



# Secondary Plat — 2015 Bargersville Plan Commission Application Kit

*For Commercial, Industrial, and Residential Subdivisions*

## Step 1: Application

**Pre-Application Meeting.** At least one week prior to the intended filing of the petition, the applicant must set up a meeting to discuss the potential application with the Administrator (Town Planner) for the purpose of becoming familiar with requirements, procedures, deadlines, and hearings. At this meeting, the Administrator will sign off on *Attachment A: Project Routing Sign-Off Sheet*. Contact the Administrator by calling (317) 422-3104 or emailing [planning@townofbargersville.org](mailto:planning@townofbargersville.org).

**Making Application.** The applicant must make an appointment with the Administrator in order to file an application by calling (317) 422-3104 or emailing [planning@townofbargersville.org](mailto:planning@townofbargersville.org). 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, the Administrator will assign a file number and 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 - \$200. Make checks payable to "Town of Bargersville".
- Outside Review Deposit (Stormwater) - \$500. Make checks payable to "Bargersville Stormwater Utility".
- Outside Review Deposit (Planning) - \$250. Make checks payable to "Town of Bargersville".
- Electronic Copy. Submit a CD with all of the submittal requirements, including plans.
- Application Form. All items must be fully completed and either typewritten or printed in ink.
- A Narrative describing the nature of the proposed development including hours of operation, anticipated traffic generation, and the dates and details of previous construction/permits if applicable.
- Vicinity Map. 8 ½"x11" in size showing where the property is located in Bargersville, making sure major streets are labeled. Scale should be approximately 1:1,000.
- Aerial Map. Submit an aerial map of the subject parcel, 8 ½" x 11" in size, showing all properties within 600 feet of subject parcel. The map can be obtained from Google Earth or other similar aerial mapping programs.
- Basic Plat. A basic site plan that is 11" x 17" or smaller in size showing the proposed lot and street layout, land uses, etc., for the proposed development.
- Attachment A: Project Routing Sign-Off Sheet – This form is to be filled out with comments and signatures from participating departments BEFORE filing the application
- Attachment D: Affidavit and Consent of Property Owner. Submit only if the owner is different from the applicant.
- Attachment E: Detailed Data Sheet.
- Attachment G: Certificate of Sufficiency of Plan.
- Attachment J: Waiver Request (if applicable).
- Drainage Submittal to comply with the "Bargersville Stormwater Utility Manual".
- Outside Review Agreements – Planning & Stormwater
- Recorded Commitment Copy
- Secondary Plat plans. Submit three (3) full sets of plans that are 24"x36" and three (3) full sets that are 11"x17". Plans shall be prepared in accordance with the Plan Format (see pages 3-5).

## Step 2: Notifying the Public (N/A)

Public notice is not required for this type of petition.

## Step 3: Application Schedule (2015)

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

Prerequisites	Application Submittal	TAC Meeting	TAC Report Published
Primary Plat plans must be stamped " <b>FINAL</b> " before application for Secondary Plat will be accepted.	12-Dec-2014	1-Jan	4-Jan
	9-Jan	29-Jan	1-Feb
	6-Feb	26-Feb	1-Mar
	13-Mar	2-Apr	5-Apr
	10-Apr	30-Apr	3-May
	8-May	28-May	31-May
	12-Jun	2-Jul	5-Jul
	10-Jul	30-Jul	3-Aug
	14-Aug	3-Sep	6-Sep
	11-Sep	1-Oct	4-Oct
	19-Oct	29-Oct	1-Nov
13-Nov	3-Dec	6-Dec	

**Application Submittal:** The filing deadline is 2:00pm on the date indicated. Call (317) 422-3104 or email [planning@townofbargersville.org](mailto:planning@townofbargersville.org) to make an appointment to file your application. Application meetings are at the Bargersville Town Hall, 24 N Main St, Bargersville, IN 46106.

**Technical Advisory Committee (TAC) Meeting:** TAC Meetings are held at 2:00pm at the Bargersville Town Hall, 24 N Main St, Bargersville, IN 46106.

**TAC Report:** The TAC Report will contain a master list of plan comments. These comments must be addressed and confirmed by the respective TAC Member before plans are considered "FINAL".

## Plan Format

All Primary Plat 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 (at a minimum 1" = 50' and a maximum 1" = 10' with the exception of the maps on Sheet One) 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:

### Sheet One - Title Sheet:

- Full legal description with sufficient reference to section corners and boundary map of the subject project, including appropriate benchmark references;
- Name of the Project;
- 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;
- Existing zoning of the subject land and all adjacent lands;
- Boundary lines of adjacent tracts of land, showing owners of record;
- A key or vicinity map at a scale of one inch equals four hundred feet or less, showing the boundaries of the proposed project and covering the general area within which it is to be located;
- 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, so as to reveal the effect of the project on traffic, fire hazards, or congestion of population;
- Proposed covenants, restrictions, by-laws, or articles of incorporation affecting property owners and/or homeowners associations; and
- Statement of proposed starting and completion dates for the project, including any proposed phasing and sequencing;

### Sheet Two - 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, trails, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and the locations of all existing stormwater facilities. Storm drains, manholes and other structures shall be located by dimensions on the plans, in relation to surrounding physical features. Show the direction of flow, elevation of inverts, gradient, materials and size of existing storm drains. Other data may be added which is considered pertinent by the PC or the administrator for the subject land. Existing site conditions shall include all land 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 five feet where the slope is greater than 10% and not more than two feet where the slope is less than 10%. Offsite watershed boundary maps can be submitted at an appropriate contour interval sufficient to depict drainage areas and slopes. A benchmark, which is easily accessible and re-locatable, shall be shown. The benchmark shall be determined by use of NAVD 88 datum (vertical), and elevations shall be based on sea level datum; and
- 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) elevation and the contour line for the floodway fringe boundary. All elevations shall be based on sea level datum;

### Sheet Three – Proposed Site Conditions:

- Location, widths, grades 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, trails, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and other data considered pertinent by the PC 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 pre-development event;
- Internal and perimeter sidewalk system/pedestrian circulation plan; and
- Proposed contours with intervals of not more than five feet where the slope is greater than 10% and not more than two feet where the slope is less than 10%. The plan shall also show the contour line for the floodway fringe boundary.
- Show the location and detail plans for all trash dumpsters.
- Street plans shall include proposed locations for street name signs, traffic regulatory signs, street lights, and traffic signals as deemed necessary by the Town.

### Sheet Four – 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, trails, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and other data considered pertinent by the PC or the administrator for the subject land, and within 300 feet of the proposed project;
- Proposed contours with intervals of not more than five feet where the slope is greater than 10% and not more than two feet where the slope is less than 10%.
- 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 Areas 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 measures 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 Town Engineer has the right to require additional erosion control measures in the field as conditions warrant.”
- Copies of the letter of intent and response from the Johnson County Soil and Water Conservation District office for Rule 5 compliance, when required.

### Sheet Five – Landscape and Parking:

- The name and address of the plan preparer shall be included on the plan;
- The location and dimensions of all existing and proposed structures, parking lots, drives, roadways and right-of-way, sidewalks, bicycle paths, ground signs, refuse disposal areas, bicycle parking areas, freestanding electrical equipment, recreation facilities, utility lines and easements, freestanding structural features, and other landscape improvements, earth berms, walls, fences, screens, sculptures, fountains, street furniture, lights and courts, paved areas;
- The location, quantity, size, and name – both botanical and common – of all proposed planting materials;
- The location, size and common name of existing trees and individual shrubs, areas of dense trees or shrubs, and other natural features, indicating which are to be preserved and which are to be removed;

- The approximate location and generic identification of existing structures and plant materials within the yard of adjoining properties;
- Existing and proposed grading of the site, including proposed berming, indicating contours at no more than two-foot intervals;
- Specification of the type and boundaries of all proposed vegetative ground cover;
- Design of fences and other significant accessory structures;
- The location of barriers to be placed at or beyond the drip line of any trees to be preserved, and the type of material to be used for the barrier;
- Planting and installation details as necessary to ensure conformance with all required standards;
- Details indicating specific grading measures or other protective devices where trees are to be preserved in areas of cut and fill;
- A tabulation clearly displaying the relevant statistical information necessary for the PC to evaluate compliance with the provisions of this ordinance.
- Show all off-street parking areas for additional parking.

#### Sheet Six – Lighting Plan:

- Include a complete photometric plan for the site for lighting in common areas.

#### Sheet Seven – Plat:

- 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; and
- Accurate location of all survey monuments erected, corners and other points established in the field in their proper places.

#### Sheet Eight – Storm Plan and Profile:

- For all pipe, a storm drain plan and profile shall be submitted. The plan shall be shown on the upper portion of the drawing. The plan, generally, shall be drawn on a scale that is clear and legible and not greater than 1"=50'. The plan shall show appropriate right-of-way and easement limits. The profile shall be shown under the plan and shall extend a sufficient

distance downstream of the outlet to allow any pertinent information concerning the outfall channel to be shown. All invert elevations and pipe slopes shall be listed.

- For each pipe, the length, size, material and class shall be annotated on the profile sheet near the dimension line. Detail title and/or number references shall be called out on the profile plan.
- The storm drain and inlet profile shall generally be drawn on a scale of 1"=50' horizontal and 1"=5' vertical. Where a storm drain is located inside the limits of an existing or proposed pavement or shoulder, the centerline grade of the road shall be shown. Where a storm drain is located outside pavement or shoulder, the existing ground over the storm drain with proposed grading shall be shown. If the storm drain is to be constructed on fill, the profile of the undisturbed earth, at the storm drain location shall be shown. All utility locations at intersections with the storm drain shall be shown.
- Size of pipe or channel cross-section, pipe or channel invert's slope in percent, material and roughness coefficient, flowing velocities in feet per second.
- Design capacity in cubic feet per second.

#### Sheet Nine – Standard Detail Sheets:

- Standard detail sheets as adopted by the Town, shall be included as part of the submittal.

#### All Sheets

- The proposed name by which the project shall be legally and commonly known;
- Date of survey, scale, and north point;
- All lots or outlots 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 primary plat by the administrator, town engineer, or PC;
- 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.

# Secondary Plat Application

For Office Use Only

File # \_\_\_\_\_

Filing Date: \_\_\_\_\_ Fee \_\_\_\_\_

TAC Date: \_\_\_\_\_ PC Date: \_\_\_\_\_

**Applicant Name**

**Street Address**

**City, State, Zip**

**Primary Contact Person regarding this petition**

**Phone**

**E-Mail**

**Person/Firm preparing plans**

**Phone**

**E-Mail**

*Property Owner*

**Name**

**Street Address**

**City, State, Zip**

**Phone**

**E-Mail**

**Applicant is (circle one):** Sole owner Joint Owner Tenant Agent Other (specify): \_\_\_\_\_

*Premises Affected*

**Tax Parcel Identification Number**

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

**Total Acreage**

**Flood Zone on Site?**

**Name of Proposed Subdivision**

**Number of Lots:**

**Zoning of Subject Property**

**Use of Subject Property**

**Zoning of Adjacent Properties**

**North:**

**South:**

**East:**

**West:**

**Use of Adjacent Properties**

**North:**

**South:**

**East:**

**West:**

*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 \_\_\_\_\_, \_\_\_\_\_

# Attachment A: Project Routing Sheet

Applicants are required to consult with the Departments/Offices below prior to making application for Primary Subdivisions, Secondary Subdivisions, Plat Amendments, and 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 Bargersville Plan Commission and applicable 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 Development Plans.

<b>Project Name</b>
<b>Developer</b>
<b>Firm Preparing Plans</b>
<b>Contact Phone Number</b>

<b>Bargersville Planning</b>	(317) 422-3104	Date of Meeting :	Initials: _____
<i>Comments:</i>			

<b>Bargersville Utilities</b>	(317) 422-3121	Date of Meeting :	Initials: _____
<i>Comments:</i>			

<b>Fire Department</b>	Bargersville (317) 422-0000 White River (317) 888-8337	Date of Meeting :	Initials: _____
<i>Comments:</i>			

<b>Stormwater Board</b>	(317) 422-3120	Date of Meeting :	Initials: _____
<i>Comments:</i>			

<b>Johnson Co Health Dept</b>	(317)346-4369	Date of Meeting :	Initials: _____
<i>Comments:</i>			

# Attachment D: Affidavit & Consent of Owner

---

Project \_\_\_\_\_ File # \_\_\_\_\_

***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 \_\_\_\_\_ File # \_\_\_\_\_

## 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 \_\_\_\_\_
- Gas \_\_\_\_\_
- Telephone \_\_\_\_\_
- Other \_\_\_\_\_

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

---

---

---

## 5. Performance/Maintenance Guarantees: For which of the following improvements will you be submitting performance/maintenance guarantee estimates as part of your application?

- Streets/Curbs
- Signs and Monuments
- Sanitary Sewers
- Erosion Control
- Storm Sewers
- Water System
- Sidewalks – Common Areas & Existing Roadway Frontage
- Other \_\_\_\_\_
- Other \_\_\_\_\_

# 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: \_\_\_\_\_

FILE #: \_\_\_\_\_

ADDRESS WHERE LAND ALTERATION IS OCCURRING: \_\_\_\_\_

DATE OF PLANS: \_\_\_\_\_

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 applicable ordinances 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 J: Waiver Request

---

Project \_\_\_\_\_ File # \_\_\_\_\_

## *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, site development, and or parking 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.

## *Waiver Guidelines*

The Plan Commission may, in its discretion, authorize and approve waivers from the requirements and standards of these regulations upon finding that certain criteria have been justified. Attach a separate sheet that thoroughly itemizes, explains, and justifies how each Waiver Request meets the Waiver Guidelines 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.

## *Applicable Sections to be Waived*

I respectfully request consideration by the Plan Commission to waive the requirements established by the following Section(s) of the Bargersville Subdivision Control Ordinance (Staff can assist):

1. Section \_\_\_\_\_ : \_\_\_\_\_

2. Section \_\_\_\_\_ : \_\_\_\_\_

3. Section \_\_\_\_\_ : \_\_\_\_\_

4. Section \_\_\_\_\_ : \_\_\_\_\_