

Final Plat Change

Residential, Commercial and Industrial Subdivisions

Schedule a pre-file meeting

Prior to submitting an application, the applicant must attend a virtual pre-file meeting to become familiar with requirements, procedures, deadlines, and hearings. To request a pre-file meeting, email planning@greenwood.in.gov.

Submit an application

A completed application, with all required attachments, must be electronically submitted to planning@greenwood.in.gov. If the application is not complete, deficiencies will be communicated to applicant. The application shall include the following:

- ☐ **Petition Form.** All items must be fully completed, signed by the applicant(s) and notarized.
- ☐ **Attachment D: Affidavit and Consent of Property Owner.** Submit only if the owner is different from the applicant.
- ☐ **Attachment G: Certificate of Sufficiency**
- ☐ **Attachment H: Obligation to Observe** (if applicable)
- ☐ **Attachment M: Take-Off Sheets for Guarantee Estimates** (if applicable). Download spreadsheet [here](#).
- ☐ **Attachment N: Outside Review Agreement** (if applicable)
- ☐ **Johnson County Drainage Board Report** (if applicable)
- ☐ **Drainage Report Calculations with Watershed Map.** Submit an electronic copy of the drainage report calculations.
- ☐ **Secondary (Final Plat Change) Plat.** Submit an electronic copy of the Final Plat Change showing where this section of the subdivision is in relation to the entire development.
- ☐ **Residential Construction Plans** (if applicable). If the final plat change is for a Residential Subdivision, provide plans in accordance with Greenwood Municipal Code Chapter 10, Article 25 (Unified Development Ordinance), Sec 10-06-24, which describes the necessary information on a sheet-by-sheet basis.
- ☐ **Commercial Site Plan Application** (if applicable). If the final plat change is for a Commercial or Industrial Subdivision, submit a Site Development Plan Application in tandem with this Final Plat Change Application.
- ☐ **Vicinity Map.** Include a map showing where the property is located in Greenwood, making sure major streets are labeled.

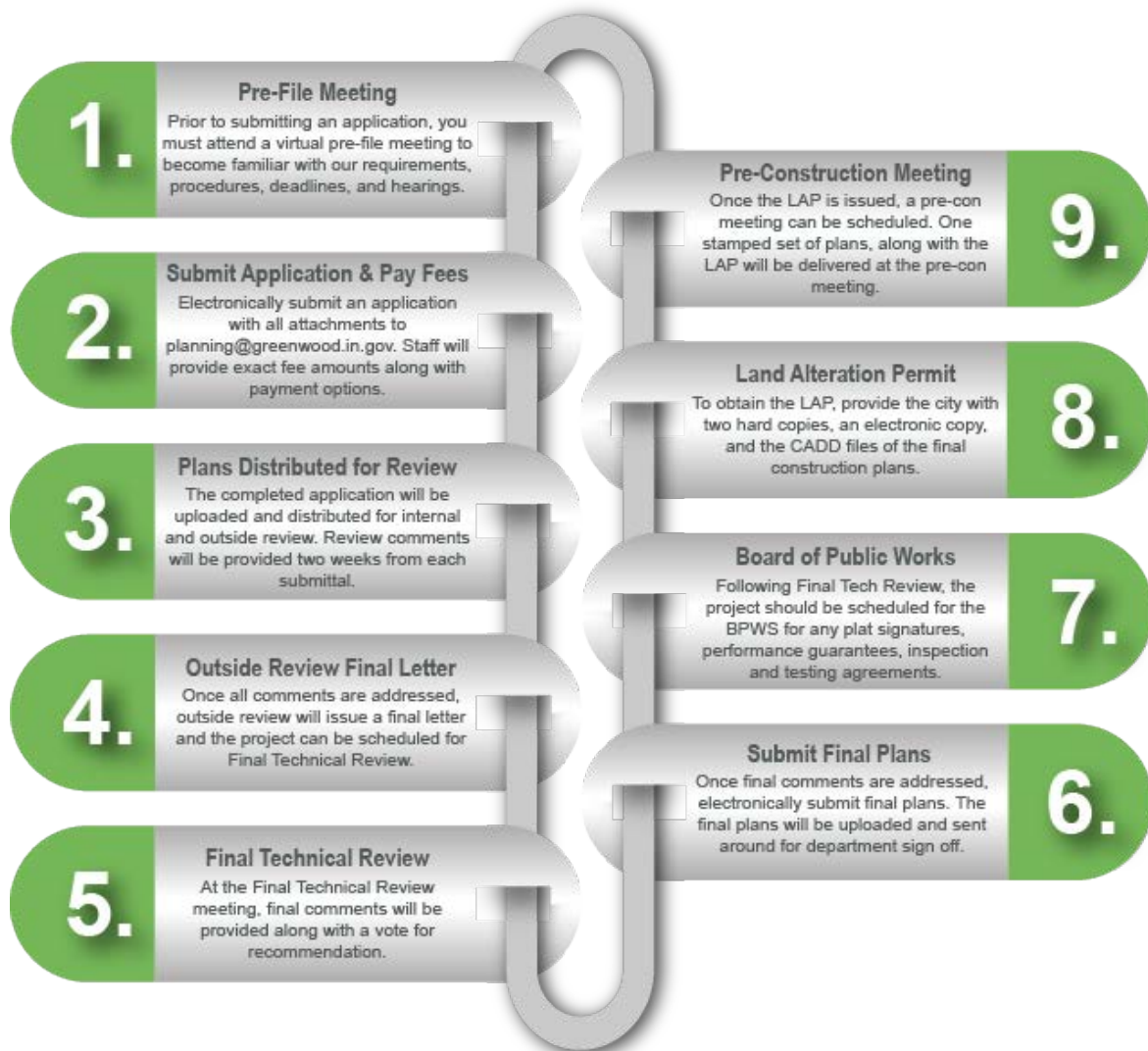
What Happens Next?

Staff will provide exact fee amounts along with payment options. Consult the fee schedule and coordinate payments with the Planning Division.

A complete application will be uploaded and distributed for internal review. Most commonly, Final Plat Change approval is done by staff. Review comments will be provided (approximately two weeks from each submittal/resubmittal). Address all comments, resubmitting plans along with review comment response letters. When all comments are addressed, the project can be scheduled for the virtual Final Technical Review so long as all fees are paid.

Final Technical Review will provide any final comments and vote on a recommendation. With an approved recommendation, address any final comments and electronically submit the final plat. The final secondary plat will be uploaded and sent around for department sign-off.

Subsequent to Technical Review, plat signatures, performance guarantees, inspection and testing agreements, and any necessary dedications must be accepted by the Board of Public Works and Safety. Once a recorded change to final plat is provided, any related Land Alteration Permits are able to be released.





Petition: Final Plat Change

1. Petitioner

Name

Street Address

City, State, Zip

Primary Contact Person regarding this petition

Phone

Fax

E-Mail

2. Property Owner

Name

Street Address

City, State, Zip

Phone

Fax

E-Mail

Applicant is (check one): ☐ Sole owner ☐ Joint Owner ☐ Tenant ☐ Agent ☐ Other (specify)

3. Type of Petition – Final Plat Change

Describe the change(s) requested to the plat:

4. Premises Affected

Address, Subdivision Lot Number, or location from major streets

Total Acreage		Existing Zoning:		Existing Use	
Total Lots		Proposed Zoning:		Proposed Use:	

5. 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 _____, _____



City of Greenwood Plan Commission and Board of Zoning Appeals
Attachment D: Affidavit & Consent of Owner
Project _____

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: _____

Attachment G: 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: _____

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 _____

Attachment H: 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: _____

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 Board of Public Works and Safety

Attachment M: Take-Off Sheet for Guarantee Estimates

Please find the Take-Off Sheet for Guarantee Estimates at

<https://www.greenwood.in.gov/egov/apps/document/center.egov?view=item;id=2984>



City of Greenwood Plan Commission

Attachment N: Outside Review Agreement

AGREEMENT BETWEEN APPLICANT AND CITY OF GREENWOOD FOR INDEPENDENT ENGINEERING SERVICES FOR DEVELOPMENT PLAN REVIEW

SUBJECT PROJECT: _____

DEVELOPER OR OWNER OF THE REAL ESTATE (APPLICANT): _____

ADDRESS: _____

WHEREAS, the Applicant desires to develop a certain parcel of real estate that has been submitted to the Greenwood Advisory Plan Commission for development approvals, which is referred to above as the "SUBJECT PROJECT", and

WHEREAS, the City desires to expedite plan review for subdivision platting, site development, and construction and acceptance of developer or owner-installed infrastructure for said subject subdivision project; and

WHEREAS, the Applicant agrees to pay all sums necessary for the compensation of the Independent Engineer who is providing engineering services to the City for development plan review of the Applicant's project; and

WHEREAS, the Independent Engineer and the City shall keep detailed time and expense records for the Applicant's Project referred to above; and

WHEREAS, Applicant has agreed to pay Five Hundred Dollars (\$500.00) for the Independent Engineer's preliminary review of the platting, site development, and construction plans and all related matters on Applicant's subject development project until the City approves the plat or the site development plan and issues a land alteration permit; and

WHEREAS, the Developer agrees to pay, upon execution of this Agreement, the estimated amount of Independent Engineer fees set forth above.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Applicant has paid the Five Hundred Dollars (\$500.00) non-refundable minimum review fee to begin the preliminary review by the Independent Engineer of its tendered primary plat, secondary plat, site development plan, and construction plans for the Applicant's project of _____.
2. The Applicant shall hold the City harmless from any claim for liability from anyone arising out of any act of the Applicant in performing this Agreement.
3. The City agrees to require the Independent Engineer to present to the City an itemized invoice showing its staff's time and expenses to the nearest quarter hour for each individual project.
4. In the event Applicant is not a sole proprietor, the person signing in its behalf hereby represents and warrants that his or her organization has taken the appropriate action to authorize his or her signature on this document.
5. The parties agree that should the Independent Engineer's fees exceed the \$500.00 non-refundable minimum, the Applicant shall promptly pay for the additional review time at the rate of \$125.00 per hour upon presentation by the city of an itemized invoice showing the additional time and expense for the project review. The full fee shall be paid before the Land Alteration Permit will be issued.

WHEREFORE, the Applicant has hereunto set his/her/its hand this _____ day of _____, 20____.

"APPLICANT"

By: _____

Title: _____

Company: _____

"CITY OF GREENWOOD"

By: _____

Title: _____