



WPC Application Packet

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

Version: December 2025

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) 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 Map Change | | | | | | ✓ | ✓ |
| 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 <https://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 12pm, for publishing on Thursday is Monday at 12pm, and for publishing on Saturday is Wednesday at 12pm. Send notice to publicnotices@indianamediaigroup.com
- The Current Published on Tuesdays. Information must be submitted to the paper the prior Tuesday by 2:30pm. Information can be submitted online at <https://youarecurrent.com/adv-customers-dashboard/#> or emailed to 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

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.

WPC 2025/2026 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 |
|------------------|-----------------------|------------|--|------------------------|---------------------------------|-------------------------------|------------------|
| 11/20/2025 | 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 |
| 1/15/2026 | 2/5/2026 | 2/17/2026 | 2/26/2026 | 2/27/2026 | 3/2/2026 | 3/5/2026 | 3/9/2026 |
| 2/19/2026 | 3/5/2026 | 3/17/2026 | 3/26/2026 | 4/3/2026 | 4/6/2026 | 4/9/2026 | 4/13/2026 |
| 3/19/2026 | 4/2/2026 | 4/14/2026 | 4/23/2026 | 5/1/2026 | 5/4/2026 | 5/7/2026 | 5/11/2026 |
| 4/16/2026 | 5/7/2026 | 5/19/2026 | 5/28/2026 | 5/29/2026 | 6/1/2026 | 6/4/2026 | 6/8/2026 |
| 5/21/2026 | 6/4/2026 | 6/16/2026 | 6/25/2026 | 7/2/2026 | 7/6/2026 | 7/9/2026 | 7/13/2026 |
| 6/18/2026 | 7/2/2026 | 7/14/2026 | 7/23/2026 | 7/31/2026 | 8/3/2026 | 8/6/2026 | 8/10/2026 |
| 7/23/2026 | 8/6/2026 | 8/18/2026 | 8/27/2026 | 9/4/2026 | 9/7/2026 | 9/10/2026 | 9/14/2026 |
| 8/20/2026 | 9/3/2026 | 9/15/2026 | 9/24/2026 | 10/2/2026 | 10/5/2026 | 10/8/2026 | 10/8/2026 |
| 9/17/2026 | 10/1/2026 | 10/13/2026 | 10/22/2026 | 10/30/2026 | 11/2/2026 | 11/5/2026 | 11/9/2026 |
| 10/15/2026 | 11/5/2026 | 11/17/2026 | 11/26/2026 | 12/4/2026 | 12/7/2026 | 12/10/2026 | 12/14/2026 |
| 11/19/2026 | 12/3/2026 | 12/15/2026 | 12/24/2026 | 12/30/2026 | 1/4/2027 | 1/7/2027 | 1/11/2027 |
| 12/17/2026 | 1/7/2027 | 1/19/2027 | 1/28/2027 | 1/29/2027 | 2/1/2027 | 2/4/2027 | 2/8/2027 |

- **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 Municipal Complex, 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

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 Town of Whitestown | |
| Street Address 6210 Veterans Dr. | |
| City, State, Zip Whitestown, IN 46075 | |
| Primary Contact Person regarding this petition Scott Rolston | |
| Phone 317-732-4547 | E-Mail srolston@whitestown.in.gov |
| Engineer Preparing Plans | E-Mail |
| Others to be Notified | E-Mail |

Property Owner

| | |
|---|--------|
| Name Town of Whitestown | |
| Street Address 6210 Veterans Dr. | |
| City, State, Zip Whitestown, IN 46075 | |
| Phone | E-Mail |
| Applicant is (circle one): Sole owner Joint Owner Tenant Agent Other (specify) | |

Premises Affected

| | | | | |
|---|------------------|--|-----------------|-----------------|
| 10-digit Parcel Number 0320444000 | | | | |
| Actual/approximate address or location from major streets 7732 S 450 E Whitestown, IN 46075 | | | | |
| Subdivision | | | Lot Number(s) | |
| Total Acreage 48.6 | | Flood Zone on Site? No | | |
| Zoning of Subject Property AG | | Use of Subject Property Public Safety Training Facility | | |
| Proposed Zoning PI | | Proposed Land Use | | |
| Zoning of Adjacent Properties | North: 11 | South: AG | East: AG | West: AG |
| Land Use of Adjacent Properties | North: AG | South: AG | East: AG | West: AG |

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 |

| For Office Use Only | |
|------------------------------------|---|
| File # | Fee |
| Filing | TAC |
| Hearing/Meeting | |
| <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 |

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)

Town of Whitestown

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)
7732 S 450 E Whitestown, IN 46075
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

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

7732 S 450 E Whitestown, IN 46075

_____, 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:

Public Safety Training Facility.

This petition, Docket # PC25-078-ZMA, will come for hearing at 6:30pm in the Whitestown Municipal Complex, 6210 Veterans Dr, Whitestown, IN 46075, on January 12th, 2026.

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 Kayla Bottorff at

kbottorff@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.

Comments regarding this petition may be submitted at any time to planning@whitestown.in.gov or Whitestown WPC, Whitestown Municipal Complex, 6210 Veterans Dr, Whitestown, IN 46075.

Attach: 1) Legal Description



Notice Notice is hereby given...

Notice Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly addressed as: 7732 S 450 E Whitestown, IN 46075, and legally described by the attached legal description, have filed a petition before the Whitestown Plan Commission, which petition requests a Zone Map Change for the said property in order to: Public Safety Training Facility This petition, Docket# PC25-078-ZMA , will come for hearing at 6:30pm in the Whitestown Municipal Complex, 6210 Veterans Dr, Whitestown, IN 46075, on January 12th, 2026. 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 Kayla Bottorff at k.bottorff@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. Comments regarding this petition may be submitted at any time to planning@whitestown.in.gov or Whitestown WPC, Whitestown Municipal Complex, 6210 Veterans Dr, Whitestown, IN 46075. TLR-858 12/27 hspaxlp 1956606

Posted Online 1 week ago
Published in Lebanon Reporter

Notice
Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly addressed as: 7732 S 450 E Whitestown, IN 46075, and legally described by the attached legal description, have filed a petition before the Whitestown Plan Commission, which petition requests a Zone Map Change for the said property in order to: Public Safety Training Facility This petition, Docket# PC25-078-ZMA , will come for hearing at 6:30pm in the Whitestown Municipal Complex, 6210 Veterans Dr, Whitestown, IN 46075, on January 12th, 2026. 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 Kayla Bottorff at k.bottorff@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. Comments regarding this petition may be submitted at any time to planning@whitestown.in.gov or Whitestown WPC, Whitestown Municipal Complex, 6210 Veterans Dr, Whitestown, IN 46075. TLR-858 12/27 hspaxlp 1956606

Notice

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly addressed as: 7732 S 450 E Whitestown, IN 46075, and legally described by the attached legal description, have filed a petition before the Whitestown Plan Commission, which petition requests a Zone Map Change for the said property in order to:

Public Safety Training Facility

This petition, Docket# PC25-078-ZMA, will come for hearing at 6:30pm in the Whitestown Municipal Complex, 6210 Veterans Dr. Whitestown, IN 46075, on January 12th, 2026.

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 Kayla Bottorff at k.bottorff@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. Comments regarding this petition may be submitted at any time to planning@whitestown.in.gov or Whitestown WPC, Whitestown Municipal Complex, 6210 Veterans Dr. Whitestown, IN 46075.

TLR-858 12/27 hspaxip 1956606

Attachment C: Notice for Property Owners

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

7732 S 450 E Whitestown, IN 46075

_____, 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:

Build a Public Safety Training Facility. Rezone from AG - Agriculture

to PI - Public Institutional.

This petition, Docket # PC25-078-ZMA, will come for hearing at 6:30pm in the Whitestown Municipal Complex, 6210 Veterans, Dr, Whitestown, IN 46075, on January 12th, 2026.

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 Kayla Bottorff at

kbottorff@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.

Comments regarding this petition may be submitted at any time to 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

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

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: _____

DOCKET #: _____

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

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: _____

DOCKET #: _____

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

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...

Do to the rapid growth of Whitestown, this property will allow the public safety teams to improve their development and training of their staff.

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...

Do to safety and FDA regulations being taken into consideration.

3. The requested zoning change will result in the most desirable use for which the land is adapted because...

Allow local Public Safety to train.

4. The requested zoning change will not affect the property values throughout the Town of Whitestown because...

Location to other Whitestown property such as Waste Water plant and street department.

5. The requested zoning change promotes responsible development and growth because...

Allows public safety teams to be highly trained.

Attachment H: Waiver Request

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

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 Town of Whitestown 6210 Veterans Dr. Whitestown, IN 46075 | | Type of Mail: <input type="checkbox"/> Certified Mail <input checked="" type="checkbox"/> Certificate of Mailing ONLY | | |
|---|---|---|--|--|
| Line | Name & Address | Postage | Fee | Remarks |
| 1 | Dickey Laura L & Alvin D 7990 S 450 E Brownsburg, IN 46112 |  RDC 99 | U.S. POSTAGE PAID FCM LETTER LEBANON, IN 46052 DEC 22 25 AMOUNT \$2.40 S2324N502171-12 | |
| 2 | Rounder Rudy L & Laura L Dickey 9225 E CO RD 700 N Brownsburg, IN 46112 | | | |
| 3 | Dickey Joshua & Amanda 7955 S 450 E Brownsburg, IN 46112 | | | |
| 4 | Everett Tyler P 4141 S 250 E Lebanon, IN 46052 |  RDC 99 | U.S. POSTAGE PAID FCM LETTER LEBANON, IN 46052 DEC 22 25 AMOUNT \$2.40 S2324N502171-12 | |
| 5 | Smith Edwina L 4181 E 750 S Lebanon, IN 46052 | | | |
| 6 | Wasburn Family Farms LLC PO Box 128 Walcott, IA 52773 | | | |
| 7 | Drummond Donald J & Judith L 7635 S 450 E Brownsburg, IN 46112 |  RDC 99 | U.S. POSTAGE PAID FCM LETTER LEBANON, IN 46052 DEC 22 25 AMOUNT \$2.40 S2324N502171-12 | |
| 8 | | | | |
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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 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

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