\_ Hours/Day: \_\_\_\_\_ Days/Week: \_\_\_\_\_

## Waste Discharge

24. Do you or will you discharge wastewater containing commercial/industrial waste?  Yes  No  
(other than restrooms, lunchrooms, etc.)

If yes, the discharge goes to the (mark all that apply):  Sanitary sewer  Storm drain

Onsite disposal system (e.g. drainfield, drywell, septic tank)  Waste haulers  Other (explain)

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25. Is the discharge:  Batch  Continuous  Both

Batch Discharge: Estimate \_\_\_\_\_/gpd or Actual \_\_\_\_\_/gpd

Continuous Discharge: Estimate \_\_\_\_\_/gpd or Actual \_\_\_\_\_/gpd

26. Identify all processes that generate wastes, and the type of wastes generated (e.g. equipment or floor washing, cooling, metal finishing, x-ray/photo waste, utility blowdown, etc.). Attach additional sheet(s) if needed.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Domestic                        | <input type="checkbox"/> Equipment/Facility washdown | <input type="checkbox"/> Process Water (coating rinse waters, etc.) |
| <input type="checkbox"/> Air pollution control equipment | <input type="checkbox"/> Non-contact cooling water   | <input type="checkbox"/> Contact cooling water                      |
| <input type="checkbox"/> Boiler/Tower blowdown           | <input type="checkbox"/> Stormwater runoff to sewer  | <input type="checkbox"/> Other (Explain)                            |
- 
- 

Include flows (gpd) for each process identified.

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27. List types and concentration of pollutants in your commercial/industrial waste discharge (if known). Attach a flow diagram and additional sheet(s) if needed: \_\_\_\_\_

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28. Do you or will you use oils, fats, or grease (cooking or petroleum) in your business?  Yes  No

29. Identify pretreatment system(s) that are or will be installed (pH neutralization, oil/water separator, etc). Attach additional sheet(s) if needed: \_\_\_\_\_

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30. Identify the chemicals used at this site (e.g. acids, caustics, detergents, metal salts, solvents, etc.). Attach a list on a separate sheet of paper if necessary:

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31. Is there or will there be, any substance discharged in the wastewater, which, if otherwise disposed of, would be considered a hazardous waste under Resource Conservation Recovery Act (RCRA) requirements? (40 CFR 261)  Yes  No

If yes, list these substances: \_\_\_\_\_

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32. If you have processing or chemical storage area, do you or will you have floor drains?  Yes  No  N/A

## Signature Certification

***I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.***

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(      )  
\_\_\_\_\_  
Phone