



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

SITE DEVELOPMENT PLAN REVIEW APPLICATION PACKET

Intent

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

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:

Multi Family Residential Zoning Districts

RM - Residential: Multi Family

RMH - Residential: Manufactured Home

Mixed Use Zoning Districts

MXD - Mixed Use: Downtown Center

MXN - Mixed Use: Neighborhood Center

MXC - Mixed Use: Community Center

MXR - Mixed Use: Regional Center

Institutional Zoning Districts

IN - Institutional

Industrial Zoning Districts

IBD - Industrial: Business Development

IL - Industrial: Light

IG - Industrial: General

Step#1: APPLICATION

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 two (2) to scale paper copies, one (1) 11 x 17 paper copy, 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.

- ❑ Color Elevations (if subject property is located in the Gateway Overlay (GW-OL) district):
 - a. Identify exterior materials;
 - b. Identify exterior colors.

Step #2: TECHNICAL REVIEW COMMITTEE REVIEW

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)

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 two (2) to scale paper copies, one (1) 11 x 17 paper copy, 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 2020 Calendar of Meeting Dates

Meeting Date	Application Deadline	Technical Review Committee Date	Revised Submittal Deadline	Public Notice Deadline	Proof of Notice Due
January 21, 2020	*December 5, 2019	*December 19, 2019	January 6, 2020	January 11, 2020	January 16, 2020
February 18, 2020	January 9, 2020	January 23, 2020	February 3, 2020	February 8, 2020	February 13, 2020
March 17, 2020	February 6, 2020	February 20, 2020	March 2, 2020	March 7, 2020	March 12, 2020
April 21, 2020	March 12, 2020	March 26, 2020	April 6, 2020	April 11, 2020	April 16, 2020
May 19, 2020	April 9, 2020	April 23, 2020	May 4, 2020	May 9, 2020	May 14, 2020
June 16, 2020	May 7, 2020	May 21, 2020	June 1, 2020	June 6, 2020	June 11, 2020
July 21, 2020	June 11, 2020	June 25, 2020	July 6, 2020	July 11, 2020	July 16, 2020
August 18, 2020	July 9, 2020	July 23, 2020	August 3, 2020	August 8, 2020	August 13, 2020
September 15, 2020	August 6, 2020	August 20, 2020	August 31, 2020	September 5, 2020	September 10, 2020
October 20, 2020	September 10, 2020	September 24, 2020	October 5, 2020	October 10, 2020	October 15, 2020
November 17, 2020	October 8, 2020	October 22, 2020	November 2, 2020	November 7, 2020	November 12, 2020
December 15, 2020	November 5, 2020	November 19, 2020	November 30, 2020	December 5, 2020	December 10, 2020
January 19, 2021	*December 3, 2020	*December 17, 2020	January 4, 2021	January 9, 2021	January 14, 2021
February 16, 2021	January 7, 2021	January 21, 2021	February 1, 2021	February 6, 2021	February 11, 2021

The City of Franklin Plan Commission meets at **6:00 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: 10-15-19



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DEPARTMENT OF PLANNING & ENGINEERING

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APPLICATION FOR SITE DEVELOPMENT PLAN REVIEW

<p>DEPARTMENT USE ONLY</p> <hr/> <p>Case No: _____</p> <hr/> <p>TRC Date: _____</p> <hr/> <p>Reviewed By: _____</p> <hr/> <p>Date: _____</p>	<p><u>SUBJECT PROPERTY INFORMATION</u></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><u>APPLICANT:</u> Email: _____</p> <p>Name _____ Phone Number _____</p> <p>Mailing Address _____ City _____ State _____ Zip _____</p> <p><u>AGENT OR REPRESENTATIVE:</u> Email: _____</p> <p>Name _____ Phone Number _____</p> <p>Mailing Address _____ City _____ State _____ Zip _____</p> <p><u>PROPERTY OWNER:</u> 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

To be submitted with drainage calculations

PREMISES AFFECTED-COMMON ADDRESS (ATTACH LEGAL DESCRIPTION)

DATE OF PLAN COMPLETION:

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.

Name (Printed)

Signature

Date

Business Address

City

State

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

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

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

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

***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

A public hearing is required by Indiana State Law for...

Re-Zoning...

An amendment to the Official Zoning Map which has the effect of removing property from one zoning district and placing it in a different zoning district.

New Ordinances...

A rule established by authority; a permanent rule of action; a statute, law, regulation, rescript, or accepted usage; an edict or decree; esp., a local law enacted by a municipal government; as, a municipal ordinance.

Preliminary Plats...

The preliminary plat, pursuant to I.C. 36-7-4-700 series, is the plat and plans upon which the approval of a proposed subdivision is based.

Amendments to Plats, Zoning, or Ordinances...

Any repeal, modification, or addition to a regulation; or any new regulation.

Special Exceptions...

A use that would not be appropriate generally or without restrictions throughout the zoning district, but if controlled as to number, area, location, or relation to the neighborhood, would promote public health, safety, and general welfare.

Zoning Variances...

A specific approval granted by a Board of Zoning Appeals in the manner prescribed by Ordinance, to deviate from the development standards (such as height, bulk, area) that the Ordinance otherwise prescribes. OR The approval of a use by the Board of Zoning Appeals which is not listed as a permitted or special exception use by Ordinance and is not an accessory or temporary use associated with any primary use permitted by Ordinance.

For More Information Contact...

City of Franklin
Department of Planning
70 E. Monroe Street
Franklin, Indiana 46131

Phone: (317) 736-3631
Fax: (317) 736-5310

Office Hours:

8:00 a.m.—4:00 p.m.
Monday—Friday

City of Franklin - Plan Commission
Meets the Tuesday after the 3rd Monday
of every month

City of Franklin
Board of Zoning Appeals
Meets the first Wednesday of every month.

All meetings begin at 6:00 p.m. at:
City Hall
Council Chambers
70 East Monroe Street
Franklin, Indiana 46131

**PUBLIC
HEARING**



You are invited to a Public Hearing to discuss a land use issue in your neighborhood. The enclosed letter from the petitioner describes the change requested.

What are Your Rights as a Neighbor?

You may submit written comments prior to the public hearing to the Department of Planning.

These written comments are generally included in the petition's file and become a part of the public record.

You may speak at the public hearing; either in favor of, or against the proposal.

You have the right to appeal any decisions by the Franklin City Plan Commission or Board of Zoning Appeals to the Courts. Most appeals must be filed within thirty (30) days after a decision has been made by a Commission, Board, or other legislative body.

What are the Procedures for a Public Hearing?

All public hearings are directed by the President or Chairman of the Commission / Board that is hearing the proposal.

Usually, a public hearing will open with the President / Chairman outlining the Rules of Procedure. The rules include an opening presentation by the property owner or their representative describing the proposal in detail and how it complies with the current Franklin City standards.

The President / Chairman will then open the floor to anyone in the audience wishing to speak in favor, or against, the proposal. If a large number of persons are present that wish to speak for or against the proposal, a time limit for public comment may be set by the President / Chairman. The petitioner is then allowed time to respond to the questions and concerns voiced by the public.

If the petitioner has not answered all of the public's concerns, the President / Chairman can request that the public repeat the questions / concerns. Once all issues have been discussed, the President / Chairman then closes the public comment portion of the hearing and allows the Commission or Board members to ask questions.

What Happens After the Public Hearing has been Closed?

If a decision has been made by the Plan Commission on any proposal other than the subdivision of land, that decision represents a recommendation to the Franklin City Council; which will make the final decision on the proposal. If a decision has been made by the Board of Zoning Appeals, it is final, unless an appeal is filed with the Board or in the Courts. If a decision has been continued, or tabled, the proposal is placed on the agenda for the next regular meeting. The adjoining property owners will not receive additional notification of the meeting. The Commission or Board can continue a proposal and request that additional information be submitted before a decision is made.