City of Greenwood Plan Commission Application Kit

Residential Site Plan

Step 1: Application

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

Making Application. The applicant must make an appointment with Staff in order to file an application by calling (317) 881-8698. A complete Application and all required attachments are to be submitted by the date shown on the Application Schedule (see page 3). At this time, Staff will review the application to determine whether the application is complete. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

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

- ❑ **Application Fee**. Make checks payable to "The City of Greenwood".
  - Mobile Home Park: $500 base fee, plus $5 per acres, plus $16 for each On-Site Notification Sign (one per street frontage)
  - Multi-Family Development: $500 base fee plus $5 per acre
  - PUD Residential Site Plan: $500
- ❑ **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.
- ❑ **Attachment B**: Notice of Public Hearing for Newspapers (for Mobile Home Parks only)
- ❑ **Attachment D**: Affidavit and Consent of Property Owner. (Submit only if the owner is different from the applicant.)
- ❑ **Attachment E:** Detailed Data Sheet
- ❑ **Attachment F:** Intent to Provide Utility Service (one copy <u>from</u> each provider)
- ❑ **Attachment G:** Certificate of Sufficiency of Plan (original and one copy)
- ❑ **Attachment H:** Certificate of Obligation to Observe (original and one copy)
- ❑ **Attachment I:** Ratio Worksheet for Multi-Family Development Plan (if applicable)
- ❑ **Attachment J:** Waiver Request (if applicable)
- ❑ **Attachment L:** Project Routing Sign-Off Sheet – must be completed by all applicable departments
- ❑ **Attachment M:** Take-Off Sheets for Guarantee Estimates (original and one copy)
- ❑ **Open Space and/or Trail Plan.** (24" x 36" in size)
- ❑ **Traffic Sign Plan.** (24" x 36" in size)
- ❑ **Johnson County Drainage Board Report**. (if applicable) (317) 736-3933 (two copies)
- ❑ **Drainage Calculations and Watershed Map**. (2 copies)
- ❑ **Reproducible Site Development Plan**. Submit one basic, overall plan that is 11" x 17" or smaller in size on a separate sheet.
- ❑ **Legal Description**. A legal description of the subject property is required.
- ❑ **Site Development Plan**. Site Development Plans shall be prepared in accordance with Greenwood Municipal Code Chapter 10-460 of the Zoning Ordinance, which describes the necessary information on a sheet-by-sheet basis. Submit **<u>six full sets</u>** that are 24" x36" in size.
- ❑ **Vicinity Map**. 8 ½"x11" in size showing where the property is located in Greenwood, making sure major streets are labeled. Scale should be approximately 1:1,000.

**Note that Form 3 is a required submittal at a later date for mobile home parks, as described on page 2.*

Step 2: Notifying the Public (Mobile Home Parks Only)

If application is made for a Mobile Home Park, Greenwood's Rules of Procedure require you to notify the public of the hearing in two ways: by newspaper and by posting a sign on the subject property. Signing and submitting an Affidavit of Notification verifies this notification.

Notification by Newspaper

1. Complete Attachment B: Notice of Public Hearing for Newspapers. At the application meeting, Staff will review and approve the completed attachment.

2. Publish the approved attachment one time in BOTH of the two newspapers listed below at least 15 days prior to the Hearing (see Application Schedule on page 3). Failure to meet the publishing deadlines will result in delay in hearing your petition and may cause you to re-advertise. Be certain to obtain a "Proof-of-Publication" affidavit from the newspaper for both of your advertisements. These affidavits must be filed with your application in the Planning Office at least three days prior to the hearing (see Application Schedule on page 3).
   a. ***The Southside Challenger.*** Published weekly on Wednesdays. Information must be submitted by 12:00 pm (noon) on Mondays. Their preferred method of receiving information is by email at news@indychallenger.com. They are located at 173 East Broadway Street, Suite 211 (Fincorp Building), Greenwood, IN 46142. Phone: (317) 888-3376; Fax: (317) 888-3377.
   b. ***The Daily Journal.*** Published daily. Information must be submitted by 10:00am at least two days prior to the date you want your ad to be published. They are located at 2575 S Morton Street, PO Box 699, Franklin, Indiana, 46131. Phone (317) 736-7101.

On-Site Notification

The On-Site Notification Sign(s) must be posted on-site for 15 continuous days prior to the hearing (see Application Schedule on page 3). Post sign(s) so that it is visible from the street(s). If the sign should become damaged/removed, replacement signs may be purchased at the Planning Office or an "On-Site Notification Waiver" may be requested from the Board/Commission at the time of the hearing (contact Staff for information).

Step 3: Staff Report, Public Hearing, and Application Schedule

Staff Report

After a thorough examination of information in the public record and findings from additional research, Staff shall publish the Staff Report that provides an analysis of each item. Such report shall be published along with the agenda approximately five days prior to the hearing (see Application Schedule below).

Public Hearing

The Commission shall follow their adopted Rules of Procedure for the hearing, a copy of which is available at the Planning Office. Public hearings of the Plan Commission are generally held on the second and forth Monday of each month in the Common Council Chambers at the Greenwood City Building, 2 North Madison Avenue, Greenwood, Indiana, 46142.

When your request comes up on the agenda, you are asked to present your request to the Commission. You may represent yourself or have a consultant or attorney to represent you. You may use any maps or graphics that will assist you in the presentation. If the members need additional information, they will ask questions regarding your request.

Upon conclusion of its public hearing, the Commission will vote on your petition. The Commission may include commitments as part of its decision. See page 4 of this application packet for "What Happens Next".

Application Schedule

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

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2006 Greenwood Advisory Plan Commission

7:00pm in the City Council Chambers of the Greenwood City Building

Application Submittal	Hearing Date	*Public Notice	**TRC Meeting	Agendas Available	Submit Public Notice
December 09	January 09	December 25	December 21	January 05	January 06
January 13	February 13	January 29	February 01	February 09	February 10
January 27	February 27	February 12	February 15	February 23	February 24
February 10	March 13	February 26	March 01	March 09	March 10
March 10	April 10	March 26	March 29	April 06	April 07
March 24	April 24	April 09	April 12	April 20	April 21
April 07	May 08	April 23	April 26	May 04	May 05
May 12	June 12	May 28	May 31	June 08	June 09
May 26	June 26	June 11	June 14	June 22	June 23
June 09	July 10	June 25	June 28	July 06	July 07
July 14	August 14	July 30	August 02	August 10	August 11
July 28	August 28	August 13	August 16	August 24	August 25
August 11	September 11	August 27	August 30	September 07	September 08
September 08	October 09	September 24	September 27	October 05	October 06
September 22	October 23	October 08	October 11	October 19	October 20
October 13	November 13	October 29	November 01	November 09	November 10
November 10	December 11	November 26	November 29	December 07	December 08

** Does not apply to Secondary Subdivisions, Site Development Plans or Final Plat Changes*

*** Does not apply to Annexations, Zone Map Changes or Changes in Commitments*

Step 4: Subject Petition Information (Completed By Staff at the Time of Application)

The Docket# for this petition is _____. Please use this number for referencing the request and when submitting additional information/plans in the future.

This petition will be discussed at the Technical Review Committee on _____. The meeting starts at 1:30 pm in the Planning Department meeting room at 225 South Emerson Avenue, Suite C, Greenwood, Indiana, 46143.

This petition will be heard by the Commission on _____. The meeting starts at 7:00pm in the Common Council Chambers of the Greenwood City Building, 2 North Madison Avenue, Greenwood, Indiana 46142.

If Public Notification is required, _____ is the latest date to

- Publish legal notice in the two newspapers (see page 2)
- Post On-Site Notification Sign (see page 2)

The Staff Report and Agenda for this petition will be published on approximately _____.

If Public Notification is required, _____ is the latest date to submit:

- Proof-of-Publication from the newspapers (see page 2)
- Form 3: Affidavit of Notification (see page 2)

What Happens Next?

Once the Plan Commission approves the Site Development Plan, revised plans may be submitted. Once the revised plans have been determined to be final and all applicable requirements have been satisfied (guarantees, dedications, DNR review, etc.), the Land Alteration Permit can be issued to begin site work. Building Permits cannot be issued until after a Land Alteration Permit has been issued.

2006 City of Greenwood Plan Commission

Residential Site Plan

For Office Use Only		
Docket #		
Filing Date	Fee	
TRC	PC	PN
Plan Location	Staff	

1. Applicant Info

Name _____

Street Address _____

City, State, Zip _____

Primary Contact Person regarding this petition _____

Phone _____ Fax _____ E-Mail _____

Person preparing plans _____

Phone _____ Fax _____ E-Mail _____

2. Property Owner

Name _____

Street Address _____

City, State, Zip _____

Phone _____ Fax _____ E-Mail _____

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

3. Premises Affected

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

_____

Total Acreage _____ Zoning _____ Current Use _____

Proposed Number of Units: _____

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

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

4. Notarization

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

Signature of Applicant _____

Notary Public's Name (printed) _____ Signature of Notary _____

My Commission Expires _____ State _____ County _____

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

Decision of PC on Site Development Plan:

- ☐ **DENIED:** The plan has not been prepared in compliance with the requirements of the applicable ordinances and is disapproved for the reasons in the attached explanation.
- ☐ **APPROVED:** The plan HAS been prepared in compliance with the requirements of the applicable ordinances and is approved subject to expiration pursuant to the requirements in Section 10.06 of the Plan Commission Written Rules of Procedure.
- ☐ **CONDITIONS:** The Site Development Plan approval is further conditioned as follows:
  - ☐ Per the attached Tech Committee recommendations (_____ as amended by the Plan Commission)
  - ☐ Other (see attached)

Chairman *Director* *Date*

City of Greenwood Plan Commission and Board of Zoning Appeals

Attachment B: Notice of Public Hearing for Newspapers

All legal notices MUST be reviewed by Staff BEFORE it is published in the newspapers.

ATTACH: Legal Description

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

address of _____, Greenwood, Indiana, and legally described by the attached legal description, have filed a petition before the *(check the applicable body)*

❑ Plan Commission of the City of Greenwood, ❑ Board of Zoning Appeals for the City of Greenwood,

which petition requests: *(check the applicable request and provide necessary information)*

❑ **Annexation and Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____ for the purpose of _____.

❑ **Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____for the purpose of _____.

❑ **Change Commitments for the property.**

❑ **Residential Site Development Plan** for a Mobile Home Park.

❑ **Primary Subdivision** of the said property for a development with _____ lots, to be known as _____.

❑ **Plat Vacation** of _____subdivision with _____lots.

❑ **Use Variance** for the said property in order to allow a _____ use, which is generally not permitted in the _____ zoning district.

❑ **Dimensional Variance** for the said property in order to _____ _____

❑ **Special Exception** for the said property to allow property that is zoned _____ to be used for _____.

This petition, Docket # _____ , will come for hearing at _____pm in the Common Council

Chambers at the Greenwood City Building, 2 North Madison Avenue, Greenwood, Indiana, 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 Planning Department so accommodation can be made. The petition and file on this matter is available for examination during regular working hours. The Planning Department can be reached at 225 South Emerson Avenue, Suite C, Greenwood, Indiana, 46143, Phone: (317) 881-8698, Fax: (317) 887-5616, TDD Phone: (317) 887-5869, E-mail: Planning@greenwood.in.gov.

_____

APPLICANTS PRINTED NAME

City of Greenwood Plan Commission and Board of Zoning Appeals

Attachment D: Affidavit & Consent of Owner

Project _____ Docket _____

Complete and submit if applicant is different from property owner.

I (we) _____
NAME(S)

After being first duly sworn, depose and say:

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

_____
(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

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

_____
, Notary Public

My Commission expires: _____

County of Residence: _____

City of Greenwood Plan Commission

Attachment E: Detail Data Sheet

Project _____ Docket _____

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 (Contact list provided.)

- ☐ Greenwood Sanitation
- ☐ Indiana-American Water Co.
- ☐ Bargersville Utilities
- ☐ Private Wells
- ☐ Private Septic
- ☐ Other _____
- ☐ Other _____
- ☐ Cinergy
- ☐ Johnson County REMC
- ☐ IPALCO
- ☐ Vectren Energy
- ☐ SBC
- ☐ Insight Communications
- ☐ Other _____

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

_____

_____

_____

5. For which of the following improvements will you be submitting performance bond estimates as part of your application?

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

City of Greenwood Plan Commission

Attachment F: Intent to Provide Utility Service

<u>This is a sample letter to be submitted on letterhead at the time of application.</u>

Copies of the letters that were sent to the Utility requesting the information will not be accepted. For Site Development Plan and Secondary Plat applications, copies of the letters from the applicable utilities that were submitted for Primary Plat approval are acceptable.

TO: Greenwood City Planning Department
225 South Emerson Avenue, Suite C
Greenwood, IN 46143

DATE: _____

RE: Intent to Provide Utility Service

PROJECT: _____

APPLICANT: _____

The Plans for the above referenced project have been reviewed and a determination has been made that _____ (utility) has the capacity and facilities to provide adequate service to this proposed development, subject to our standard policies and procedures.

This shall not be construed as approval of plans for said project, but rather a statement that the capacity and facilities to provide service are available (or can be made readily available).

BY: _____
(typed/printed name of utility company)

_____
(signature)

City of Greenwood Plan Commission

Attachment G: Certificate of Sufficiency

<u>This is a sample letter to be submitted on Engineer's letterhead at the time of application.</u>

This actual attachment should not be submitted.

RE: Certificate of Sufficiency

DATE: _____

DOCKET #: _____

ADDRESS WHERE LAND ALTERATION IS OCCURRING: _____

PLAN DATE: _____

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

1) The drainage plan for this project is in compliance with drainage requirements as set forth in the Greenwood Subdivision Control Ordinance pertaining to this class of work.

2) The calculations, designs, reproducible drawings, master and original ideas reproduced in this drainage plan are under my dominion and control and they were prepared by me and my employees.

Signature _____ Date _____

Typed or Printed Name _____ Phone _____

Business Address _____

❑ Surveyor ❑ Engineer ❑ Architect Indiana Registration Number _____

City of Greenwood Plan Commission

Attachment H: Obligation to Observe

<u>This is a sample letter to be submitted on Engineer's letterhead at the time of application.</u>

This actual attachment should not be submitted.

RE: Obligation to Observe

DATE: _____

DOCKET #: _____

ADDRESS WHERE LAND ALTERATION IS OCCURRING: _____

PLAN DATE: _____

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 Greenwood Plan Commission.

Signature _____ Date _____

Typed or Printed Name _____ Phone _____

Business Address _____

❑ Surveyor ❑ Engineer ❑ Architect Indiana Registration Number _____

City of Greenwood Plan Commission

Attachment I: Multi-Family Ratio Worksheet

Project _____ Docket _____

Prepared by: _____

Present Zoning: _____

Base Data Determined From Plans (See Sec. 10-495 of the Zoning Ordinance for Definitions)

_____	**= FA**	Floor Area (sqft)
_____	**= LA**	Land Area (sqft)
_____	**= BA**	Building Area (sqft)
_____	**= URA**	Usable Roof Area (sqft)
_____	**= COS**	Covered Open Space (sqft)
_____	**= CA**	Car Area (sqft)
_____	**= MLS**	Major Livability Space (sqft)
_____	**= LU**	Number of Living Units
_____	**= PS**	Number of Parking Spaces

Calculated Data

				** Ordinance Requirements
(FAR)	Floor Area Ratio	= FA / LA	_____	0.40 maximum
(UOS)	Uncovered Open Space	= (LA – BA) + URA	_____	
(OS)	Open Space	= UOS + (COS/2)	_____	
(OSR)	Open Space Ratio	= OS / FA	_____	2.65 minimum
(LS)	Livability Space	= OS – CA (within the open space)	_____	
(LSR)	Livability Space Ratio	= LS / FA	_____	1.65 minimum
(MLSR)	Major Livability Space Ratio	= MLS / FA	_____	0.16 minimum
(TCR)	Total Car Ratio	= PS / LU	_____	1.75 minimum
(GD)	Gross Density	= LU / LA	_____	

*** If Ordinance Requirements are not met, a Dimensional Variance must be granted by the Board of Zoning Appeals before the Technical Review Committee and the Plan Commission will consider the petition.*

City of Greenwood Plan Commission

Attachment J: Landscape Waiver Request

Project _____ Docket _____

Waiver from these Regulations. Under conditions where a strict interpretation of requirements may be either physically impossible or create practical difficulties, an alternative compliance procedure may be used to maintain the spirit—rather than the letter—of the law. The proposed solution must equal or exceed standard landscaping requirements. Requests to the Plan Commission for use of alternative landscaping schemes are justified only when one or more of certain conditions apply.

***Waiver Guideline Explanation*. Attach a separate sheet** that justifies that at least one of the five requirements established by the Landscaping Ordinance will be met with modifications, which project conditions justify using alternatives, and how the proposed measures equal or exceed normal compliance. The Plan Commission may, in its discretion, authorize and approve waivers from the requirements and standards of these regulations upon finding that at least one of the following has been adequately justified:

(1) The sites involve space limitations or unusually shaped parcels.

(2) Topography, soil, vegetation, or other site conditions are such that full compliance is impossible or impractical.

(3) Due to a change of use of an existing site, the required bufferyard is larger than can be provided.

(4) Safety considerations are involved.

(5) Existing utility lines or easements complicate the placement of required plant materials.

I respectfully request consideration by the Greenwood Plan Commission to waive the requirements established by the following Section(s) of the Greenwood Municipal Code for Article 18 of the Zoning Ordinance: (Staff can assist)

1. Section 10-472_____: _____

2. Section 10-472 _____: _____

3. Section 10-472 _____: _____

4. Section 10-472 _____: _____

I submit that this request is not in conflict with the Plan Commission's guidelines for review of waiver requests outlined above.

_____

Signature of Applicant

City of Greenwood Plan Commission

Attachment J: Site Plan Waiver Request

Project _____ Docket _____

Waiver Guideline Explanation. The Plan Commission may, in its discretion, authorize and approve waivers from the requirements and standards of these regulations upon finding that the following nine criteria have been justified. In approving waivers, the Plan Commission may impose such conditions as will, in its judgement, substantially secure the objectives of these regulations (Sec. 10-460, 16.08.1).

(1) Practical difficulties have been demonstrated;

(2) The requested waivers would not, in any way, contravene the provisions of the Greenwood Subdivision Control and Land Development Ordinance, the Comprehensive Plan, or the Official Map of the City;

(3) The granting of the waiver will not be detrimental to the public safety, health, or welfare, and would not adversely affect the delivery of governmental services (e.g., water, sewer, fire protection, etc.);

(4) The granting of the waiver would neither substantially alter the essential character of the neighborhood nor result in substantial injury to other nearby properties;

(5) The conditions of the parcel that give rise to the practical difficulties are unique to the parcel and are not applicable generally to other nearby properties;

(6) The granting of the waiver would not contravene the policies and purposes of these regulations;

(7) The granting of the waiver is necessary to ensure that substantial justice is done and represents the minimum waiver necessary to ensure that substantial justice is done;

(8) The practical difficulties are not created by the Developer, Owner, or Applicant; and

(9) The practical difficulties cannot be overcome through reasonable design alternatives.

Attach a separate sheet that thoroughly itemizes, explains, and justifies how each Waiver Request meets each of the nine Waiver Guidelines outlined above.

I respectfully request consideration by the Greenwood Plan Commission to waive the requirements established by the following Section(s) of the Greenwood Municipal Code for the Zoning Ordinance of the City of Greenwood: (Staff can assist) *NOTE: Do not use this form if requesting a Waiver from Landscaping or the Stormwater Drainage and Sediment Control Ordinance. Contact the City Engineering Department to discuss drainage waiver requests.*

5. Section 10- _____: _____

6. Section 10- _____: _____

7. Section 10- _____: _____

8. Section 10- _____: _____

I submit that this request is not in conflict with the Plan Commission's guidelines for review of waiver requests outlined above.

_____

Signature of Applicant

City of Greenwood Plan Commission

Attachment J: Subdivision Standards Waiver Request

Project _____ Docket _____

Waivers from these Regulations.
Where the Plan Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers to these subdivision regulations so that substantial justice may be done and the public interest secured, provided that such waivers shall not have the effect of nullifying the intent and purpose of these regulations. Such waivers may be granted upon written request of the applicant stating the reasons for each waiver and may be waived by two-thirds (2/3) of the regular membership of the Plan Commission. *(Sec. 10-501)*

The Plan Commission may, in its discretion, authorize and approve waivers from the requirements and standards of these regulations upon finding that the following six criteria have been justified:

(1) The granting of the waiver will not be detrimental to the public safety, health, or welfare, or injurious to other property.

(2) The conditions upon which the request for a waiver is based are unique to the property for which a waiver is sought and are not applicable generally to other property.

(3) Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations are carried out. Financial hardship does not constitute grounds for a waiver.

(4) The waiver will not in any manner vary the provisions of the Zoning Ordinance, Stormwater Drainage and Sediment Control Ordinance, Comprehensive Development Plan, or Thoroughfare Plan of the City of Greenwood.

(5) Where the waiver impacts on design and construction of public facilities, all appropriate public agencies will be given ample time to comment in writing to the Plan Commission.

(6) The requested waiver is the minimum amount necessary.

Attach a separate sheet that thoroughly itemizes, explains, and justifies how each Waiver Request meets each of the six Waiver Guidelines outlined above.

I respectfully request consideration by the Greenwood Plan Commission to waive the requirements established by the following Section(s) of the Greenwood Municipal Code for the Subdivision Control Ordinance of the City of Greenwood: (Staff can assist) *NOTE: Do not use this form if requesting a Waiver from the Site Plan Requirements, Landscaping, or the Stormwater Drainage and Sediment Control Ordinance. Contact the City Engineering Department to discuss drainage waiver requests.*

9. Section 10- _____: _____

10. Section 10- _____: _____

11. Section 10- _____: _____

12. Section 10- _____: _____

I submit that this request is not in conflict with the Plan Commission's guidelines for review of waiver requests outlined above.

_____
Signature of Applicant

City of Greenwood Plan Commission

Attachment L: Project Routing Sheet

Applicants are required to consult with the Planning Department, the City Engineer, the applicable Fire Department, and the *Parks Department prior to making application for Primary Subdivisions, Secondary Subdivisions, and Site Development Plans in order to provide general information concerning the site, as well as to familiarize the applicant with the procedures and requirements of the Plan Commission and appropriate Greenwood ordinances. For the purpose of this meeting, the applicant is expected to provide a lot/block layout for Subdivisions (commercial and residential) or provide a general site layout for Site Development Plans.

Project Name _____

Developer _____

Firm Preparing Plans _____

Contact Phone Number _____

Planning Department	(317) 881-8698	Date of meeting:	Staff Signature:
Comments:			
City Engineering	(317) 887-5230	Date of meeting:	Staff Signature:
Comments:			
Fire Department	Gwd: (317) 882-2599 /White River: (317) 888-8337	Date of meeting:	Staff Signature:
Comments:			
***Parks Department**	(317) 881-4545	Date of meeting:	Staff Signature:
Comments:			

**Only for residential developments*

City of Greenwood Plan Commission

Attachment M: Take-Off Sheet for Guarantee Estimates

Project _____ Docket _____

Dirt Work

		Quantity	Unit Price	Gross Price
Rough Grading	Cubic yards of on-site cut/fill		@ $	= $
Fine Grading	Linear feet of side and backyard swales		@ $	= $
	Linear feet of area swales		@ $	= $
Miscellaneous	Other		@ $	= $
	Other		@ $	= $
	Other		@ $	= $

Dirt Work TOTAL: $

Storm Sewers

		Quantity	Unit Price	Gross Price
Structures	Curb Inlets		@ $	= $
	Standard Manholes		@ $	= $
	Special Manholes		@ $	= $
	Special Structures		@ $	= $
	Square yards of riprap		@ $	= $
	Tons of granular backfill		@ $	= $
	Linear feet of underdrain (4”, 6”)		@ $	= $
	Other		@ $	= $
	Other		@ $	= $
	Other		@ $	= $

	Qty Measurement	Size	Material	Unit Price	Gross Price
Pipe	Linear feet of			@ $	= $
	Linear feet of			@ $	= $
	Linear feet of			@ $	= $
	Linear feet of			@ $	= $
	Linear feet of			@ $	= $
	Linear feet of			@ $	= $
	Linear feet of			@ $	= $
	Linear feet of			@ $	= $
	Linear feet of			@ $	= $
	Linear feet of			@ $	= $
	End Sections of			@ $	= $
	End Sections of			@ $	= $
	End Sections of			@ $	= $
	End Sections of			@ $	= $
	End Sections of			@ $	= $
	End Sections of			@ $	= $
	End Sections of			@ $	= $
	End Sections of			@ $	= $
	End Sections of			@ $	= $
	End Sections of			@ $	= $

Storm Sewer TOTAL: $

Erosion Control

		Quantity	Unit Price	Gross Price
Seeding	Square yards of seed and mulch		@ $	= $
	Square yards of hydro-seed		@ $	= $
Sod	Square yards of sod		@ $	= $
Other	Square yards of erosion control blanket		@ $	= $
	Individual straw bales		@ $	= $
	Linear feet of silt fencing		@ $	= $
	Individual sand bags		@ $	= $
Miscellaneous	Other		@ $	= $
	Other		@ $	= $
	Other		@ $	= $
			Erosion Control TOTAL:	**$**

Sanitary Sewers

	Quantity	Size	Material	Cut Depth	Unit Price	Gross Price
Pipe	Linear feet of			4-6 feet	@ $	= $
	Linear feet of			6-8 feet	@ $	= $
	Linear feet of			8-10 feet	@ $	= $
	Linear feet of			10-12 feet	@ $	= $
	Linear feet of			12-14 feet	@ $	= $
	Linear feet of			> 14 feet	@ $	= $
	Linear feet of				@ $	= $
	Linear feet of				@ $	= $
	Linear feet of				@ $	= $
	Linear feet of				@ $	= $

		Quantity	Unit Price	Gross Price
Laterals	Linear feet of 6” service laterals (check one) ☐ PVC ☐ DI		@ $	= $
Manholes	Manholes, 4-6 feet		@ $	= $
	Manholes, 6-8 feet		@ $	= $
	Manholes, 8-10 feet		@ $	= $
	Manholes, 10-12 feet		@ $	= $
	Manholes, 12-14 feet		@ $	= $
	Manholes, >14 feet		@ $	= $
Backfill	Tons of granular backfill, #6-9 stone		@ $	= $
	Tons of granular backfill, pit run		@ $	= $
	Tons of granular backfill, #53		@ $	= $
Other	Slant Stacks		@ $	= $
	Clean Outs		@ $	= $
	8” x 6” wyes		@ $	= $
	10” x 6” wyes		@ $	= $
	12” x 6” wyes		@ $	= $
	Special structures		@ $	= $
	Special structures		@ $	= $
	Special structures		@ $	= $
			Sanitary Sewer TOTAL :	**$**

Streets

		Quantity	Unit Price	Total Price
Concrete Streets	With integral curbs (square yards)		@ $	= $
Asphalt Streets	Linear feet of curb and gutter		@ $	= $
	Tons of base stone compacted, #2		@ $	= $
	Tons of base stone compacted, #53		@ $	= $
	Tons of bituminous base		@ $	= $
	Tons of bituminous binder		@ $	= $
	Tons of bituminous surface		@ $	= $
	Gallons of bituminous tack coat		@ $	= $
			Street TOTAL :	**$**

Sidewalks

	Quantity	Unit Price	Total Price
Linear feet of four-foot concrete sidewalks		@ $	= $
		Sidewalks TOTAL:	**$**

Surveying Monuments & Street Signs

	Quantity	Unit Price	Total Price
Standard centerline monuments		@ $	= $
Standard perimeter monuments		@ $	= $
Standard Street name signs		@ $	= $
Traffic control signs		@ $	= $
		Surveying Monuments & Street Signs TOTAL:	**$**

Guarantee Summary

		TOTAL	Performance Guarantee (110% of Total Cost)	Maintenance Guarantee (20% of Performance)
Guarantee 1	Dirt Work & Storm Sewers	$	x 1.10 = $	x 0.20 = $
Guarantee 2	Erosion Control	$	x 1.10 = $	x 0.20 = $
Guarantee 3	Sanitary Sewers	$	x 1.10 = $	x 0.20 = $
Guarantee 4	Streets	$	x 1.10 = $	x 0.20 = $
Guarantee 5	Sidewalks	$	x 1.10 = $	x 0.20 = $
Guarantee 6	Surveying Monuments & Street Signs	$	x 1.10 = $	x 0.20 = $

Comments:

Bond Estimates prepared by: _____ Signature/Title _____ Date

_____ Printed Name

Reviewed and Approved by: _____ City Engineering Department _____ Date