

Secondary Plat

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:

- ☐ **Application 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 E: Detail Data Sheet**
- ☐ **Attachment F: Intent to Provide Utility Service** (if applicable). Provide transmittal letter to provider or copy of letter from provider upon filing. City must receive copies of letters from providers prior to final approval.
- ☐ **Attachment G: Certificate of Sufficiency**
- ☐ **Attachment H: Obligation to Observe** (if applicable)
- ☐ **Attachment J: Stormwater/Drainage Waiver Request and Waiver Justification** (if applicable)
- ☐ **Attachment M: Take-Off Sheets for Guarantee Estimates** (if applicable). Download spreadsheet [here](#).
- ☐ **Attachment N: Outside Review Agreement** (if applicable)
- ☐ **Attachment P: Subdivision, Site Development, Parking and/or Landscape Waiver Request and Waiver Justification** (if applicable)
- ☐ **Secondary Plat.** Submit an electronic copy of the plat showing where this section of the subdivision is in relation to the entire development.
- ☐ **Johnson County Drainage Board Report** (if applicable)
- ☐ **Drainage Report Calculations with Watershed Map.** Submit an electronic copy of the drainage report calculations.
- ☐ **Residential Construction Plans** (if applicable). If the secondary plat 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 secondary plat is for a Commercial or Industrial Subdivision, submit a Site Development Plan Application in tandem with this Secondary Plat Application.
- ☐ **Vicinity Map.** Include a map showing where the property is located in Greenwood, making sure major streets are labeled.
- ☐ **Sanitary Sewer Service Special Agreement (SSSSA) items** (if applicable). If a sanitary sewer main extension will be constructed and dedicated to the City of Greenwood, please provide the following:
 - Exhibit A: a legal description of the property (8.5" x 11" format)
 - Exhibit B: basic drawing showing project boundary/layout and the Sanitary Sewer Main Extension to be installed along with connection point shown (8.5" x 11" format)
 - Warranty deed for parcel of land and consent of current owner, if applicable
 - Waste Load Allocation (IDEM Sanitary Sewer Construction Permit Application)

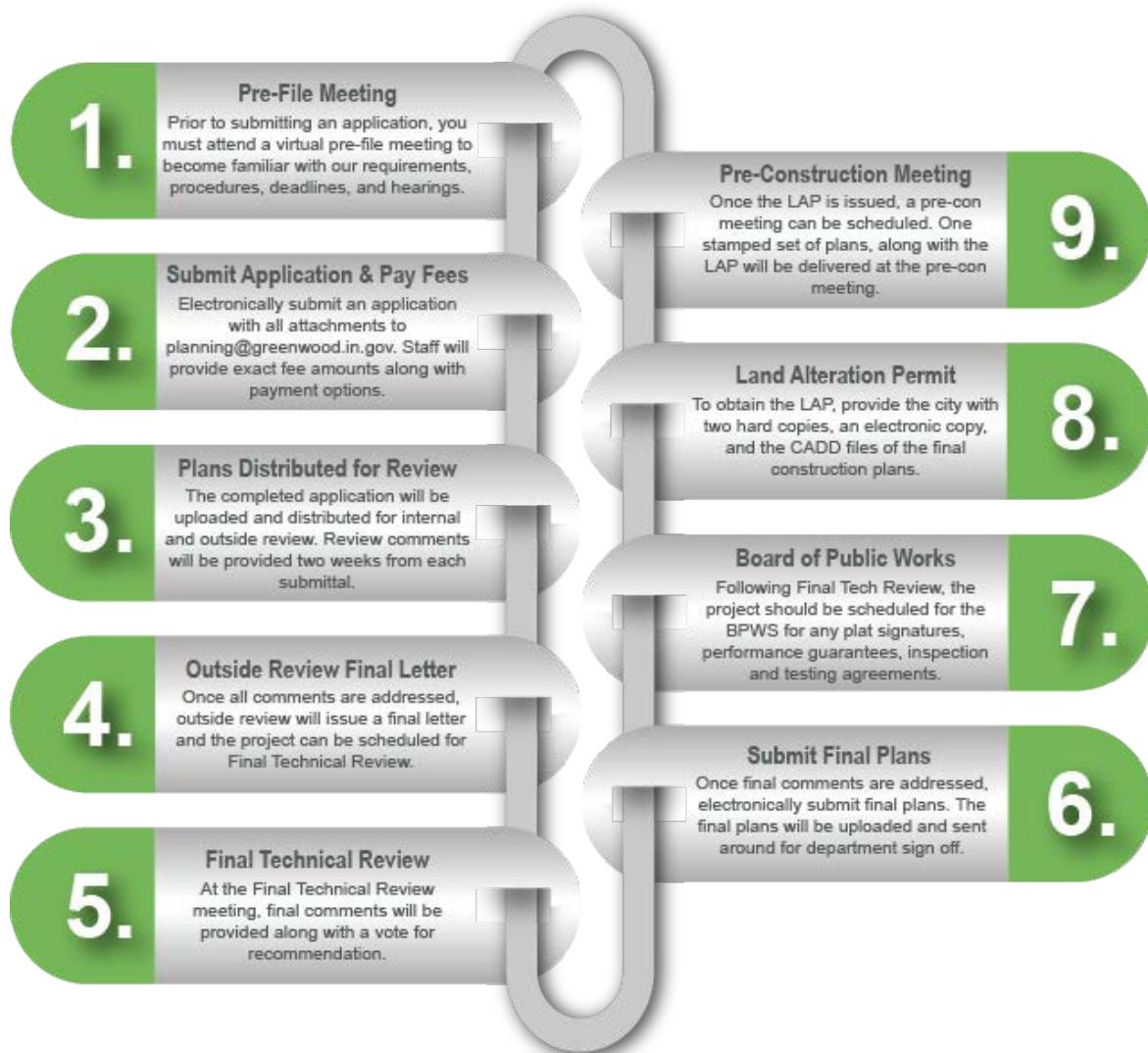
What happens next?

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 and outside review. Review comments will be provided (approximately two weeks from each submittal/resubmittal). Address all comments, resubmitting plans along with comment response letters. When all outside review comments are addressed, outside review will issue a final letter and 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 secondary 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. Additionally, Final Outside Review Fees must be paid. Once a recorded secondary plat is provided, any related Land Alteration Permits are able to be released.





City of Greenwood Plan Commission

Petition: Secondary Plat

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 – Secondary Subdivision Plat to be known as Section _____ of _____ Subdivision.

- ☐ Residential Plat
☐ Commercial/Industrial 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 E: Detail Data Sheet

Project _____

1. Acreage

Total Acreage _____
Proposed Private Acreage _____
Proposed Public Acreage _____

2. Densities (if residential)

Number of Lots/Units _____
Units per Acre _____
Estimated Population _____

3. Utilities to Serve the Development

- | | |
|---|---|
| <input type="checkbox"/> Greenwood Sanitation | <input type="checkbox"/> Vectren Energy |
| <input type="checkbox"/> Greenwood Stormwater | <input type="checkbox"/> AT&T |
| <input type="checkbox"/> Indiana American Water | <input type="checkbox"/> CenturyLink |
| <input type="checkbox"/> Town of Bargersville Utilities | <input type="checkbox"/> Comcast |
| <input type="checkbox"/> Duke Energy | <input type="checkbox"/> Metronet |
| <input type="checkbox"/> Johnson County REMC | <input type="checkbox"/> Private Wells |
| <input type="checkbox"/> AES Indiana | <input type="checkbox"/> Private Septic |
| <input type="checkbox"/> Hoosier Energy Rural Electric | <input type="checkbox"/> 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
- ☐ Dirt Work
- ☐ Storm Sewers
- ☐ Off-Site Drainage
- ☐ Erosion Control
- ☐ Sidewalks
- ☐ Other _____

6. Is a Sanitary Main or Main Extension proposed as part of this project?

- ☐ Yes ☐ No



City of Greenwood Plan Commission
Attachment F: Intent to Provide Utility Service

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

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 Division
300 S Madison Avenue
Greenwood, IN 46142

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)

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 _____



Attachment J: Stormwater/Drainage Waiver Request (Section 9-162 of the Municipal Code)

Project and Docket Number: _____

Applicant on Behalf of: _____

Waivers from these Regulations.

Where the Board of Public Works and Safety and/or Board of Stormwater Management 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 stormwater/drainage regulations so that substantial justice may be done and the public interest secured, provided that such waiver(s) 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 of the regular membership of the Board of Public Works and Safety and/or Board of Stormwater Management.

I respectfully request consideration by the Greenwood Board of Public Works and Safety and/or Board of Stormwater Management to waive the requirements established by the following Section(s) of the Greenwood Municipal Code and Stormwater Technical Standards Manual of the City of Greenwood:

Section 9- ____ of the Municipal Code: _____

Chapter and Section _____ of the Stormwater Technical Standards Manual: _____

Section 9- ____ of the Municipal Code: _____

Chapter and Section _____ of the Stormwater Technical Standards Manual: _____

Section 9- ____ of the Municipal Code: _____

Chapter and Section _____ of the Stormwater Technical Standards Manual: _____

The Board of Public Works and Safety and/or Board of Stormwater Management may, in its discretion, authorize and approve waivers from the requirements and standards of these regulations upon finding that the four criteria, described on the following page(s) titled "Attachment J Waiver Justification" have been justified.

I submit that this request is not in conflict with the Board of Public Works and Safety and/or Board of Stormwater Management guidelines for review of waiver requests outlined above.

Signature of Applicant

Printed Name

Date



Attachment J: Waiver Justification

Provide a unique "Attachment J: Waiver Justification" for each waiver request.

Section 9- ____ of the Municipal Code: _____

Chapter and Section _____ of the Stormwater Technical Standards Manual: _____

Describe why this request is necessary:

Explain and justify how this Waiver Request meets each of the criteria outlined below:

- (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) The application of this Article will present or cause undue hardship for a development or development site, provided, however, that undue hardship shall not include the need for the developer to incur reasonable expenses in order to comply with this Article; and

- (4) The granting of the appellant's requested relief will not substantially prevent the goals and purposes of this Article, nor result in less effective management of stormwater runoff or stormwater quality.



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: _____



City of Greenwood Plan Commission

Attachment P: Subdivision, Parking and/or Landscape Waiver Request

Project and Docket Number: _____

Applicant on Behalf of: _____

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 subdivision (Sec. 10-06-01), parking (Sec. 10-03-02), landscaping (Sec. 10-03-06) 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.

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 (UDO) as it relates to subdivision, parking, or landscaping requirements for the City of Greenwood:

Section 10- ____ - ____ : _____

Section 10- ____ - ____ : _____

Section 10- ____ - ____ : _____

The Plan Commission may, in its discretion, authorize and approve waivers from the requirements and standards of these regulations upon finding that the four criteria, described on the following page(s) titled "Attachment P: Waiver Justification" have been justified.

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

Signature of Applicant

Printed Name

Date



City of Greenwood Plan Commission

Attachment P: Waiver Justification

Provide a unique "Attachment P: Waiver Justification" for each waiver request.

Section 10- ____ - ____: _____

Describe why this waiver request is necessary:

Explain and justify how this Waiver Request meets each of the criteria outlined below:

- (1) The approval of the waiver request will not be detrimental to the public safety, health, and welfare, or injurious to property within a reasonable proximity to the subject property involved in the waiver request.

- (2) The strict application of the applicable ordinance standard will result in practical difficulties in the development due to the particular physical surroundings, unique constraints, or topographical conditions of the subject property. These conditions will not substantially alter the character of the subject district or neighborhood.

- (3) The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives. Financial hardship does not constitute grounds for a waiver.

- (4) The waiver request is necessary and represents a minimal deviation from explicit ordinance standards.