



# CITY OF FRANKLIN

DEPARTMENT OF PLANNING & ENGINEERING

70 E. MONROE STREET › FRANKLIN, INDIANA 46131 › 877.736.3631 › FAX 317.736.5310 › [www.franklin.in.gov/planning](http://www.franklin.in.gov/planning)

## SITE DEVELOPMENT PLAN REVIEW APPLICATION PACKET

### Intent

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The intent of the Site Development Plan Review is to provide for the adequate, consistent review of new development to ensure consistency with the Comprehensive Plan; accommodate traffic and utility systems; and address the unique characteristics of certain areas of development. Site Development Plan review is provided for by the Indiana Code 36-7-4-1400 series. The Site Development Plan Review process is not intended to provide an alternative to rezoning, variance, special exception, platting or other established procedures; but rather to allow for the administrative review of site conditions and plans for consistency with applicable requirements prior to the issuance of a Land Disturbance Permit and Improvement Location Permits (Building Permits).

Generally, Site Development Plan review shall involve individual lots and shall occur after rezoning and plat approvals. Site Development Plan review may occur before or after any necessary Board of Zoning Appeals applications based on the characteristics of each application.

### Site Development Requirements

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Site Development Plan approval shall be required for all developments (1) for which an Improvement Location Permit (Building Permit) is required by the Franklin City Zoning Ordinance – Article 11.8 and (2) that are located in any of the following zoning districts:

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#### Multi Family Residential Zoning Districts

**RM** - Residential: Multi Family

**RMH** - Residential: Manufactured Home

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#### Mixed Use Zoning Districts

**MXD** - Mixed Use: Downtown Center

**MXN** - Mixed Use: Neighborhood Center

**MXC** - Mixed Use: Community Center

**MXR** - Mixed Use: Regional Center

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#### Institutional Zoning Districts

**IN** - Institutional

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#### Industrial Zoning Districts

**IBD** - Industrial: Business Development

**IL** - Industrial: Light

**IG** - Industrial: General

## Step#1: APPLICATION

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All required application materials and filing fee must be provided to the Department of Planning prior to 4:00 p.m. on the appropriate filing deadline (calendar enclosed).

**1. All applications for Site Development Plan review must contain the following documents, completed in their entirety, either typed or clearly printed in blue or black ink:**

- Application for Site Development Plan Review (Requires notarization)
- Certificate of Sufficiency of Plan (requires certification and stamp by an Indiana licensed Land Surveyor, Engineer, or Architect)
- Affidavit & Consent of Property Owner (this is only required if the applicant is not the property owner)
- Industrial Performance Affidavit (if applicable)
- Copy of the property deed for the property involved in the petition
- Filing fee: \$400.00 + \$10/acre (All acreages are rounded up. Example: 1.12 acres = 2 acres)
- Request to Waive Requirements of the City of Franklin Subdivision Control Ordinance (if applicable)

**2. Drainage Calculations:**

It shall be the responsibility of the owner of any property developed for any use other than for agriculture to provide for adequate surface water drainage. (See the Franklin City Zoning Ordinance – Article 7.9 (G) for specific drainage requirements.) Applicant must provide two (2) paper copies and one (1) electronic copy at time of filing.

**3. Required Materials:**

Full requirements can be found in the Franklin City Zoning Ordinance - Article 9.2.

Applicant must provide three (3) paper copies and one (1) electronic copy, in .pdf format, of the following materials to the Department of Planning.

Note: Applicant is responsible for providing any other necessary documents to the Utility Companies.

Summary Statement:

A summary statement shall address the characteristics and operation of the development, including the population densities (persons/acre), presence of any adult uses, and number of potential employees. The statement shall specify any written commitments being made regarding the Site Development Plan.

Site Description: A general description of the site and its ownership, including:

- a. The name, street address, e-mail address, and telephone number of the applicant;
- b. The name, street address, e-mail address, and telephone number of any land surveyors, engineers, or other professionals responsible for the Site Development Plan design;
- c. The name, street address, e-mail address, and telephone number of the primary contact individual for the application. (It shall be indicated if the primary contact person is the applicant or a contracted design professional);
- d. The legal description of the subject property and common address of the site; and
- e. The proposed name of the development (if applicable).

- ❑ Vicinity Map:
  - A vicinity map showing and clearly identifying the subject property and identifying the current zoning and use of all property within 500 feet of the subject property.
  
- ❑ Property Survey:
  - A property survey, drawn to an appropriate scale (no greater than 1:100), bearing the seal of an Indiana licensed Land Surveyor, and showing the following existing features for the subject property and all land within 100 feet of the property lines of the subject property.
    - a. The boundary lines and dimensions of the subject property;
    - b. All structures;
    - c. Topography;
    - d. Significant wooded areas and other isolated trees and wetlands;
    - e. 100 year floodplain and 100 year floodway boundaries-including elevations;
    - f. Public and private streets-including street name;
    - g. Required building setbacks and any build-to lines and buffer yards;
    - h. All known drainage area, tiles, pipes, and structures;
    - i. Utility services and easements-including fire hydrants;
    - j. Street access; and
    - k. Any other paved or otherwise improved areas.
  
- ❑ Site Plan:
  - A site plan drawing to an appropriate scale (no larger than 1:100), bearing the seal of a Professional Engineer or Land Surveyor registered in the State of Indiana, clearly showing all proposed aspects of the property and all features relevant to the Site Development Plan, including:
    - a. All setbacks and required buffer yards;
    - b. 2 foot topography;
    - c. Preserved wooded areas and isolated trees and wetlands;
    - d. Proposed structures-including buildings, fences, and walls;
    - e. All structure heights, dimensions, and floor areas (square feet);
    - f. Areas proposed for outdoor storage of materials or finished products;
    - g. Permanent dumpster locations and appropriate screening;
    - h. Locations, dimensions, and design of road access, interior drives, parking lots, loading docks, intersection sight visibility triangles and sidewalks;
    - i. Open areas and specific landscaped areas;
    - j. Locations of all public and private utilities;
    - k. The location, width, and purpose of all easements;
    - l. The use of each structure and the amount of parking allocated for each specified use(s);
    - m. Any public improvements-including sidewalks, street trees and right-of-way dedications; and
    - n. Locations for temporary uses-such as seasonal sales areas or construction trailers.

- ❑ Landscaping Plan: A landscaping plan drawn to an appropriate scale showing the following:
  - a. Proposed landscaping, buffer yards, and street trees;
  - b. 2 foot topography;
  - c. Existing and proposed public and internal sidewalks and other pedestrian ways;
  - d. The size and spacing of the plantings at the time of installation and the species proposed to be used to meet the requirements of the Franklin City Zoning Ordinance; and
  - e. All existing trees and vegetation to be preserved and the drip-lines for such trees.
  
- ❑ Drainage Plan:
 

A site drainage plan, bearing the seal of a Professional Engineer or Land Surveyor registered in the State of Indiana, including all calculations required by the City Engineer. The drainage plan shall include the location of the following:

  - a. All natural streams, regulated drains and watercourses;
  - b. 100 year floodplain and floodways - including elevations;
  - c. All marshes, wetlands and wooded areas; and
  - d. All drainage area features as described in the drainage calculations.
  
- ❑ Lighting Plan-A site lighting plan showing the type and location of all exterior lighting fixtures.
  
- ❑ Construction Plan-A site construction plan showing:
  - a. Proposed erosion and sediment control measures;
  - b. The location of any proposed construction trailer and worker parking;
  - c. The location, height and dimensions of any temporary construction related signs;
  - d. Any temporary site accesses to be used during construction;
  - e. All traffic control signs and devices;
  - f. Any temporary utility connections;
  - g. The location of any stockpiles of dirt, construction materials and construction waste dumpsters or storage areas.

## **Step #2: TECHNICAL REVIEW COMMITTEE REVIEW**

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The Technical Review Committee shall review the Site Development Plan, including all supporting information on the date established by the adopted Calendar or Meeting Dates (included).

1. Representation: The applicant and/or a representative of the applicant must be present at the meeting to present the Site Development Plan and address any questions the committee may have.
2. Some comments made by the Technical Review Committee may be addressed at the meeting, others will require additional exhibits or changes to submittals.
3. The Committee may approve, approve with modifications, deny, continue, or forward to the Plan Commission the Site Development Plan.
  - a. Approve: The Committee shall approve the Site Development Plan if it complies with all applicable requirements of the Zoning Ordinance.

- b. Approve with Modifications: The Committee shall approve the Site Development Plan with modifications if it is generally consistent with the considerations for approval outlined in Article 9.3(A)(2) of the Franklin City Zoning Ordinance, but requires minor modifications to be completely in compliance with the Franklin City Zoning Ordinance.
- c. Deny: The Committee shall deny the Site Development Plan if it is found to be inconsistent with the considerations for approval outlined in Article 9.3(A)(2) of the Franklin City Zoning Ordinance. If the Site Development Plan is denied there shall be a 1 year waiting period before the same Site Development Plan can be resubmitted as a new application.
- d. Continue: The Committee may continue the Site Development Plan to the next scheduled Technical Review Committee meeting if requested by the applicant, if a determination has been made by the Planning Director that sufficient information has not been provided, or if the applicant or appropriate representative of the applicant fails to appear at the Committee meeting.
- e. Forward to the Plan Commission: The Committee shall forward Site Development Plans that are generally consistent with the considerations outlined in Article 9.3(A)(2) of the Franklin City Zoning Ordinance to the Plan Commission for review if the proposal:
  - i. Involves a request for a waiver of any standard specified by Article 9.1(C) (1)(a)-(c) of the Franklin City Zoning Ordinance;
  - ii. Includes proposed written commitments; or
  - iii. Requires the imposition of conditions in order to be completely consistent with the considerations for approval.

### **Step #3: PLAN COMMISSION PREPARATION & REVIEW (IF NECESSARY)**

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1. Plan Commission Preparation:

If Plan Commission review is required, the Site Development Plan shall be placed on the agenda for the next regular meeting of the Plan Commission consistent with the adopted Calendar of Meeting Dates (included). The applicant shall revise the Site Development Plan proposal consistent with any Committee comments prior to review by the Plan Commission and shall provide three (3) paper copies and one (1) electronic copy of said revision for review by the revised submittal deadline consistent with the Calendar of Meeting Dates.

2. Plan Commission Review:

The Plan Commission shall review the Site Development Plan and any supporting information in the same manner the Technical Review Committee previously reviewed the petition.

## City of Franklin - Plan Commission 2016 Calendar of Meeting Dates

Meeting Date	Application Deadline	Technical Review Committee Date	Revised Submittal Deadline	Public Notice Deadline	Proof of Notice Due
January 19, 2016	December 17, 2015	December 30, 2015*	January 11, 2016	January 9, 2016	January 14, 2016
February 16, 2016	January 14, 2016	January 28, 2016	February 8, 2016	February 6, 2016	February 11, 2016
March 15, 2016	February 11, 2016	February 25, 2016	March 7, 2016	March 5, 2016	March 10, 2016
April 19, 2016	March 17, 2016	March 31, 2016	April 11, 2016	April 9, 2016	April 14, 2016
May 17, 2016	April 14, 2016	April 28, 2016	May 9, 2016	May 7, 2016	May 12, 2016
June 21, 2016	May 19, 2016	June 2, 2016	June 13, 2016	June 11, 2016	June 16, 2016
July 19, 2016	June 16, 2016	June 30, 2016	July 11, 2016	July 9, 2016	July 14, 2016
August 16, 2016	July 14, 2016	July 28, 2016	August 8, 2016	August 6, 2016	August 11, 2016
September 20, 2016	August 18, 2016	September 1, 2016	September 12, 2016	September 10, 2016	September 15, 2016
October 18, 2016	September 15, 2016	September 29, 2016	October 7, 2016*	October 8, 2016	October 13, 2016
November 15, 2016	October 13, 2016	October 27, 2016	November 7, 2016	November 5, 2016	November 10, 2016
December 20, 2016	November 17, 2016	December 1, 2016	December 12, 2016	December 10, 2016	December 15, 2016
January 17, 2017	December 15, 2016	December 28, 2016*	January 9, 2017	January 7, 2017	January 12, 2017
February 21, 2017	January 19, 2017	February 2, 2017	February 13, 2017	February 11, 2017	February 16, 2017

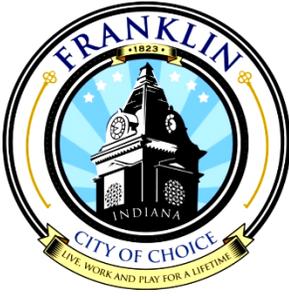
The City of Franklin Plan Commission meets at 7:00 p.m. in the Franklin City Hall, located at 70 E. Monroe Street, Franklin, Indiana.

The City of Franklin Technical Review Committee meets at 2:00 p.m. in the Department of Planning Conference Room, located at 70 E. Monroe, Franklin, Indiana.

All petitions must be filed with the Department of Planning & Engineering (70 E. Monroe Street, Franklin, Indiana) by 4:00 p.m. on the application deadlines specified above.

\*Dates moved due to conflict with Holiday.

Approved by PC: 12-15-15



# CITY OF FRANKLIN

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## APPLICATION FOR SITE DEVELOPMENT PLAN REVIEW

<p><b>DEPARTMENT USE ONLY</b></p> <hr/> <p>Case No: _____</p> <hr/> <p>TRC Date: _____</p> <hr/> <p>Reviewed By: _____</p> <hr/> <p>Date: _____</p>	<p><b><u>SUBJECT PROPERTY INFORMATION</u></b></p> <p>Common Address* _____ Zoning Classification _____</p> <p>Area (in acres) _____ Proposed Use _____</p> <p>*Attach Recorded Legal Description of the Subject Property</p> <p><b><u>APPLICANT:</u></b> Email: _____</p> <p>_____        Name Phone Number</p> <p>_____        Mailing Address City State Zip</p> <p><b><u>AGENT OR REPRESENTATIVE:</u></b> Email: _____</p> <p>_____        Name Phone Number</p> <p>_____        Mailing Address City State Zip</p> <p><b><u>PROPERTY OWNER:</u></b> Email: _____</p> <p>_____        Name Phone Number</p> <p>_____        Mailing Address City State Zip</p>
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The above information and attached exhibits, to the best of my knowledge and belief, are true and correct.

\_\_\_\_\_  
 Applicant's Name (printed) Applicant's Signature

State of \_\_\_\_\_ SS: \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

My Commission expires: \_\_\_\_\_ Notary Public

# CITY OF FRANKLIN – SITE DEVELOPMENT PLAN REVIEW

## Certificate of Sufficiency of Plan

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To be submitted with drainage calculations

**PREMISES AFFECTED-COMMON ADDRESS (ATTACH LEGAL DESCRIPTION)**

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**DATE OF PLAN COMPLETION:**

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**With the Submission of my Professional Seal:** I hereby certify that to the best of my knowledge and belief:

1. The drainage plan for this project is in compliance with all of the drainage requirements set forth in the Franklin City Subdivision Control and Zoning Ordinances.
2. The calculations, designs, reproducible drawings, masters, and original ideas reproduced in this drainage plan are under my domain and control and they were prepared by me and/or my employees.

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Name (Printed)

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Signature

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Date

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Business Address

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City

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State

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Zip

Surveyor: Indiana Registration No. \_\_\_\_\_

Engineer: Indiana Registration No. \_\_\_\_\_

Architect: Indiana Registration No. \_\_\_\_\_

# CITY OF FRANKLIN – SITE DEVELOPMENT PLAN REVIEW

## Affidavit & Consent of Property Owner

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I (WE) \_\_\_\_\_

after being duly sworn, depose and say:

1. That I (we) are the owner(s) of real estate located at:

\_\_\_\_\_

Common Address	_____	City	_____	State	_____	Zip	_____
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2. That I (we) have read and examined the Application for Site Development Plan Review and are familiar with its contents.

3. That I (we) have no objections to, and consent to such request as set forth in the application.

4. That such being made by the applicant is (is not) a condition to the sale or lease of the above referenced property.

\_\_\_\_\_  
Owner's Name (Please Print)

\_\_\_\_\_  
Owner's Signature

State of \_\_\_\_\_

SS:

County of \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

# CITY OF FRANKLIN – SITE DEVELOPMENT PLAN REVIEW

## Industrial Performance Affidavit

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I (WE) \_\_\_\_\_

after being duly sworn, depose and say:

1. That I (we) are the operations of an industrially classified use, on the real estate located at:

\_\_\_\_\_

Common Address	City	State	Zip
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2. The business that is/will be operated on the above referenced real estate will comply fully with the City of Franklin Zoning Setion7.5, exempting there from:

- 1) Construction and maintenance activity;
- 2) Motor vehicles; and
- 3) Public safety alerts as described in the Franklin City Zoning Ordinance, Article 7.5(B)

3. The business that is/will be operated on the above referenced real estate will conform with any and all applicable requirements of the State of Indiana and Federal Governments (including the standards of the Occupational Safety and Healthier Administration-OSHA).

3. That no use will exhibit obnoxious characteristics to the extent that it constitutes a public nuisance defined by and subject to the City of Franklin, Indiana Municipal Code.

\_\_\_\_\_  
Owner's Name (Please Print)

\_\_\_\_\_  
Owner's Signature

State of \_\_\_\_\_

SS:

County of \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**REQUEST TO WAIVE REQUIREMENTS OF THE  
CITY OF FRANKLIN SUBDIVISION CONTROL ORDINANCE**

**PETITIONER INFORMATION**

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Case Number: PC 20\_\_\_\_\_ - \_\_\_\_\_

Property Address: \_\_\_\_\_

Subdivision/Project Name: \_\_\_\_\_

Petitioner's Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Article of Subdivision Control Ordinance: \_\_\_\_\_

Title of the Article: \_\_\_\_\_

Reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

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***This Request for a waiver of Article \_\_\_\_\_ of the City of Franklin Subdivision  
Control Ordinance has been . . .***

***Approved***

***Approved w/ conditions***

***Denied***

***...by the City of Franklin Plan Commission on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.***

\_\_\_\_\_  
Signature of Plan Commission President

\_\_\_\_\_  
Date