



*Department of Engineering and Planning*

**Subdivision Plat Procedure**

**Please refer to the Greenfield UDO**

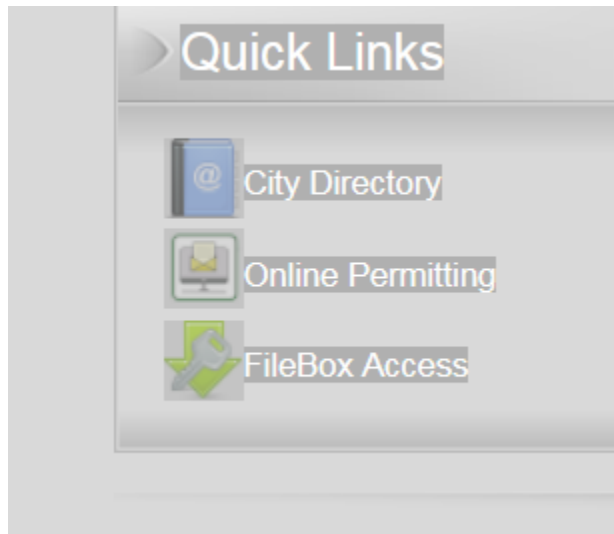
**for all subdivision platting requirements**

**PRE FILING**

1. Set up a Pre-File Meeting with Planning Department and other appropriate departments. Have a general sketch of the planned subdivision and desired timeline for the petition.

**PETITION FILING**

2. Applications shall be filed digitally through the city's Permitting Portal (link below). Access is also available on the City of Greenfield website ( <https://www.greenfieldin.gov/> ) in the link to online permitting, found at the bottom of any page on the website. Once inside the Citizen Serve permit portal, select the Petitions icon to get started.  
<https://www.citizenserve.com/greenfield>



- a. Upload digital copies of all pertinent files to the petition in Citizen Serve.
  - b. Paper sets of construction plans are required, as described in the Plan Submittal section below.
3. Plat Filing Fees (due for both Primary plat and Secondary plat filings separately)



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- a. \$500 plus \$5 per lot (payment can be made in person with cash, check, or credit card; or by calling 317.477.4320 to make a payment over the phone via credit card).
4. Filing Dates for Subdivision Plat Application
  - a. File Petition by Application Deadline within Citizen Serve. This is generally 45 days prior to Plan Commission meeting date (see filing dates calendar).
  - b. Legal Public Notice Publication and Mailings are required to be published / postmarked at least 10 (but not more than 30) days prior to the Planning Commission Meeting date. Legal Notice documents and instructions shall be provided to Petitioner by Staff.
  - c. Planning Commission Meetings are held in City Hall at 7 PM (generally on the 2nd Tuesday of Month). Petitioner or a Representative is required to be present.
  - d. The filing calendar can be found here, on the right hand side of the page:  
<https://www.greenfieldin.gov/government/planning-and-building/plan-commission>



5. Primary Plat Approval is only granted by Plan Commission. Secondary Plat Approval can be given by Plan Commission or can be achieved through an Administrative approval (no public hearing or notice). Secondary Plat Approval must still follow the standard Tech Review process and timeline.



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## **PLAN & CONSTRUCTION PERMIT SUBMISSIONS FOR APPROVAL**

1. Technical Review:
  - a. Submit digital files plus 9 full paper sets of construction plans, 10 if there is a County legal drain on the site.
  - b. Submit Stormwater, Technical Drainage report, O&M manual, NOI, Statement of Financial Responsibility
  - c. Submit SS Extension permit (IDEM required, city approved, city issued)
  - d. Submit SWPPP (IDEM required, city approved, IDEM issued)
  - e. Submit Water NOI
2. Additional Information
  - a. The required City of Greenfield Public Improvements Design Standards & Specifications Manual can be found here:  
<https://www.greenfieldin.gov/government/planning-and-building/plan-commission>
  - b. Technical Review Committee meetings are set approximately one month prior to the Plan Commission hearing date. The owner and/or engineer must be present. The meetings are typically held on Tuesdays at 1:30 in the Engineer's Conference Room on the second floor of City Hall, room 215.
  - c. City Departments will offer technical comments regarding the construction plans at the meeting.
3. Construction Plan Approval:
  - a. The Petitioner is responsible for submitting 1 digital and 9 paper sets of revised construction plans (10 if there is a county legal drain on site) and written responses to Tech Review comments. These must be received by Planning Department by the deadline listed on the Plan Commission schedule. The Planning Department will distribute the Plans to each Department, but it is the Petitioner's responsibility to work with each City Department to achieve release of the plans for plat recording and/or construction.
  - b. Satisfy each department and notify the planning department of utility department's written construction plan approval prior to recording the plat or scheduling a preconstruction meeting with the City Engineering Dept.
4. Plan Commission Approval:
  - a. Staff will prepare the agenda and staff reports for Plan Commission and post online at the link below. A copy of both will also be distributed to the Petitioner and each Plan Commission member.



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- b. There is a 30-Day waiting period after Plan Commission Primary Plat approval for any legal appeals. Plats cannot be recorded prior to completion of this 30-day period.

## **SECONDARY PLAT RECORDING AND CONSTRUCTION RELEASE**

1. File for Secondary Plat Petition
  - a. These petitions DO go to Tech Review but do not require Planning Commission approval as they are Administratively reviewed and approved. They do not typically require legal notice.
  - b. See the Planning Commission Schedule for relevant deadlines and dates.
2. Submit Secondary (Record) Plat for review and certified engineer's cost estimate (with contractor quotes or bids) to Planning Department for preparation of a Subdivision Improvement Agreement and/or Subdivision Maintenance Agreement with the City of Greenfield Board of Public Works and Safety. The developer can:
  - a. Complete all of the public Improvements and submit a 20% maintenance surety (bond or letter of credit) as approved by City Engineer with a Subdivision Maintenance Agreement signed by the Board of Public Works and Safety and then record the plat; or,
  - b. Record the plat prior to all public improvements being accepted for public maintenance by submitting a 110% improvement surety (bond or letter of credit) with amounts certified by an engineer and approved by City Engineer, along with a Subdivision Improvement Agreement signed by the Board of Public Works and Safety (BOW).
3. Public Improvements include
  - a. streets (base(s), binder, & topcoat)
  - b. curbs
  - c. sidewalks
  - d. asphalt trails in public right of way
  - e. storm sewer
  - f. sanitary sewer
  - g. water lines
  - h. subdivision centerline and lot corner monuments
  - i. street signs
  - j. street trees
  - k. erosion control



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- l. streetlights (to be installed by Greenfield Power and Light, developer to pay P&L directly and attach receipt to Subdivision Improvement Agreement or post surety)
  - i. note: after acceptance, no maintenance surety is required for erosion control and/or streetlights.
4. For completion of Secondary Plat for recording:
  - a. Obtain Street name approval for placement on the record plat
  - b. Obtain address assignments for placement on the record plat
  - c. Submit Final plat for review
  - d. Submit payment for Availability Fees to be paid at time of plat recording (listed on Planning and Building Fee Schedule at the link below)
    - i. <https://www.greenfieldin.gov/government/planning-and-building/building-a-zoning>
  - e. The Planning Department will obtain necessary signatures to record the plat.
5. Documents to be presented by Planning Staff to BOW:
  - a. Subdivision Improvement Agreement to construct Improvements and/or Maintenance Agreement to maintain completed and accepted improvements. Agreement is prepared by Planning Department and administered and accepted and released by Engineering Department.
  - b. Performance Bond/Letter of Credit for Public Improvements installation or Maintenance Bonds for accepted improvements.
  - c. Plat (Original Paper)
6. Plats are recorded at the Hancock County Annex Building, 111 American Legion Place.  
**Please review recording requirements located on the Hancock County website:**
  - a. Submit to County for review 2 weeks prior to record date.
  - b. Hancock County Approval Routing prior to recording:
    - i. County Surveyor – Surveyor may or may not need to sign off on these projects. When you visit the office, they will either sign the routing sheets or mark through the Surveyor’s section, indicating that a drain is not affected by these plats
    - ii. Mapping and Transfer Dept. – reviews record plat and land descriptions
    - iii. County Treasurer – to verify that taxes are current. They will apply the Treasurer stamp directly to the plats.
    - iv. County Auditor - to apply the Auditor stamp to the plats.
    - v. County Recorder - to record documents.
  - c. Hancock County recording requirements:
    - i. Original document, with original signatures.



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- ii. **There are several more requirements that should be verified at County**  
<https://www.hancockin.gov/287/Recording-a-Plat-or-Survey>
6. Submit electronic file with .pdf of Recorded Plat to the Planning and Engineering Departments
7. Submit .shp files or .gdb files to the Engineering Department for all utilities including every structure, line and appurtenance for water, sewer, and storm infrastructure. Also include centerlines, property lines, easements, and rights-of-way. Submit to the Planning and Engineering Departments.
8. Preferred Coordinate System:  
DepartmentNAD\_1983\_StatePlane\_Indiana\_East\_FIPS\_1301\_Feet
9. Set Pre-construction meeting with Engineering Department for construction activities/inspections of public improvements.

## **SURETY RELEASE**

1. Final acceptance of all Improvements by the Board of Works. (Engineering Dept.)
  - a. Letter from Developer's Engineer/Land Surveyor certifying improvements have been completed per specifications and subdivision control ordinance
  - b. Approved set of "AS-BUILT" Drawings for all Public Improvements.
  - c. Maintenance Bond (3 years for 20% of the cost of the improvements)
  - d. Letter from City Engineer/Street Commissioner that improvements are satisfactory