

GREENCASTLE, INDIANA

Subdivision Control Ordinance

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Article 1

Basic Provisions



1.1 Title & Document Format

Title & Document Format

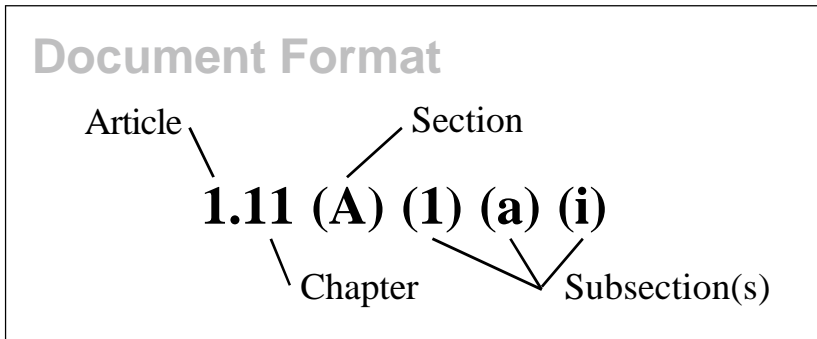
See Also: "Glossary of Zoning, Development, and Planning Terms" published by the American Planning Association as Planning Advisory Service (PAS) Report #491/492

Policy Statement:

All land to be developed as part of a major subdivision, as defined by this Ordinance, shall generally be annexed into the City of Greencastle prior to subdivision.

- A. **Title:** This Ordinance shall be formally know as the “City of Greencastle Subdivision Control Ordinance,” and it may be cited and referred to as the “Subdivision Regulations” or “Subdivision Control Ordinance”. This document refers to itself as “this Ordinance”.
- B. **Defined Words:** Words used in a special sense in this Ordinance are defined in Article 8, Definitions. The general meaning of all other terms not specifically defined by this Ordinance shall be consistent with the definitions provided by the *Glossary of Zoning, Development, and Planning Terms* published by the American Planning Association as Planning Advisory Service (PAS) Report #491/492 and any subsequent amendments. All other words, terms, and/or phrases not specifically defined by this Ordinance and not generally defined by the glossary noted above shall have the meaning inferred from their context in this Ordinance or their ordinarily accepted definitions.
- C. **Meanings:** The following meanings shall apply to the text of this Ordinance:
1. The particular will control the general.
 2. The words “shall” and “will” are always mandatory and not discretionary, and the word “may” is permissive.
 3. Words used in the present tense include the future; words used in the singular number include the plural, and the plural includes the singular; words of the masculine gender will include the feminine; and the neuter gender will refer to any gender as required, unless the context plainly indicates the contrary.
 4. A building or other structure includes any part of that structure.
 5. The phrase “used for” includes arranged for, designed for, intended for, maintained for, or occupied for.
 6. The word “person” includes an individual, a corporation, a partnership, an incorporated association, or any other similar entity.
 7. Unless it is plainly evident from the context that a different meaning is intended, a regulation which involves 2 or more items, conditions, provisions, or events connected by the conjunction “and/or,” or “either . . . or,” the use of the conjunction is defined as follows:
 - a. “And” means that all the connected items, conditions, provisions, and events apply together and not separately.
 - b. “Or” means that the connected items, conditions, provisions, or events apply separately or in any combination.
 - c. “Either . . . or” means that the connected items, conditions, provisions, or events shall apply separately but not in combination.
 8. The word “includes” does not limit a term to the specified examples, but is intended to extend the term’s meaning to all other instances or circumstances of like kind or character.
 9. The word “city” means the City of Greencastle, Indiana. The word “state” means the State of Indiana.

D. **Format:** The structure of the text of this Ordinance is as follows: Article (indicated by 1, etc.), Chapter (indicated by 1.11, etc.), Section (indicated by A, etc.), and subsequent Subsections (indicated by 1, a, i, etc.)



1.2 Authority & Purpose

Authority & Purpose

*See Also: Indiana Code
36-7-4-701(c)*

Note:

The Board of Zoning appeals does not have the authority to hear or grant requests for waivers of the regulations of this Ordinance. The Plan Commission does not have the authority to grant variances of the Zoning Ordinance.

- A. **Authority:** This Subdivision Control Ordinance is adopted by the City of Greencastle pursuant to its authority under the laws of the State of Indiana, 36-7-4 et seq., specifically the provisions of the IC 36-7-4-700 series. Whenever codes cited in this Ordinance refer to Indiana Code which has been amended or superseded, this Ordinance shall be deemed amended in reference to the new or revised Code.
- B. **Jurisdiction:** This Ordinance shall apply to all land within the jurisdiction of the City of Greencastle Plan Commission and the City of Greencastle Board of Public Works & Safety, being all properties and areas incorporated as a part of the City. In no instance shall this Ordinance be interpreted as applying to properties beyond the incorporated limits of the City of Greencastle, consistent with IC 36-7-4-701(c).
- C. **Purpose:** The purposes of these Subdivision Regulations are to protect and promote public health, safety, and general welfare, and to:
1. Provide guidance for future growth and development in accordance with the City of Greencastle Comprehensive Plan;
 2. Protect the character and social and economic stability of the area;
 3. Encourage the orderly development of the City;
 4. Provide protection and conservation of the value of land, structures, and other improvements to the land;
 5. Discourage conflicts between the uses of land and structures;
 6. Avoid scattered and uncontrolled subdivisions of land that would result in the imposition of an excessive expenditure of public funds for the distribution or supply of infrastructure and/or services;
 7. Establish reasonable standards and procedures for subdivisions and re-subdivisions, in order to further the orderly layout and use of land;
 8. Ensure proper legal descriptions, legal recording, and monumenting of subdivided land;
 9. Ensure the provision of drainage facilities, the safeguarding of the water table, and protection from flooding;
 10. Encourage the protection of natural resources in order to preserve the integrity, stability, natural beauty, topography, and the value of land; and
 11. Plan for a balance between land uses, natural resources, open spaces, recreation, and public ways that is beneficial to the community as a whole, both currently and in the future.

1.3 Interpretation & Application

- A. **Interpretation:** The provisions of this Ordinance shall be the minimum requirements necessary for the protection of the health, safety, comfort, convenience, and general welfare of the community. The provisions are also designed to establish and maintain reasonable community standards for the physical environment. If 2 or more provisions within this Ordinance are in conflict, or are inconsistent with one another, then the provision which is most restrictive shall control.
- B. **Application:** When this Ordinance along with private covenants, private contracts, commitments, permits, agreements, state laws, Federal laws, or other regulations apply to a structure or parcel of land, the greater restriction shall control.
1. **Public Provisions:** This Ordinance is not intended to interfere with, abrogate, or annul any other ordinance, rule, regulation, statute, or other provision of law. Where any provision of this Ordinance imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law; whichever provisions are more restrictive, or impose higher standards, shall control.
 2. **Private Provisions:** This Ordinance is not intended to abrogate any easement, covenant, or any other private agreement or restriction, provided that where the provisions of this Ordinance are more restrictive or impose higher standards or regulations than such easement, covenant, or other private agreement or restriction, the requirements of this Ordinance shall govern. Where the provisions of the easement, covenant, or private agreement or restriction impose duties and obligations which are more restrictive, or higher standards than the requirement of these regulations, and such private provisions are not inconsistent with this Ordinance, then such private provisions shall be supplemental to this Ordinance. (Note: Private provisions are only enforced privately, and are not subject to the enforcement of the City of Greencastle, unless otherwise specifically stated in this Ordinance.)
- C. **Compliance:** No person shall divide, record, transfer or sell any parcel of land before the proposed subdivision has been approved in accordance with the processes and provisions of this Ordinance, and filed with the County Recorder, unless otherwise specified by this Ordinance.
- D. **General Specifications:** The following general specifications shall apply to all subdivisions:
1. **Public Safety:** Land to be subdivided and developed must be able to be done so without adding peril to public safety, welfare, or health from flooding or other menace.
 2. **Accessibility:** Land shall not be subdivided unless appropriate road access is demonstrated to be possible.
 3. **Permitted Uses:** No land shall be subdivided unless the intended use of the individual lot is in conformance with the City of Greencastle Zoning Ordinance, now or hereafter adopted.

1.3 Interpretation & Application (cont.)

Interpretation &
Application

4. **Natural Features:** In all subdivisions, due regard shall be given to the preservation of natural features such as large trees, water courses, wetlands, floodways, and scenic views.
 5. **Historic Features:** In all subdivisions, due regard shall be given to the preservation of historically significant sites, particularly those listed as contributing, notable, or outstanding in the *Indiana Historic Sites & Structures Inventory - Putnam County Interim Report*; listed on the *National Register of Historic Places*, and/or listed on the *Indiana Register of Historic Sites and Structures*.
 6. **Plan Commission Approval:** No plat or re-plat of a subdivision of land located within the jurisdiction of this Ordinance shall be recorded until it has been approved by the Greencastle Plan Commission, and such approval has been certified on the plat by the President and Secretary of the Commission.
 7. **Permits:** No Improvement Location Permit or Certificate of Occupancy shall be issued for any parcel or plat of land which was created by subdivision after the effective date of, and not in conformity with, the provisions of these Subdivision Regulations. No excavation of land or construction of any public or private improvements shall take place or be commenced except in conformity with the regulations contained in this Ordinance, and in conformity with any other applicable standards adopted by the City of Greencastle.
- E. **Subdivision Defined:** The division of any lot for the purpose of sale, transfer, gift, or lease which results in the creation of 1 or more new building sites shall be considered a subdivision and shall be subject to the requirements of this Ordinance. This Ordinance regulates two types of subdivisions which shall be defined as follows:
1. **Minor Subdivisions:** Minor subdivisions are those which (1) create 3 or fewer new lots, excluding any remaining tract, (2) front on an existing street, and (3) do not include the construction of new public improvements. Minor subdivisions include only the upgrade of existing public improvements, such as the installation of street trees, the construction of sidewalks along an existing street, and/or the dedication of additional street right-of-way.
 2. **Major Subdivisions:** Major Subdivisions are those which create more than 3 new lots, excluding any remaining tract, and/or which require the creation of any new public improvements.
- F. **Legal Non-Conforming Subdivisions:** Any parcel surveyed, recorded, sold, leased, contracted for, or transferred prior to the effective date of this Ordinance that was officially approved and met all the requirements of the subdivision ordinance, or subdivision ordinances in effect at the time the parcel was recorded will be a legal nonconforming (grandfathered) subdivision.

G. **Exemptions:** The following subdivisions of land are exempt from the provisions of this Subdivision Control Ordinance subject to the specifications described for each. All exempt divisions shall be recorded through metes-and-bounds legal descriptions in the office of the Putnam County Recorder.

1. **Exempt Subdivision:** A division of land (a) for the purpose of single-family residential or agricultural use, (b) which does not involve any new roads, public drainage easements, or other new public improvements, and (c) which creates new lot(s) and a remaining tract which are a minimum of 5 acres each and which meet the road frontage requirements of the City of Greencastle Zoning Ordinance for the zoning district in which the property is located.
2. **Legal Description Correction:** A division of land for the transfer of a tract or tracts to correct errors in an existing legal description, provided that no additional building sites are created, and no additional public improvements are required or created.
3. **Right-of-Way Acquisition:** A division of land for the Federal, state, or local government to acquire right-of-way.
4. **Transfer Between Adjoining Property Owners:** A division of land for the transfer of a tract or tracts between adjoining lots provided that (a) no additional building sites are created (b) no non-conforming lots are created, and (c) no additional public improvements are required or created by the subdivision.
5. **Condominiums:** A division of land for the establishment of condominiums which are regulated by IC 32-25 (consistent with IC 36-7-4-702(e)).

H. **Vested Rights:** No vested rights shall accrue to any plat by reason of Sketch Plan, Preliminary Plat, or Construction Plan approval until the signing of the Final Plat by the Plan Commission President and Secretary and by the members of the Board of Public Works & Safety.

1. **Conditions:** All regulations, conditions, and requirements applied to a subdivision by the City of Greencastle shall apply to that subdivision throughout the approval process unless otherwise specified.
2. **Consistent Requirements:** Requirements and conditions established for a subdivision by the Plan Commission shall not be modified at the time of Final Plat review.

See Also: Indiana Code 32-25 and IC 36-7-4-702(e)

1.4 Adoption & Amendments

Adoption & Amendments

- A. **Transition Rules:** The following transition rules shall apply to the adoption of this Ordinance:
1. **Subdivision Regulations:** Any subdivision either fully approved or submitted and docketed for a public hearing prior to the adoption of this Ordinance shall be regulated by the terms and conditions of the subdivision control ordinance which were in place at the time of its docketing. However, all administrative procedures and penalties shall follow those set forth by this Ordinance.
 2. **Zoning Ordinance:** Every plat shall conform to the zoning ordinance applicable at the time of its docketing. However, all administrative procedures and penalties shall follow those established by any subsequent revisions to the zoning ordinance.
 3. **Permit Applications:** Any application for an Improvement Location Permit which has been filed with the Plan Commission and which is full and complete, prior to the effective date of this Ordinance, shall be regulated by the terms and conditions of the subdivision control ordinance which was in place at the time of filing. However, all administrative procedures and penalties shall follow those set forth by this Ordinance.
 4. **Property Splits:** All new building sites shall meet the requirements of this Ordinance unless:
 - a. An Improvement Location Permit for the site has been issued and is still valid, or
 - b. A buildable lot was approved by the Plan Commission or the Board of Zoning Appeals prior to the effective date of this Ordinance.
 5. **Previous Approvals:** All Sketch Plans and Preliminary Plats regulated by this Ordinance which were approved prior to the effective date of this Ordinance, and not yet executed through either the receipt of an Improvement Location Permit authorizing construction, or the recording of the Final Plat in the office of the Putnam County Recorder, shall expire and become void 1 year following the effective date of this Ordinance. All approvals which expire and/or become void shall comply with all applicable provisions of this Ordinance if re-issued.
- B. **Amendments:** The following provisions shall apply to amendments to this Ordinance. Consistent with IC 36-7-4-701, this section provides that this Subdivision Control Ordinance may be amended or repealed in the same manner as the zoning ordinance.
1. **Procedure:** In accordance with IC 36-7-4-602, the Greencastle City Council may amend or partially repeal the text of this Ordinance. The City Council or the Plan Commission may initiate a proposal to amend or partially repeal the text of this Ordinance according to the procedure of IC 36-7-4-602(b) and IC 36-7-4-607.
 2. **Decision Criteria:** In the review of the text amendments, the City Council and the Plan Commission shall pay reasonable regard to:
 - a. The most recently adopted Greencastle Comprehensive Plan;
 - b. The current conditions and character of structures and uses in each district;

*See Also: Indiana Code
36-7-4-701*

*See Also: Indiana Code
36-7-4-602 and 36-7-4-607*

1.4 Adoption & Amendments (cont.)

Adoption & Amendments

- c. The most desirable use for which the land in each district is adapted;
- d. The conservation of property values throughout the City;
- e. Responsible development and growth; and
- f. The public health, safety and welfare.

C. **Repealer:** The City of Greencastle Subdivision Control Ordinance of March 14, 1989 (adopted as ordinance number 1989-7) and all subsequent amendments are hereby repealed. This Ordinance shall replace the repealed ordinance as of the effective date listed in Section 1.4(F) below.

This ordinance also repeals and replaces any other ordinances adopted by the City of Greencastle to fulfill the requirements of the National Flood Insurance Program. However, this ordinance does not repeal the original resolution or ordinance adopted to achieve eligibility in the program.

D. **Severability:** If any provision, or the application of any provision, of this Ordinance is held unconstitutional or invalid by the courts, the remainder of the Ordinance, or the application of such provision to other circumstances shall not be affected.


E. **Saving Provision:** This Ordinance shall not be construed as eliminating or reducing any action now pending under, or by virtue of, an existing law or previous subdivision ordinance. Also, this Ordinance shall not be construed as discontinuing, reducing, modifying, or altering any penalty accruing or about to accrue.

1.4 Adoption & Amendments (cont.)

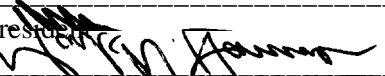
Adoption & Amendments

F. **Effective Date:** This Ordinance shall be in full force and in effect on February 28, 2003. The effective date is based on the passage and notice of adoption as required by law.


This Ordinance was recommended for adoption by the City of Greencastle, Indiana Plan Commission on the 11th day of December, 2003.



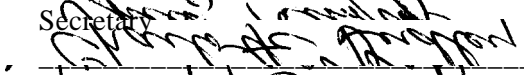
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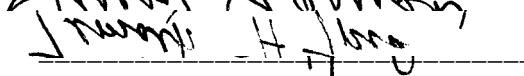
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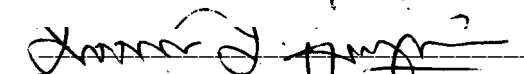


 Secretary









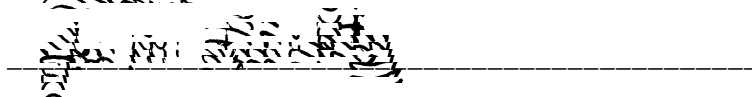
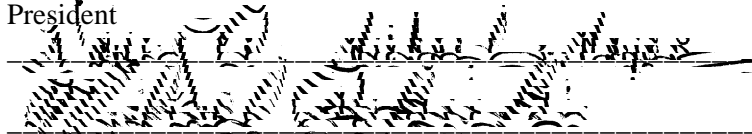
1.4 Adoption & Amendments (cont.)

Adoption & Amendments

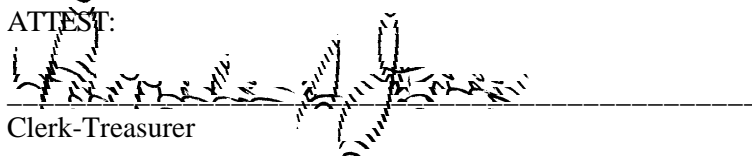
This Ordinance was passed and adopted by the Greencastle, Indiana City Council as ordinance 2003-02 on the 27th day of February, 2003.



President



ATTEST:



Clerk-Treasurer

Article 2

Administration

2

2.1 Administration & Enforcement

Administration & Enforcement

- A. **Administrator Defined:** The administrator of this Ordinance shall be the City of Greencastle City Planner (including any designees of the City Planner and/or Mayor).
1. **Enforcement Authority:** The City Planner is hereby authorized and directed to enforce and carry out all provisions of this Ordinance both in letter and spirit, pursuant to state statute.
 2. **Delegation Authority:** The City Planner is hereby empowered to delegate the duties and the powers granted to, and imposed upon, him/her under this Ordinance. As used in this Ordinance, "City Planner" shall include any authorized representative(s).
- B. **General Administrative Provisions:** The following general administrative provisions shall apply:
1. **Appeals:** Any person aggrieved by a decision of the Plan Commission may present a duly verified petition to a Putnam County court of jurisdiction which asserts that the aggrieving decision is illegal and specifies the grounds for the illegality. The petition shall be submitted to the court within 30 days of the decision which is being appealed.
 2. **Inspection of Improvements:** The subdivider shall notify the City Engineer 72 hours prior to the planned installation of improvements within the development. The City Engineer will notify any other appropriate City departments which shall have the responsibility for inspecting and testing streets, curbs, sub-bases, pavement depth and quality, sidewalks, sewer lines, water lines, utilities, drainage improvements, and any other site improvements to verify that they conform to the regulations of this Ordinance, and all other applicable, adopted construction standards of the City of Greencastle.
 3. **Further Subdivision:** Whenever a parcel of land is subdivided, and there are indications that the resulting lots and/or remaining tract will eventually be re-subdivided, the Plan Commission may require that the property allow for the future opening of streets and the eventual extension of adjacent streets and other infrastructure.
 4. **Replats:** The following provisions shall apply to the replatting of existing subdivisions:
 - a. *Plan Commission Approval:* For any change in an approved or recorded subdivision plat, if such change affects any street layout shown on such plat, creates an additional building site, reduces the size of any lot, or alters any right-of-way or easement, such change shall be reviewed by the Plan Commission by the same procedure and regulations as for a minor or major subdivision plat. The City Planner shall specify which subdivision process is to be followed for each re-plat based on the definition of major and minor subdivision and the extent of the proposed re-plat.
 - b. *Exemptions:* For any change in an approved or recorded subdivision plat, if such change results in only the combination of 2 or more lots, or the division of a lot between adjoining property owners in a manner that does not resulting the creation of an additional building

site, partial remaining tract, or lot in violation of the provisions of the Zoning Ordinance, such change shall be exempt from this Ordinance consistent with Section 1.3(G)(4).

C. **Enforcement:** The enforcement of this Ordinance shall be consistent with the following provisions:

1. **Investigation of Suspected Violations:** Suspected violations of the provisions of this Ordinance shall be investigated by the City Planner consistent with the Enforcement and Penalties provisions of the Greencastle Zoning Ordinance.
2. **Enforcement & Penalties:** The enforcement of any violations of this Ordinance shall be consistent with the provisions for enforcement and penalties established by the Greencastle Zoning Ordinance. However, in addition to remedies provided by the Zoning Ordinance, the enforcement of violations of this Ordinance may also include the following alternatives:
 - a. *Permits Withheld:* The City Planner shall reserve the right to withhold Improvement Location Permits for a lot or lots in a subdivision if the subdivider has failed to (i) comply with the procedures of this Ordinance (ii) properly install, maintain, or otherwise provide for all of the required public improvements, or (iii) conform with any requirement of this Ordinance.
 - b. *Occupancy Withheld:* A permanent Certificate of Occupancy shall not be issued for any lot until any required sidewalks and street trees are installed for that lot, or a performance bond is posted to the City of Greencastle by the petitioner (consistent with Article 5 of this Ordinance) for the installation of the sidewalk and/or trees.
 - c. *Improvements Delayed:* No public board, agency, commission, official, or other authority shall proceed with, or authorize the construction of, any public improvements required for a subdivision until the proposed subdivision has been approved in accordance with these regulations. Upon the request of the City Planner, the installation and/or authorization of improvements shall be delayed until the remedy of any violations present on the property.

Commercial & Industrial Subdivisions

Policy Statement

It is recognized by this Ordinance that the development of commercial and industrial subdivisions is required, by the nature of the marketing of such projects, to deviate from the standard procedure used for residential subdivisions.

- A. **General Provisions:** If a proposed subdivision includes land that is zoned for commercial or industrial purposes, the layout of the subdivision shall be consistent with the following provisions:
1. **Site Plan Approval:** Site Development Plan approval, as specified by the Zoning Ordinance and the subdivision approval may proceed simultaneously at the discretion of the Commission.
 2. **Additional Standards:** In addition to the principles and standards provided by these regulations the subdivider shall demonstrate to the satisfaction of the Plan Commission that the plat proposed is specifically adapted to the uses anticipated, and takes into account other uses in the area. The following standards shall apply:
 - a. Each non-residential area or parcel shall be shown, with its intended use indicated on the plat.
 - b. Proposed lots shall be suitable in area and dimension to the type of development anticipated.
 - c. Special requirements may be imposed by the Plan Commission with respect to street, curb, and sidewalk design and construction.
 - d. Special requirements may be imposed by the Plan Commission with respect to the installation of public utilities.
 - e. Truck routes shall be established to prevent industrial traffic from encroaching into residential areas.
- B. **Review Emphasis:** In reviewing commercial and industrial subdivisions, the initial emphasis of the Commission shall be on street layout and block arrangement.
- C. **Procedure:** The subdivider shall follow the procedure for subdivisions provided in Articles 3 & 4 of this Ordinance, but in terms of lot arrangement shall only be required to show two defined lots and a block layout.
1. The subdivider may prepare Construction Plans and/or the Final Plat for only the lots identified, and shall re-plat the approved preliminary plat as additional lots become necessary.
 2. All commercial and industrial plats shall expire 10 years from the date of approval by the Plan Commission.

- A. **General Provisions:** Where the Plan Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations, or the purposes and intent of these regulations may be served to a greater extent by an alternative proposal, it may grant waivers of the regulations set forth in this Ordinance so that substantial justice may be done and the public interest served. No waiver shall be granted in relief of mere inconveniences or financial disadvantages of the subdivider.
- B. **Decision Criteria:** The Plan Commission shall not approve any waivers of the subdivision regulations unless it makes written findings based upon the evidence presented to it in each specific case, indicating that:
1. **Public Welfare:** The granting of the waiver will not be detrimental to the public safety, health, or welfare;
 2. **Adjacent Property:** The granting of the waiver will not be injurious to the reasonable use and development of other property;
 3. **Unique Conditions:** The conditions upon which the request for the waiver is based are unique to the property for which it is sought and are not applicable generally to other property;
 4. **Physical Conditions:** Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved a hardship to the owner would result if the strict letter of these regulations were carried out; and
 5. **Comprehensive Plan:** The waiver will not contradict the intent of the City of Greencastle Zoning Ordinance or Comprehensive Plan.
- C. **Public Facility Waiver:** Where the waiver impacts the design, construction, or maintenance of required public improvements, it shall not be granted unless the appropriate public agency has reviewed the proposed development and indicated approval, in writing, to the Plan Commission.
- D. **Conflict of Authority:** No waiver of these Subdivision Regulations shall conflict with the powers and duties of the Board of Zoning Appeals. The Board of Zoning Appeals does not have the authority to hear or grant requests for waivers to the regulations of this Ordinance. The Plan Commission does not have the authority to grant variances of the Zoning Ordinance.
- E. **Procedure:** The procedure for review of waiver requests is as follows:
1. **Waiver Requests:** At the time of filing a subdivision request consistent with this Ordinance, the petitioner must submit a detailed written statement documenting all waivers requested as part of the petition and reasons for the waiver request(s) consistent with the decision criteria outlined above. The waiver requests may be modified and added to by the petitioner at any time prior to public notice of the subdivision request being provided.
 2. **Limitations:** Only those standards specifically described in the public notice may be reviewed by the Plan Commission.

Waivers of Subdivision Regulations

3. Conditions: Waivers may only be granted in a public hearing, and shall generally be considered at the time the Preliminary Plat (for major subdivision) or Sketch Plan (for minor subdivisions) for the proposed subdivision is reviewed by the Commission. The Commission may make reasonable conditions an element of any waiver approval.
4. Recording: The Plan Commission action taken on all waiver requests and the reasons for all approvals shall be recorded in the minutes of the Plan Commission. Any conditions imposed by the Commission as part of the waiver approval shall be included in writing on the recorded plat of the subdivision.

- A. **Authority & Approvals:** The authority of the Technical Review Committee and appeals of its decisions shall be as follows:
1. **Review Authority:** The Technical Review Committee shall have the authority to review **major subdivision Preliminary Plats** and **minor subdivision Final Plats**, forwarding comments to the Greencastle Plan Commission.
 2. **Approval Authority:** The Technical Review Committee, as the staff of the Plan Commission, shall have the authority to approve **Subdivision Construction Plans and Final Plats**.
 3. **Appeal Rights:** All decisions of the Technical Review Committee may be appealed to the Plan Commission following the procedure outlined in Section 2.4(F) of this Chapter.
- B. **Committee Structure:** The City Planner shall coordinate the functions of the Technical Review Committee. He/she shall distribute all appropriate materials and keep all necessary files and meeting records. The organization of the Technical Review Committee shall be as described below:
1. **Membership:** The Technical Review Committee shall, at a minimum, consist of the following members:
 - a. the City Planner;
 - b. the City Engineer;
 - c. the Park Director or his/her designee;
 - d. the Police Chief or his/her designee;
 - e. the Fire Chief or his/her designee;
 - f. the Street Commissioner;
 - g. the Water Works Superintendent;
 - h. the Waste Water Superintendent;
 - i. the Plan Commission attorney;
 - j. no more than 5 members of the Plan Commission total (including the City Engineer and 4 others appointed by the Plan Commission);
 - k. a member of the staff of the Putnam County Health Department;
 - l. a representative of each of the local gas, sewer, cable television, electricity, and telephone utilities; and
 - m. any others deemed necessary by the City Planner (such as representatives of the Soil and Water Conservation District, Health Department, People Pathways, Putnam County Airport, and County Extension Office).
 2. **Attendance:** Members of the Committee shall either be present at the time of the scheduled Committee meeting or submit written comments regarding each specific petition to the City Planner prior to the appropriate meeting.
 - a. Each committee member shall only comment on the aspects of each petition that directly relate to their area of expertise regarding the applicable adopted standards of the City of Greencastle.
 - b. **If no comments are received from any member of the Committee it shall indicate that, individually, they have no objection to any aspect of the petition.**

Intent:

The Greencastle Technical Review Committee (also known and referred to in this Article as the "TRC" and the "Committee") is hereby formed for the purpose of providing technical review of certain types of petitions and applications. The intent of the Technical Review Committee is to provide efficiency in the work load of the Plan Commission, as well as applicants, by establishing a body to make determinations regarding petitions for which the only criteria is consistency with the applicable adopted standards of the City of Greencastle. Further, the TRC shall provide for efficiency in the approval process of petitions determined by the Plan Commission by providing an initial examination and report based on all applicable adopted requirements of the City. All approval processes and actions of the Technical Review Committee shall be consistent with the requirements of Indiana Law.

2.4 Technical Review Committee (cont.)

Technical Review
Committee

3. **Duties of the City Planner:** The City Planner shall oversee the operation of the Technical Review Committee and shall make the final determination regarding any specific aspect of a petition on which members of the Technical Review Committee disagree.
 - a. In cases of disagreement and at his/her discretion, the City Planner may forward any petition before the Technical Review Committee to the Plan Commission for a determination on the request.
 - b. The City Planner shall determine the action to be taken on each petition by the Committee based on the comments of the Committee members.
 4. **Tabled Petitions:** All petitions which are tabled for further review shall be placed on the agenda for the next appropriate Committee meeting.
 - a. Prior to that meeting the petitioner shall address the comments of the Committee, making appropriate modifications to the application materials.
 - b. The petitioner shall provide appropriate copies of the revised materials prior to the next Committee meeting.
 - c. The petitioner may withdraw any petition following the review of the Technical Review Committee by submitting a notice of such withdrawal in writing to the City Planner. Any petitions which are withdrawn and are subsequently re-filed shall be considered a new petition, and shall be subject to all applicable requirements for new petitions established by this Ordinance.
- C. **Attendance Required:** The petitioner and/or any representative of the petitioner shall be required to attend all Technical Review Committee meetings at which their petition is to be reviewed. If either the petitioner or their representative is not present, the petition shall automatically be tabled and placed on the agenda for the next appropriate TRC meeting.
- D. **Meeting Record:** The City Planner shall make written documentation of the comments and findings of the Technical Review Committee for each petition and make those findings available to the petitioner within 5 business days of the Committee's review. The written documentation shall consist of the following:
1. **Action Taken:** a letter to the petitioner stating the action taken by the Committee, and
 2. **Outstanding Comments:** a list of any outstanding comments made by the members of the TRC, including references to appropriate sections of adopted, applicable requirements of the City of Greencastle, the State of Indiana, and/or the Federal government.
- E. **Decision Criteria:** In all cases, the Technical Review Committee shall only consider the applicable adopted requirements of this Ordinance, the Greencastle Zoning Ordinance, any adopted Greencastle construction standards, and any other adopted and applicable standards of the City of Greencastle, the State of Indiana, and/or the Federal government.

1. **Mandatory Approval:** In all cases in which the TRC has approval authority and a petition conforms to the applicable standards, that petition shall be approved.
 2. **Committee Member Comments:** In no case shall any petitioner be required to make any modifications to any petition based solely on the opinions or other undocumented standards of any member of the Committee. This shall not be interpreted as preventing the City Engineer from establishing requirements for individual petitions based on professional norms in the instances where such requirements are authorized by this Ordinance.
- F. **Appeals:** Any applicant or interested party may appeal the decision of the Technical Review Committee to the Plan Commission.
1. **Relief from Specific Requirements:** Applicants seeking relief from specific development standards or other requirements of the Zoning Ordinance which are unrelated to the Committee's interpretation of the applicable requirements shall be required to obtain variance approval from the Board of Zoning Appeals. Applicants seeking relief of specific standards of this Ordinance shall be required to obtain waivers of each specific requirement from the Plan Commission consistent with Chapter 2.3 of this Article.
 2. **Appeal Procedure:** All appeals of determinations of the TRC shall meet the following requirements:
 - a. The appealing party shall be required to provide the City Planner with written notice of the appeal within 30 days of the date of the Committee decision.
 - b. The City Planner shall place the appeal on the agenda for the next appropriate Plan Commission meeting.
 - c. Public notice for the meeting shall be required, consistent with the provisions Chapter 2.5 of this Ordinance.
 - d. The Plan Commission shall consider the provisions of this Ordinance and all other documented, applicable standards in deciding the appeal.
- G. **Consistency:** In all cases, the application materials, including any drawings which are presented to the Plan Commission or Board of Public Works & Safety, or provided to the City Planner with an Improvement Location Permit application following TRC review, shall be completely consistent with those which were presented to the TRC (with the exception of any corrections or revisions requested by the Committee). Any petition which is inconsistent with the approval of the Technical Review Committee shall be referred back to the TRC for review and comment.

*See Also: Chapter 2.3,
Waivers of Subdivision
Regulations*

*See Also: Chapter 2.5,
Notice of Public Hearing*

2.5 Notice of Public Hearing

Notice of Public Hearing

*See Also: Indiana Code
5-3-1*

- A. **Legal Notice:** For all public hearings the City Planner shall prepare a legal notice consistent with the requirements of IC 5-3-1 for publication in the *Greencastle, Indiana Banner-Graphic* newspaper. The legal notice shall appear in the newspaper no less than 1 time at least 10 days prior to the date of the public hearing. Legal notices shall include each of the following:
1. **Property Location:** The general location of the subject property, including its common address and a legal description of the land which is included;
 2. **Available Plans:** That the project plans are available for examination at the office of the Greencastle Plan Commission;
 3. **Hearing Information:** That a public hearing will be held giving the date, place, and hour of the hearing; and
 4. **Written Comments:** That written comments on the petition will be accepted prior to the public hearing and may be submitted to the City Planner.
- B. **Notice to Interested Parties:** The petitioner shall prepare and distribute written notice of the petition to all **property owners** within 2 ownerships or 250 feet of the boundaries of the subject property, whichever is greater. In no instances shall streets, streams, or other features be considered boundaries for notification.
1. **Notice Information:** The notice shall contain the same information as the legal notice which is published in the newspaper as outlined in Section 2.5(A) above.
 2. **Responsibility:** The distribution and cost of the notice shall be the responsibility of the petitioner.
 3. **Ownership Information:** The petitioner shall obtain the names and mailing addresses of those to be notified from the Plat Book contained in the Putnam County Plat Office. The names and addresses of these property owners shall be submitted to the City Planner at the time the petition is filed.
 4. **Notification Requirements:** The notices shall be sent to each property owner at least 1 time, and must be postmarked a minimum of 10 days before the date of the public hearing. The mailing shall be via a Certificate of Mailing through the United States Postal Service. No other form of mailing shall be accepted
 5. **Notification Certification:** A copy of the materials provided to each property owner, the completed Certificate of Mailing, and a signed and notarized Affidavit of Notice certifying the correctness of the mailing list shall be provided to the City Planner by the petitioner a minimum of 3 business days prior to the date of the public hearing.

Article 3

Minor Subdivisions

3

3.1 Application & Review Process Summary

Application & Review Process Summary

The following is a brief overview of the Minor Subdivision process. The complete details of the Minor Subdivision process are provided throughout this Article. Please note the process diagram provided on page 3-3.

A. Part 1 - Sketch Plan Review:

1. Sketch Plan Application: The petitioner submits an application for Sketch Plan Review, with the appropriate supportive materials, to the City Planner and City Engineer for review and comment. At his/her discretion, the City Planner may forward to Sketch Plan to the Technical Review Committee for review and comment.
2. Agency Coordinations: The petitioner corresponds with all applicable regulatory agencies for all other necessary approvals. These may include, but are not limited to the following:
 - a. the Putnam County Health Department;
 - b. the Putnam County Soil and Water Conservation District office;
 - c. the Putnam County Plat Office;
 - d. the Greencastle School Corporation;
 - e. the Indiana Department of Transportation;
 - f. the Indiana Department of Environmental Management;
 - g. the Indiana Department of Natural Resources; and
 - h. all applicable utility companies.
3. Sketch Plan Review: The City Planner and City Engineer (and Technical Review Committee, if applicable) review the proposed subdivision and provide comments to the petitioner.

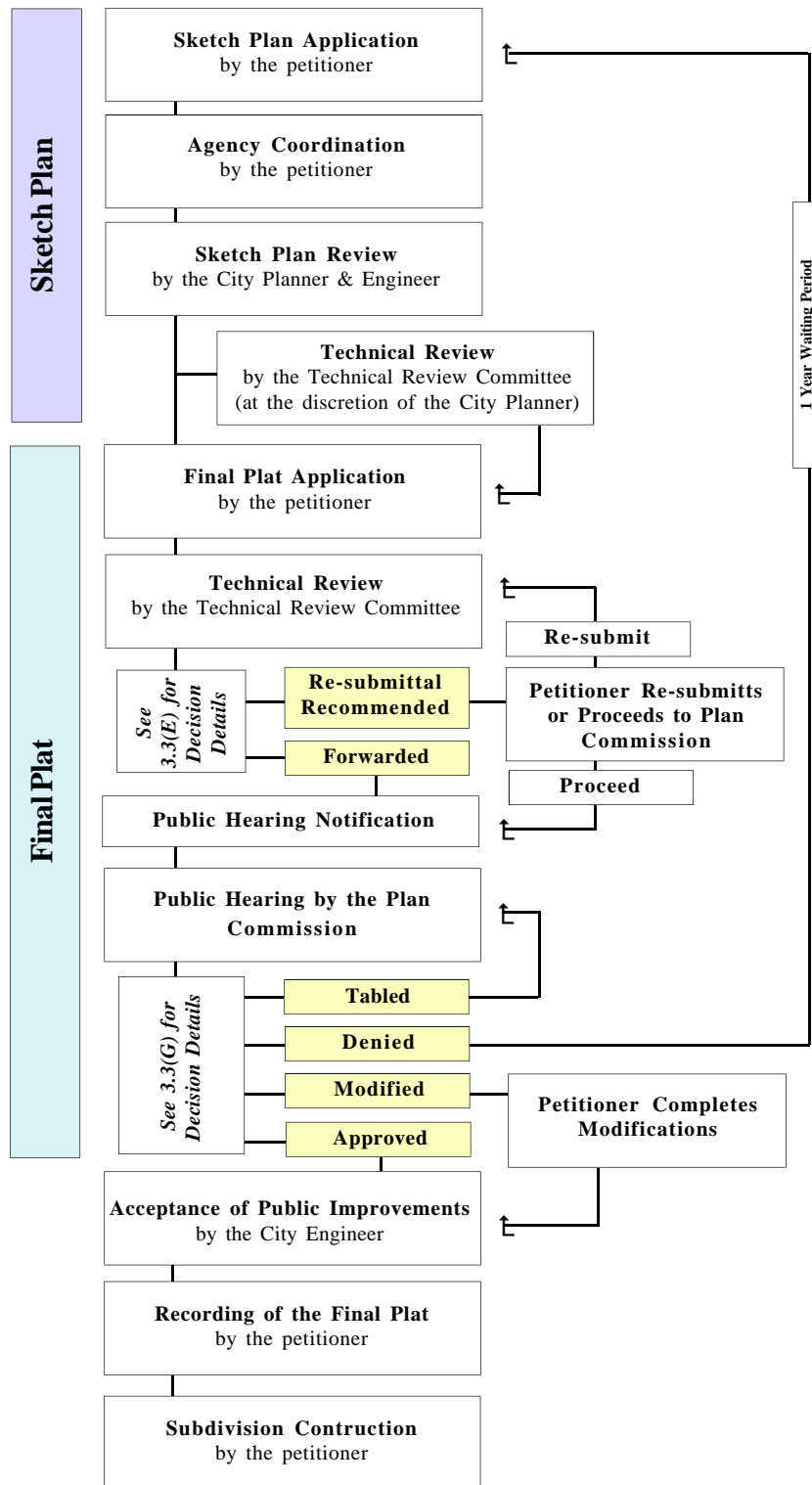
B. Part 2 - Final Plat Review:

1. Final Plat Application: The petitioner submits an application for Final Plat approval, with all appropriate supportive materials, to the City Planner for placement on the Technical Review Committee and Plan Commission agendas. This application includes a Final Plat which address the Sketch Plan comments previously provided to the petitioner.
2. Technical Review of Final Plat: The Technical Review Committee reviews the Final Plat and provides comments to the petitioner.
3. Revision of the Final Plat: The petitioner revises the proposed Final Plat, based on the comments of the Technical Review Committee, and submits revised copies of all appropriate materials to the City Planner for use by the Plan Commission at the public hearing.
4. Public Notice: The petitioner and City Planner provide public notice of the petition.
5. Plan Commission Review of Final Plat: The Plan Commission reviews the proposed Final Plat. Plan Commission approval is required prior to the Final Plat being recorded.
6. Acceptance of Public Improvements: The City Engineer signs the Final Plat, accepting any upgrades to existing public improvements.
7. Final Plat Recording: The petitioner obtains any other required signatures and records the Final Plat in the office of the Putnam County Recorder. The petitioner supplies one copy of the recorded plat to the City Planner for the records of the Plan Commission.

3.1 Application & Review Process Summary (cont.)

Application & Review Process Summary

Minor Subdivision Process Diagram



3.2 Sketch Plan

Sketch Plan

- A. **Application Requirements:** In order to begin the subdivision process the applicant shall file an application for Sketch Plan Review with the City Planner. This application shall:
1. Application Form: Be made on forms available at the Plan Commission office, be typed or completed in ink and, be signed by the owner and subdivider;
 2. Document Copies: Be accompanied by the required copies of a Sketch Plan, Vicinity Map, and Contiguous Holdings Map (if necessary) which meet the requirements provided by Section 3.2(B) below; and
 3. Fee: Be accompanied by a fee in the amount established by the City's adopted fee schedule.
- B. **Sketch Plan Documents:** Sketch Plans application materials shall be prepared in pen, pencil, or electronic media; shall make use of sheets not exceeding 24 inches by 36 inches; and shall include the following:
1. Sketch Plan: The Sketch Plan shall be at a scale of not more than 200 feet to 1 inch and shall include the following:
 - a. *Property Name:*
 - i. The name of the subdivision (if the subject property is within an existing subdivision); *or*
 - ii. A proposed name (if the property is not within a previously platted subdivision). The proposed name shall not duplicate the name of any subdivision in Putnam County that has been previously recorded, or for which approval is still in effect; *or*
 - iii. The common name of the property if no subdivision name has been chosen (the name by which the property is locally known).
 - b. *Property Description:*
 - i. A written description of the location of the property, including both street address and legal description. The legal description shall state the total area of the subdivision, in acres.
 - ii. The size of all existing properties included in the proposed subdivision, in acres. If any properties to be included in the subdivision are less than 1 acre, they shall also be described in terms of square footage.
 - c. *Property Ownership:*
 - i. The name, address, e-mail address, and telephone number of the legal property owner and the developer of the property or his/her agent. The ownership information shall include the citation of the last instrument conveying titles to each property involved in the proposed subdivision, giving grantee, date, and book and page or instrument number reference.
 - ii. An indication of any existing covenants, rights-of-way, and/or easements affecting the property.
 - iii. The name, address, e-mail address, and telephone number of any professional person(s) responsible for the Sketch Plan application materials.
 - d. *Subdivision Description:*
 - i. The location of property lines and any existing structures, streets, easements, and rights-of-way within or immediately adjacent to the property.

- ii. The location and sizes of existing sewers, water mains, storm drains, gas or oil transmission lines, and any other known underground structures within or immediately adjacent to the property.
 - iii. A description of the topography of the property, including streams, suspected wetlands (based on the National Wetlands Inventory), wooded areas, and floodplains. The topographic details may be based on USGS data, a field survey, and/or other suitable data sources (as determined by the City Engineer).
 - iv. The current zoning of the property.
 - v. The general layout of proposed streets, including sidewalks and any other pedestrian pathways.
 - vi. Preliminary proposals for connection with existing water and sanitary sewage systems.
 - vii. General provisions for collecting and discharging surface storm water.
 - viii. A general description of the size, dimensions, and number of lots to be created in the subdivision.
 - ix. The approximate location, dimension, and area of any parcels of land proposed to be set aside for common area in the proposed subdivision, or for parks, schools, natural areas, or other purposes.
 - x. The location of any temporary stakes to enable the City Planner and City Engineer to find features of the Sketch Plan by visiting the property (if any).
 2. **Vicinity Map:** A vicinity map, drawn at a convenient scale, showing streets and the general development of the area within 600 feet of the proposed subdivision.
 3. **Contiguous Holdings Map:** Whenever the Sketch Plan covers only a part of an applicant's contiguous property holdings, the applicant shall also submit a map of all contiguous holdings, drawn at a convenient scale. The map shall include a sketch of the proposed subdivision area, with its proposed street and drainage system, an indication of the likely future street and drainage system serving the remaining portion of the property, and the following information:
 - a. *Conveyance:* The dates the respective properties were acquired, together with the book and page or instrument number of each conveyance to the present owner as recorded in the Putnam County Recorder's office.
 - b. *Ownership Details:* The name of the legal owner of the property, any contract owner of the property, any optionee of the property, and the date on which any contract of sale was executed. If any corporations are involved, the City Planner may request a complete list of all directors and officers, and a listing of stockholders if less than 10 in number.
- C. **Processing Standards:** No application shall be processed, and no docket number shall be assigned, until the application is filled out correctly, and all applicable attachments, including the required fees, are presented to the City Planner.

3.2 Sketch Plan (cont.)

Sketch Plan

- D. **City Planner/City Engineer Review:** The City Planner and City Engineer shall review the application for Sketch Plan Review and all supportive information. The City Planner shall advise the applicant (1) if the requested subdivision would qualify as an exempt or major subdivision, (2) to contact any other official or agencies which must approve certain aspects of the subdivision, and (3) of the review procedure and standards which shall apply to the subdivision. If the proposed subdivision is exempt, or qualifies as a major subdivision, the appropriate provisions of this Ordinance shall be applied to any future reviews and approvals.
1. **Comments:** The City Planner and City Engineer shall provide comments to the petitioner within 10 business days of the date of application.
 2. **Review Criteria:** In reviewing the Sketch Plan application, the City Planner and City Engineer shall give particular attention to the arrangement and location of streets, their relation to the topography of the land, sewage disposal, drainage, general lot arrangement, the further development of adjoining lands which have not yet been subdivided, and the Greencastle Zoning Ordinance.
 3. **Technical Review:** The City Planner may forward the Sketch Plan to the Technical Review Committee for review and comment at his/her discretion and based on the comments of the City Engineer. If the Sketch Plan is forwarded to the TRC, it shall be placed on the agenda for the next TRC meeting, based on the adopted calendar of meeting and filing dates. The petitioner shall be responsible for providing copies of the Sketch Plan and other materials necessary for Committee review.
- E. **Expiration of Approval:** The petitioner shall file an application for Final Plat review with the City Planner within 1 year of the date of Sketch Plan review. If a Final Plat review application consistent with the requirements of this Article is not made in that time period the Sketch Plan review shall expire. To proceed with the subdivision approval process, the petitioner shall be required to repeat the Sketch Plan review, including the submittal of all required materials and the payment of the necessary application fees.

- A. **Application Requirements:** The applicant shall file an application for Final Plat review with the City Planner. A Final Plat shall be filed for all lots included in the Sketch Plan. This application shall:
1. **Application Form:** Be made on forms available at the Plan Commission office, be completed in ink or typed, be signed by the owner and developer, and be notarized;
 2. **Final Plat Copies:** Be accompanied by the required copies each of the Final Plat meeting the requirements provided by Section 3.3(B) below;
 3. **Electronic Data:** Be accompanied by a computer disk containing an electronic version of the Final Plat (if available).
 4. **Fee:** Be accompanied by a fee in the amount established by the adopted fee schedule.
- B. **Final Plat Documents:** All Final Plats shall substantially comply with the Sketch Plan for the subdivision. The Final Plat shall be prepared by a land surveyor or engineer registered in the State of Indiana, shall be shown at a scale of not more than 100 feet to 1 inch, shall be drawn on reproducible mylar, and shall include the following information on a sheet meeting the size and clarity requirements of the Putnam County Recorder:
1. **Property Name:** The name of subdivision followed by the words "Final Plat" (the name shall not duplicate the name of any subdivision in Putnam County that has been previously recorded, or for which approval is still in effect).
 2. **Property Description:**
 - a. **Legal Description:** An accurate metes and bounds description of the property boundary.
 - b. **Boundary Lines:** An accurate property boundary line expressed in feet and hundredths of a foot, with dimensions and angles, and the bearings of all lines to a minimum of 1/2 minute.
 - c. **Benchmark:** Accurate distances and directions to the nearest official monument, including reference corners.
 3. **Property Ownership:**
 - a. **Owner/Developer:** The name, address, and telephone number of the legal property owner and the developer of the property or his/her agent. The ownership information shall include the citation of the last instrument conveying titles to each parcel of property involved in the proposed subdivision, giving grantee, date, and book and page or instrument number reference.
 - b. **Covenants & Easements:** An indication of any pre-existing covenants, rights-of-way, or easements affecting the property.
 - c. **Professionals Involved:** The name, address, and telephone number of the professional land surveyor or engineer responsible for the Final Plat.
 4. **Subdivision Description:**
 - a. **Legend & Notes:** A complete legend and notes, including north arrow, graphic scale, and date.

3.3 Final Plat (cont.)

Final Plat

- b. *Existing Features:* Accurate locations of all pre-existing easements, rights-of-way, and other pertinent features on the property and/or intersecting the boundaries of the tract; including a description of their future use or abandonment.
- c. *Public Ways:* The location, width, and other dimensions of the rights-of-way and easements for all streets, alleys, and pedestrian pathways. Street rights-of-way shall include street names, setback and/or built-to lines.
- d. *Lots:* The location, dimensions, area (expressed in feet and hundredths of a foot), and the bearing of all lines to 1/2 minute for every lot and/or block created by the subdivision, including any remaining tract. All lots shall be consecutively numbered and all blocks shall be lettered in alphabetical order, consistent with the Preliminary Plat.
- e. *Easements:* Accurate locations, widths, and other dimensions of all easements, including a description of their use.
- f. *Monuments:* The location, type, material, and size of all monuments and markers included in the subdivision.
- g. *Set-Aside Areas:* Accurate locations and dimensions for any property to be dedicated or reserved for public, semi-public, or community use, including common areas and linear open space surrounding pedestrian pathways.
- h. *Setbacks:* All building lines and setback locations and dimensions throughout the subdivision.
- i. *Covenants & Restrictions:* The text of, or references to, any restrictions which will run with the land and become covenants in the deeds for lots.
- j. *Explanations:* An explanation of all easements and reservations.
- k. *References:* Sufficient data acceptable to the City Engineer to readily determine the location, bearing, and length of all lines for the reproduction of such lines on the property.
- l. *Endorsement:* A statement signed and dated by the property owner(s) endorsing the Final Plat.
- m. *Land Surveyor Certification:* Certification by a registered land surveyor.
- n. *Plan Commission Approval Statement:* A form indicating the approval of the Final Plat and providing a place for the signature of the Plan Commission President and Secretary and the dates of Preliminary Plat approval and Final Plat review by the Technical Review Committee.
- o. *Other Endorsements & Signatures:* Forms providing the necessary statements, signatures, and dates for the recording of the Final Plat in the Putnam County Recorder's Office.

- C. **Processing Standards:** No application shall be processed, and no docket number shall be assigned, until the application is filled out correctly and all applicable attachments, including the required fees, are presented to the City Planner.
- D. **Meeting Dates Established:** In accordance with IC 36-7-4-705, the City Planner shall announce the date of a hearing before the Plan Commission within 30 days after receipt of a final and complete application. The dates of all hearings regarding the application shall be based on the adopted calendar of meeting and filing dates and the date on which the application for Sketch Plan review is filed with the City Planner.
- E. **Technical Review Committee:** The City Planner shall place the application for Final Plat review on the agenda for the applicable meeting of the Greencastle Technical Review Committee.
1. **Review Criteria:** In reviewing the application, the Technical Review Committee shall consider the provisions of this Ordinance, the Zoning Ordinance, and other applicable adopted requirements.
 2. **Possible Action:** The Committee shall make comments regarding the application. Based on those comments, the City Planner shall either forward the application to the Plan Commission or recommend further review.
 - a. **Forward to Plan Commission:** The City Planner shall forward the application for Final Plat approval to the Plan Commission if addressing the Committee comments will not require the applicant to significantly alter the proposed subdivision features. The applicant shall revise the Final Plat consistent with the comments received from the Committee and supply revised application materials to the City Planner in preparation for the Plan Commission hearing.
 - b. **Recommend Re-submittal:** The City Planner may recommend further review of the application for Final Plat approval if addressing the Committee comments will require significant alterations in the proposed subdivision features. If the applicant agrees to further review, the application shall be placed on the agenda for the next Technical Review Committee meeting. The applicant shall revise the Sketch Plan consistent with the comments received from the Committee and supply revised application materials to the City Planner in preparation for further review by the Technical Review Committee or for the Plan Commission hearing.
 - i. No additional fees shall be required for the re-submittal, however the City Planner shall announce an updated Plan Commission hearing date.
 - ii. There shall be no limit to the number of times the City Planner may recommend the re-submittal of any petition.
- F. **Notice of Public Hearing:** Notice of Public Hearing shall be given in accordance with the requirements of Chapter 2.5 of this Ordinance prior to the Plan Commission meeting when the proposed Final Plat is to be heard.

*See Also: Indiana Code
36-7-4-705*

*See Also: Chapter 2.5, Notice
of Public Hearing*

3.3 Final Plat (cont.)

Final Plat

- G. Plan Commission Hearing:** The Plan Commission shall hold a public hearing on the petition, considering the Final Plat application materials, the report of the Technical Review Committee prepared by the City Planner, and testimony from the petitioner and any interested parties.
1. **Possible Action:** At the public hearing, the Plan Commission shall approve, approve with conditions, table, or deny the Final Plat.
 - a. *Approve:* The Plan Commission shall approve the Final Plat if it is found to be completely consistent with the decision criteria listed in Section 3.3(G)(2) below.
 - b. *Approve with Conditions:* The Plan Commission shall approve the Final Plat with conditions if it is generally consistent with the decision criteria, but specific minor modifications are required to meet all of the applicable requirements.
 - c. *Table:* The Plan Commission may table the Final Plat at its discretion, or based on a request from the petitioner, the City Planner, or any interested parties.
 - d. *Deny:* The Plan Commission shall deny the Final Plat if it is found to be inconsistent with the decision criteria and requires modifications that would result in significant changes to the characteristics of the subdivision.
 2. **Decision Criteria:** In reviewing applications for Minor Plat Final Plat approval, the Plan Commission shall consider the following criteria.
 - a. *Subdivision Control Ordinance Requirements:* The consistency of the proposed Final Plat with the requirements of this Ordinance;
 - c. *Zoning Ordinance Requirements:* The consistency of the proposed Final Plat with the standards of the zoning district in which it is located; and
 - d. *Other Requirements:* The consistency of the proposed Final Plat with any other applicable adopted standards of the City.
 3. **Documentation of Findings:** The Plan Commission shall make written findings documenting its decision. These written findings shall be signed by the Plan Commission President and Secretary. The City Planner shall provide the petitioner with a signed copy of the written findings of the Commission, which indicate the date of the Commission's decision, within 10 business days of the date of the decision. The City Planner shall maintain 1 file copy of the proposed Final Plat, all application materials, and the signed, dated findings letter.
 4. **Plan Commission Endorsement:** The approval of the Final Plat by the Plan Commission shall be certified by the President and Secretary who shall affix their signatures to the Final Plat original and all other related documents which also may require their signatures.
 - a. *Denial:* If the Plan Commission denies the Final Plat, the applicant shall be required to reapply for Final Plat approval. Reapplication shall be through the process for original applications described in this Chapter.

- b. *Expiration:* Approval of the Final Plat shall be effective for a maximum of 3 months from the date of approval unless it is recorded as required by this Ordinance. Extensions of time may be approved by the Commission, upon the request of the petitioner.

H. **Acceptance of Public Improvements:** Following the signing of the Final Plat by the Plan Commission President and Secretary, the City Planner shall forward the Final Plat review to the City Engineer for the acceptance of any upgrades to existing public improvements. (Note: no surety shall be required for incomplete upgrades, such as street trees and/or sidewalks, however a note indicating their requirement shall be included on the Final Plat, and no permanent Certificate of Occupancy shall be issued for any lot until all public improvements are complete and deemed acceptable by the City Engineer.)

1. Review Materials: The City Engineer shall review the application materials and the Technical Review Committee report prepared by the City Planner.
2. Approval: If the public improvement upgrades are deemed to be acceptable, the City Engineer shall sign the Final Plat.

3.4 Final Plat Recording

Final Plat Recording

- A. **Responsibility:** It shall be the responsibility of the petitioner to file the approved and signed Final Plat with the Putnam County Recorder within 30 days of the date of signature by the City Engineer. Simultaneously with the filing of the Final Plat, the petitioner shall record any agreements of dedication and any covenants, together with any other legal documents which are required to be recorded by the Plan Commission or other applicable government agency. The filing and recording of a plat is without legal effect unless signed by the Plan Commission's President and Secretary and the City Engineer.
- B. **Final Copy Provided:** The applicant shall be required to submit a mylar copy of the recorded Final Plat to the City Planner for the records of the Plan Commission. No Improvement Location Permits shall be issued for any lot in the subdivision until this copy of the Final Plat is provided.

3.5 Permit & Occupancy Restrictions

Permit & Occupancy
Restrictions

- A. **Permit Restrictions:** No Improvement Location Permit shall be issued by the City Planner for any structure on any subdivision lot prior to the receipt of a copy of the recorded Final Plat for the records of the Plan Commission.

- B. **Occupancy Restrictions:** No permanent Certificate of Occupancy shall be issued for any structure until all required improvements have been completed for the lot which the structure occupies. In no instance shall this provision be interpreted as preventing the issuance of a temporary Certificate of Occupancy allowing the use of structures prior to the installation of street trees and/or sidewalks.

Article 4

Major Subdivisions



4.1 Application & Review Process Summary

Application & Review Process Summary

The following is a brief overview of the Major Subdivision process. The complete details of the Major Subdivision process are provided throughout this Article. Please note the process diagram provided on page 4-3.

A. Part 1 - Sketch Plan Review:

1. Sketch Plan Application: The petitioner submits an application for Sketch Plan Review, with the appropriate supportive materials, for the review of the City Planner and City Engineer.
2. Administrative Review of Sketch Plan: The City Planner and City Engineer review the Sketch Plan and provide comments to the petitioner.

B. Part 2 - Preliminary Plat Review:

1. Preliminary Plat Application: The petitioner submits an application for Preliminary Plat review, with the appropriate supportive materials, to the City Planner for placement on the Technical Review Committee and Plan Commission agendas.
2. Agency Coordinations: The petitioner corresponds with all applicable regulatory agencies for all other necessary approvals. These may include, but are not limited to the following:
 - a. the Putnam County Health Department;
 - b. the Putnam County Soil and Water Conservation District office;
 - c. the Putnam County Plat Office;
 - d. the Greencastle School Corporation;
 - e. the Indiana Department of Transportation;
 - f. the Indiana Department of Environmental Management;
 - g. the Indiana Department of Natural Resources; and
 - h. all applicable utility companies.
3. Technical Review of Preliminary Plat: The Technical Review Committee reviews the proposed subdivision and provides comments to the petitioner.
4. Revision of Preliminary Plat: The petitioner revises the proposed Preliminary Plat, based on the comments of the Technical Review Committee, and submits revised copies of all appropriate materials to the City Planner for use at the Plan Commission hearing.
5. Public Notice: The petitioner and City Planner provide public notice of the petition.
6. Plan Commission Review of Preliminary Plat: The Plan Commission reviews the proposed subdivision. The petitioner is required to obtain Plan Commission approval of the Preliminary Plat prior to the submittal of Construction Plans.

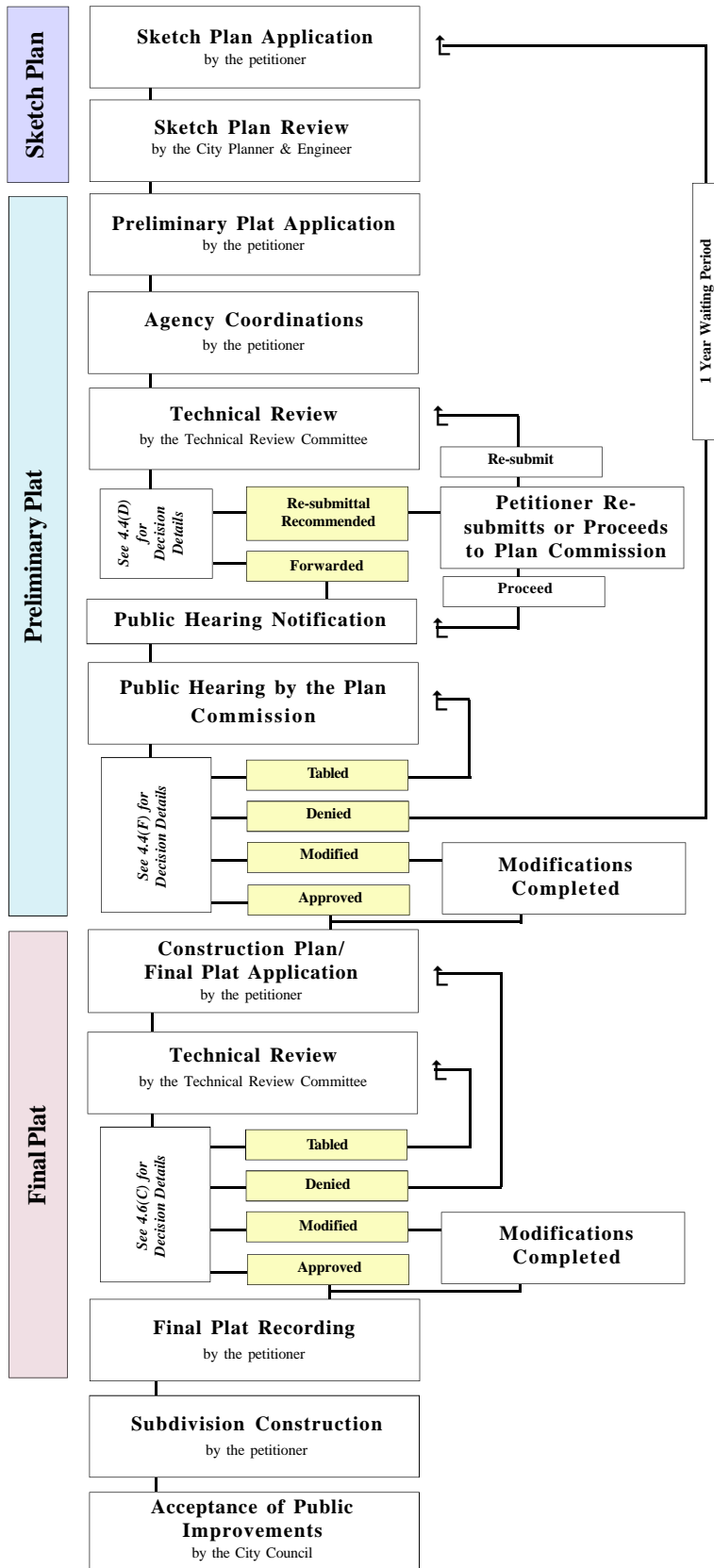
C. Part 3 - Construction Plan & Final Plat Review:

1. Construction Plan Application: The petitioner submits an application for Construction Plan & Final Plat Approval, with the appropriate supportive materials, to the City Planner for placement on the Technical Review Committee agenda.

4.1 Application & Review Process Summary (cont.)

Application & Review Process Summary

Major Subdivision Process Diagram



4.1 Application & Review Process Summary (cont.)Application & Review
Process Summary

2. Technical Review of Construction Plans & Final Plat: The Technical Review Committee reviews the proposed Construction Plans & Final Plat and provides comments to the petitioner.
 - a. The petitioner is required to obtain Technical Review Committee approval of the Construction Plans & Final Plat (and post all necessary surety) prior to the recording of the Final Plat and the start of construction.
 - b. The Final Plat, if approved, is certified by the President and Secretary of the Plan Commission.
3. Final Plat Recording: The petitioner obtains any other required signatures and records the Final Plat in the office of the Putnam County Recorder. The petitioner supplies 1 copy of the recorded plat to the City Planner for the records of the Plan Commission.

D. Part 4 - Completion & Acceptance of Improvements:

1. Subdivision Construction: The petitioner constructs the subdivision, coordinating the appropriate inspections with the City Engineer and other appropriate City officials and agencies.
2. Acceptance of Public Improvements: The City Engineer considers the acceptance of the public improvements and, if appropriate, certifies the improvements and forwards the matter to the City Council for the adoption of a resolution accepting the improvements. Maintenance bonds for the public improvement are provided by the subdivider at the time the improvements are accepted by the City Council.

- A. **Application Requirements:** In order to begin the subdivision process the applicant shall file an application for Sketch Plan review with the City Planner. This application shall:
1. **Application Form:** Be made on forms available at the Plan Commission office, be completed in ink or type, and be signed by the owner and subdivider;
 2. **Document Copies:** Be accompanied by the required copies of a Sketch Plan, Vicinity Map, and Contiguous Holdings Map (if necessary) which meet the requirements provided by Chapter 4.3 of this Article; and
 3. **Fee:** Be accompanied by a fee in the amount established by the City's adopted fee schedule.
- B. **Review Procedure:** The City Planner shall review the application for Sketch Plan Review and all supportive information and, together with the City Engineer, meet with the petitioner within 15 days of the receipt of the application. The City Planner and City Engineer shall provide the petitioner with comments regarding the proposed subdivision. The City Planner shall advise the applicant (1) if the requested subdivision would qualify as an exempt or minor subdivision, (2) to contact any other official or agencies which must approve certain aspects of the subdivision, and (3) of the review procedure and standards which shall apply to the subdivision. If the proposed subdivision is exempt, or qualifies as a minor subdivision, the appropriate provisions of this Ordinance shall be applied to any future reviews and approvals.
- C. **Review Criteria:** In reviewing the Sketch Plan application, the City Planner and City Engineer shall give particular attention to the arrangement and location of streets, their relation to the topography of the land, sewage disposal, drainage, general lot arrangement, the further development of adjoining lands which have not yet been subdivided, and the Greencastle Zoning Ordinance.
- D. **Expiration of Approval:** The petitioner shall file an application for Preliminary Plat review with the City Planner within 1 year of the date of Sketch Plan review. If a Preliminary Plat review application consistent with the requirements of this Article is not made in that time period the Sketch Plan review shall expire. To proceed with the subdivision approval process, the petitioner shall be required to repeat the Sketch Plan review, including the submittal of all required materials and the payment of the necessary application fees.

*See Also: Chapter 4.3, Sketch
Plan Documents*

4.3 Sketch Plan Documents

Sketch Plan Documents

Sketch Plans application materials shall be prepared in pen, pencil, or electronic media; shall make use of sheets not exceeding 24 inches by 36 inches; and shall include the following:

A. **Sketch Plan:** The Sketch Plan shall be at a scale of not more than 200 feet to 1 inch and shall include the following:

1. Property Name:
 - a. *Subdivision Name:* The name of the subdivision (if the subject property is within an existing subdivision); *or*
 - b. *Proposed Name:* A proposed name (if the property is not within a previously platted subdivision). The proposed name shall not duplicate the name of any subdivision in Putnam County that has been previously recorded, or for which approval is still in effect; *or*
 - c. *Common Property Name:* The common name of the property if no subdivision name has been chosen (the name by which the property is locally known).
2. Property Description:
 - a. *Location:* A written description of the location of the property, including both street address and legal description. The legal description shall state the total area of the subdivision, in acres.
 - b. *Parcels:* The size of all existing properties included in the proposed subdivision, in acres. If any properties to be included in the subdivision are less than 1 acre, they shall also be described in terms of square footage.
3. Property Ownership:
 - a. *Owner/Developer:* The name, address, e-mail address, and telephone number of the legal property owner and the developer of the property or his/her agent. The ownership information shall include the citation of the last instrument conveying titles to each property involved in the proposed subdivision, giving grantee, date, and book and page or instrument number reference.
 - b. *Covenants & Easements:* An indication of any existing covenants, rights-of-way, and/or easements affecting the property.
 - c. *Professionals Involved:* The name, address, e-mail address, and telephone number of any professional person(s) responsible for the Sketch Plan application materials.
4. Subdivision Description:
 - a. *Site Features:* The location of property lines and any existing structures, streets, easements, and rights-of-way within or immediately adjacent to the property.
 - b. *Utilities:* The location and sizes of existing sewers, water mains, storm drains, gas or oil transmission lines, and any other known underground structures within or immediately adjacent to the property.

- c. *Topography*: A description of the topography of the property, including streams, suspected wetlands (based on the National Wetlands Inventory), wooded areas, and floodplains. The topographic details may be based on USGS data a field survey, and/or other suitable data sources.
 - d. *Zoning*: The current zoning of the property.
 - e. *Proposed Street System*: The general layout of proposed streets, including sidewalks and any other pedestrian pathways.
 - f. *Proposed Utility Connections*: Preliminary proposals for connection with existing water and sanitary sewage systems.
 - g. *Proposed Drainage*: General provisions for collecting and discharging surface storm water.
 - h. *Proposed Lot Arrangement*: A general description of the size, dimensions, and number of lots to be created in the subdivision.
 - i. *Proposed Set-Aside Areas*: The approximate location, dimension, and area of any parcels of land proposed to be set aside for common area in the proposed subdivision, or for parks, schools, natural areas, or other purposes.
 - j. *Temporary Stakes*: The location of any temporary stakes to enable the City Planner and City Engineer to find features of the Sketch Plan by visiting the property.
- B. **Vicinity Map**: A vicinity map, drawn at a convenient scale, showing streets and the general development of the area within 600 feet of the proposed subdivision.
- C. **Contiguous Holdings Map**: Whenever the Sketch Plan covers only a part of an applicant's contiguous property holdings, the applicant shall also submit a map of all contiguous holdings, drawn at a convenient scale. The map shall include a sketch of the proposed subdivision area, with its proposed street and drainage system, an indication of the likely future street and drainage system serving the remaining portion of the property, and the following information:
- a. Conveyance: The dates the respective properties were acquired, together with the book and page or instrument number of each conveyance to the present owner as recorded in the Putnam County Recorder's office.
 - b. Ownership Details: The name of the legal owner of the property, any contract owner of the property, any optionee of the property, and the date on which any contract of sale was executed. If any corporations are involved, the City Planner may request a complete list of all directors and officers, and a listing of stockholders if less than 10 in number.

4.4 Preliminary Plat

Preliminary Plat

See Also: Chapter 4.5, Preliminary Plat Documents

- A. **Application Requirements:** The applicant shall file an application for Preliminary Plat review with the City Planner. This application shall:
1. **Application Form:** Be made on forms available at the Plan Commission office, be completed in ink or typed, and be signed by the owner and developer;
 2. **Document Copies:** Be accompanied by the required copies each of a Preliminary Plat, Vicinity Map, Contiguous Holdings Map, and Subdivision Phasing Description; and 2 copies each of the Subdivision Covenants, Drainage Plan & Report, and Engineering Capacity Report - all of which meet the requirements provided by Chapter 4.5 of this Article;
 3. **Fee:** Be accompanied by a fee in the amount established by the City's adopted fee schedule; and
 4. **Coordinating Agency Comments:** Be accompanied by 1 copy of all comments received from any appropriate coordinating agencies. (At a minimum, the subdivider shall provide an affidavit indicating that a copy of the proposed Preliminary Plat has been provided to each appropriate agency).
- B. **Processing Standards:** No application shall be processed, and no docket number shall be assigned, until the application is filled out correctly, and all applicable attachments, including the required fees, are presented to the City Planner.
- C. **Meeting Dates Established:** In accordance with IC 36-7-4-705, the City Planner shall announce the date of a hearing before the Plan Commission within 30 days after receipt of a final and complete application. The dates of the Technical Review Committee meeting and Plan Commission hearing shall be based on the adopted calendar of meeting and filing dates and on the date on which the application for Preliminary Plat review is filed with the City Planner.
- D. **Technical Review:** The City Planner shall place the application for Preliminary Plat review on the agenda for the applicable meeting of the Greencastle Technical Review Committee.
1. **Review Criteria:** In reviewing the application, the Technical Review Committee shall consider the provisions of this Ordinance, the Zoning Ordinance, and other applicable adopted requirements.
 2. **Possible Action:** The Committee shall make comments regarding the application. Based on those comments, the City Planner may either forward the application to the Plan Commission or recommend further review.
 - a. **Forward to Plan Commission:** The City Planner shall forward the application for Preliminary Plat review to the Plan Commission if addressing the Committee comments will not require the applicant to significantly alter the layout of streets, lots, utility systems, topography, or other proposed subdivision features. The applicant shall revise the Preliminary Plat consistent with the comments received from the Committee and supply revised application materials to the City Planner in preparation for the Commission hearing.

- b. *Recommend Re-submittal:* The City Planner may recommend further review of the application for Preliminary Plat review if addressing the comments will require significant alterations in the layout of streets, lots, utility systems, topography, drainage ways, or other proposed subdivision features. If the applicant agreed to further review, the application shall be placed on the agenda for the next Technical Review Committee meeting. The applicant shall revise the Preliminary Plat consistent with the comments received from the Committee and supply revised application materials to the City Planner in preparation for further review by the Technical Review Committee, or for the Plan Commission hearing.
 - i. No additional fees shall be required for the re-submittal, however the City Planner shall announce an updated Plan Commission hearing date.
 - ii. There shall be no limit to the number of times the City Planner may recommend the re-submittal of any petition.
- E. **Notice of Public Hearing:** Notice of Public Hearing shall be given in accordance with the requirements of Chapter 2.5 of this Ordinance prior to the Plan Commission meeting when the proposed Preliminary Plat is to be heard.
- F. **Plan Commission Hearing:** The Plan Commission shall hold a public hearing on the petition, considering the Preliminary Plat application materials, the report of the Technical Review Committee prepared by the City Planner, and testimony from the petitioner and any interested parties.
 - 1. **Possible Action:** At the public hearing, the Plan Commission shall approve, approve with conditions, table, or deny the Preliminary Plat.
 - a. *Approve:* The Plan Commission shall approve the Preliminary Plat if it is found to be completely consistent with the decision criteria listed in section 4.4(F)(2) below.
 - b. *Approve with Conditions:* The Plan Commission shall approve the Preliminary Plat with conditions if it is generally consistent with the decision criteria, but specific minor modifications are required to meet all of the applicable requirements.
 - c. *Table:* The Plan Commission may table the Preliminary Plat at its discretion, or based on a request from the petitioner, the City Planner, or any interested parties.
 - d. *Deny:* The Plan Commission shall deny the Preliminary Plat if it is found to be inconsistent with the decision criteria and requires modifications that would result in changes to the layout of public improvements, lots, drainage systems, or other characteristics of the subdivision.

See Also: Chapter 2.5, Notice of Public Hearing

4.4 Preliminary Plat (cont.)

Preliminary Plat

2. **Decision Criteria:** In reviewing applications for Preliminary Plat approval, the Plan Commission shall consider the following criteria.
 - a. *Subdivision Control Ordinance Requirements:* The consistency of the proposed Preliminary Plat with the requirements of this Ordinance;
 - c. *Zoning Ordinance Requirements:* The consistency of the proposed Preliminary Plat with the standards of the zoning district in which it is located; and
 - d. *Other Requirements:* The consistency of the proposed Preliminary Plat with any other adopted standards of the City of Greencastle.
 3. **Documentation of Findings:** The Plan Commission shall make written findings documenting its decision. These written findings shall be signed by the Plan Commission President and Secretary. The City Planner shall provide the petitioner with a signed copy of the written findings of the Commission, which indicate the date of the Commission's decision, within 10 business days of the date of the decision. The City Planner shall maintain 1 file copy of the proposed Preliminary Plat, all application materials, and the signed, dated findings letter.
- G. Expiration of Approval:** The approval of the Preliminary Plat shall expire 1 year from the date of the Commission's decision if the applicant has not proceeded with the development by applying to the City Planner for Construction Plan and Final Plat review.
1. **Sectionalized Preliminary Plats:** In the case of Preliminary Plats which are divided into sections for the purpose of a phased construction, the Preliminary Plat shall expire 5 years after the date of approval of the Construction Plans and Final Plat for the most recently developed section if Construction Plans and Final Plat for the subsequent section have not been approved and the installation of public improvements in that section commenced.
 2. **Extensions:** Extensions of time may be granted by the Plan Commission upon the request of the petitioner.
- H. Re-submittal Following Denial:** If the Preliminary Plat application is denied, the petitioner may not resubmit the same application for 1 year from the date of disapproval. Fees and procedures for a resubmitted Preliminary Plat application shall be the same as if it were an original submittal.
- I. Sectionalized Plats:** For the purpose of phased construction, Preliminary Plats may be divided into sections. Construction Plans and Final Plats may be developed based on these sections. In no case shall any 1 section of a residential Preliminary Plat contain less than 10% of the total number of lots approved on that plat.

Preliminary Plat application materials shall be prepared and certified by a land surveyor or engineer registered by the State of Indiana. They shall be shown on sheets not exceeding 24 inches by 36 inches in area, and shall include the following:

- A. **Preliminary Plat:** The Preliminary Plat shall generally comply with the Sketch Plan; shall be at a scale of not more than 100 feet to 1 inch; shall be prepared in pen, pencil, or electronic media; and shall include the following:
1. Property Name:
 - a. *Subdivision Name:* The name of the subdivision (if the subject property is within an existing subdivision); *or*
 - b. *Proposed Name:* A proposed name (if the property is not within a previously platted subdivision). The proposed name shall not duplicate the name of any subdivision in Putnam County which has been previously recorded or for which approval is still in effect.
 2. Property Description:
 - a. *Location & Size:* A written description of the location of the property, including both street address and a legal description. The legal description shall state the total area included in the subdivision in acres.
 - b. *Dimensioned Drawing:* A dimensioned drawing of the parcel of land which is being subdivided, including any remaining tract. The drawing shall show the subdivision boundary with benchmarks, the legal description point of beginning, and all dimensions.
 3. Property Ownership:
 - a. *Owner/Developer:* The name, address, e-mail address and telephone number of the legal property owner and the developer of the property or his/her agent. The ownership information shall include the citation of the last instrument conveying titles to each parcel of property involved in the proposed subdivision, giving grantee, date, and book and page or instrument number reference.
 - b. *Covenants & Easements:* An indication of any existing covenants, rights-of-way, or easements affecting the property.
 - c. *Professionals Involved:* The name, address, e-mail address and phone number of the professional person(s) responsible for the subdivision design, the design of the public improvements, and surveys.
 4. Subdivision Description (on 1 or more sheets):
 - a. *Legend & Notes:* A legend and notes, including a graphic scale, north arrow, and date.
 - b. *Natural Features:* The location of existing burial grounds, watercourses, floodplains, wooded areas, wetlands (certified by a professional possessing a U.S. Army Corps of Engineers Regulation 4 Jurisdictional Wetland Certification), and other natural features.
 - c. *Existing Structures:* The location(s) of any existing structure(s) on the site and a description of its future demolition or incorporation into the proposed subdivision.

4.5 Preliminary Plat Documents (cont.)

Preliminary Plat
Documents

- d. *Topography*: Topographic contours consistent with the requirements of the City Engineer, referenced to sea level and an established bench mark.
- e. *Lot Arrangement*: The location, area (indicated in square feet and acres), and dimensions of each lot. The location of monuments, and the buildable areas of each lot per applicable zoning district setback requirements and any other regulatory or natural limitations shall also be indicated.
- f. *Easements & Rights-of-Way*: All existing and proposed easements and rights-of-way, including the location, width, and purpose of each.
- g. *Street Systems*: All existing and proposed street systems on and adjoining the site of the proposed subdivision showing the proposed names, functional classifications, right-of-way widths, approximate gradients, types and widths of pavements, and any curbs, sidewalks, road-side swales, street signs, street trees, and streetlights.
- h. *Pedestrian Systems*: All proposed sidewalks and/or pedestrian pathways.
- i. *Set-Aside Areas*: Any parcels of land proposed to be dedicated or reserved for common areas, schools, parks, playgrounds, or other public, semi-public, or community purposes.
- j. *Utilities*: The location, size, slope, and invert elevation of utilities existing and proposed adjacent to and on the site, including storm and sanitary sewers; water mains (including fire hydrants); electrical, telephone, and cable television lines; and such other utilities as may be appropriate.
- k. *Sewage Treatment Needs*: A statement of the expected demand of the subdivision for capacity at the waste water treatment facility.
- l. *Landscaping*: All proposed landscaping, signage, development entrance features, screening, and attempts at preserving natural terrain and open space. (The Plan Commission, Technical Review Committee, or City Planner may request that a landscaping plan be submitted on a separate sheet).
- m. *Traffic*: The estimated traffic count increase on adjacent streets resulting from the proposed development; a description of type and condition of streets serving the subdivision site; the total number of motor vehicles expected to use or be present in the subdivision; and a description of on and off-street parking to be supplied.
- n. *Temporary Stakes*: The location of any temporary stakes to enable the City Planner and City Engineer to find and appraise features of the Preliminary Plat by visiting the property.
- o. *Approval Certificate*: A Preliminary Plat approval certificate for signing by the Plan Commission President and Secretary.

- B. **Vicinity Map:** On a separate sheet, at a convenient scale, a vicinity map must be submitted that includes the following information:
1. **Property Location:** The location of the proposed subdivision within the City, referencing surrounding streets and subdivisions.
 2. **Adjacent Property Owners:** Existing subdivisions and lots adjacent to or within 250 feet of the proposed subdivision. The owners of each of these properties shall be identified on the drawing with the date and book and page (or instrument number) of the last convenience of ownership.
 3. **Public Facilities:** Existing schools, parks, playgrounds, or other similar public facilities that will serve the proposed subdivision.
 4. **Utilities:** Location and size of all utilities adjacent to or within 200 feet of the subdivision site, including sanitary and storm sewers, gas lines, electric lines, telephone lines, water mains, fire hydrants, and cable television lines.
 5. **Thoroughfares:** All public thoroughfares/rights-of-way adjacent to or within 250 feet of the site.
 6. **Street & Pedestrian Systems:** Existing streets and rights-of-way on and adjoining the site of the proposed subdivision showing the names, functional classifications, roadway widths, approximate gradients, surface types, widths of pavement, and presence of curbs, swales, and street trees. All sidewalks and/or pedestrian pathways shall also be shown.
 7. **Zoning:** Existing zoning of the property to be subdivided and all contiguous tracts surrounding the proposed subdivision.
 8. **Boundaries:** All section and municipal corporate boundaries lying within or contiguous to the subdivision property.
- C. **Contiguous Holdings Map:** Whenever the Preliminary Plat covers only a part of an applicant's contiguous property holdings, the applicant shall also submit a map of all contiguous holdings, drawn at scale of no more than 200 feet to 1 inch. The map shall include a sketch of the proposed subdivision area, with its proposed street and drainage system, an indication of the likely future street and drainage system serving the remaining portion of the property, and the following information:
- a. **Conveyance:** The dates the respective properties were acquired, together with the book and page or instrument number of each conveyance to the present owner as recorded in the Putnam County Recorder's office.
 - b. **Ownership Details:** The name of the legal owner of the property, any contract owner of the property, any optionee of the property, and the date on which any contract of sale was executed. If any corporations are involved, the City Planner may request a complete list of all directors and officers, and a listing of stockholders if less than 10 in number.
- D. **Subdivision Phasing Description:** If the Preliminary Plat is to be divided into sections for the phasing of development, the preliminary boundaries and numbers of such sections shall be shown.

4.5 Preliminary Plat Documents (cont.)

Preliminary Plat Documents

- E. **Subdivision Covenants:** Any protective covenants applicable to the subdivision shall be prepared by the petitioner and be legally sound. Either the covenants, or a reference to the covenants shall be incorporated on the plat.
1. **Drainage Maintenance:** At a minimum, covenants or other plat documentation shall provide a means for the maintenance and upkeep of drainage swales and other drainage facilities and any common areas or entry features. The covenants shall specifically provide that the maintenance of drainage swales and other drainage features is enforceable by the Board of Public Works & Safety and the City Engineer.
 2. **Consistency:** All covenants shall be consistent between all subdivision phases which result from a single preliminary plat.
- F. **Drainage Plan and Report:** The subdivider shall provide a drainage report describing the existing and proposed drainage conditions and evaluating the ability of the proposed water courses, channels, drainage tiles, farm tiles, storm sewers, culverts, and other improvements to accommodate the additional run-off generated by the proposed subdivision.
1. **Drainage Report:** A registered professional engineer or land surveyor shall prepare the report, which shall include:
 - a. The conditions of the watershed which may affect run-off, such as subsoil type, positive drainage, and obstructions.
 - b. The location of all subsurface drainage tiles and a plan to preserve or relocate the tiles.
 - c. Estimates of the water entering the subdivision.
 - d. A description of minor and major drainage systems. The minor drainage system shall consist of storm sewers, drainage ditches, grassed swales, and storm inlets or infiltration structures. The major system shall consist of roadways, culverts, bridges, and drainage flow-ways.
 2. **Watershed Map:** On a separate sheet, a watershed map complementing the Drainage Report using USGS contour information shall be provided, showing:
 - a. The delineation of the drainage area in which the subdivision is located.
 - b. The location of drainage courses and the existing direction of surface water flow within the drainage area.
 3. **Drainage Plan Description:** On a separate sheet in the same scale and media as the Preliminary Plat, a description of drainage/topography/natural environment complementing the Drainage Report shall be provided which includes the following information:
 - a. The location of natural streams, regulated drains, 100-year flood plains and floodways.
 - b. The location of any existing or proposed subsurface drain tile, structures, culverts, or swales.
 - c. A map noting significant physical and topographical features of the tract. This map shall also show the proposed direction of the flow of surface water runoff from the site.

- d. A preliminary drainage plan showing the proposed storm water drainage system to an improved outlet. The plan shall include surface drainage system, storm sewer systems, subsurface drainage systems, and storm water detention facilities. Arrows designating the general drainage of all streets and lots shall be included.
- G Engineering Capacity Report:** A report prepared by a professional engineer or land surveyor registered in the State of Indiana covering sewage, water, street, and drainage facilities for the subdivision shall be provided which includes, but is not limited to, the following:
1. Utility Systems: A description of the feasibility of connecting to existing storm and sanitary sewers and water supply. This portion of the report shall include the distance from the nearest public sewer and the capacity of the existing system intended to handle the additional waste load.
 2. Street Construction: A preliminary report on the types of street construction based on the specifications provided by this Ordinance and any additional requirements of the City Engineer.

4.6 Construction Plan & Final Plat

Construction Plan
& Final Plat

See Also: Chapter 4.7, Construction Plan Documents and Chapter 4.8, Final Plat Documents

See Also: Article 5, Surety

- A. **Application Requirements:** It shall be the responsibility of the petitioner to prepare and have certified, by a land surveyor or professional engineer licensed in the State of Indiana, a complete set of Construction Plans, including profiles, cross-sections, specifications, and other supporting data for all required public streets, utilities, and other subdivision facilities. A Final Plat shall also be required for all lots included in the Preliminary Plat or for a section of the Preliminary Plat. The applicant shall file an application for Construction Plan & Final Plat review with the City Planner. This application shall:
1. **Application Form:** Be made on forms available at the Plan Commission office, be completed in ink or typed, and be signed by the owner and developer;
 2. **Document Copies:** Be accompanied by the required copies of the Construction Plans & Final Plat meeting the requirements provided by Chapter 4.7 and 4.8 of this Article;
 3. **Surety:** Be accompanied by the surety required by Article 5 of this Ordinance for all public improvements; and
 4. **Fee:** Be accompanied by a fee in the amount established by the adopted City fee schedule.
- B. **Processing Standards:** No application shall be processed, and no docket number shall be assigned, until the application is filled out correctly and all applicable attachments, including the required fees, are presented to the City Planner.
- C. **Technical Review:** The City Planner shall place the application for Construction Plan & Final Plat review on the agenda for the applicable meeting of the Greencastle Technical Review Committee and distribute copies of the submittals to the Committee members.
1. **Other Approvals:** The applicant shall be responsible for obtaining the necessary approvals of utility providers and other county, state, or Federal agencies not represented on the Technical Review Committee.
 2. **Review Criteria:** In reviewing the application, the Technical Review Committee shall consider whether or not the Construction Plans and Final Plat are consistent with the requirements of this Ordinance and any other adopted and applicable construction standards, and are consistent with the approved Preliminary Plat.
 3. **Possible Action:** The Committee shall make comments regarding the application and either approve, approve with modifications, table and recommend modifications, or deny the Construction Plan and Final Plat approval request.
 - a. **Approve:** The Committee shall approve the Construction Plans & Final Plat if they are consistent with the approved Preliminary Plat, applicable provisions of this Ordinance, and other adopted applicable construction standards.
 - b. **Approve with Modifications:** The Committee shall approve the Construction Plans & Final Plat with modifications if minor modifications are required for the plans to be completely consistent with

- the approved Preliminary Plat, applicable provisions of this Ordinance, and other applicable standards. Minor modifications are those which can be adequately agreed upon by the Committee and the applicant at the meeting and which do not impact other aspects of the subdivision's construction in a way that would require subsequent review. The requested modifications shall be made by the petitioner, and 3 revised sets of Construction Plans shall be provided to the City Planner within 90 days of the Committee decision.
- c. *Table & Recommend Modifications:* The Committee shall table and recommend modifications to Construction Plans and Final Plat which require significant modifications to be consistent with the approved Preliminary Plat, all applicable provisions of this Ordinance, and other applicable construction standards. The petition shall be placed on the agenda for the next applicable Technical Review Committee meeting. The petitioner shall provide the required revised sets of Construction Plans to the City Planner for review prior to that meeting.
 - d. *Deny:* The Committee shall deny the Construction Plans and Final Plat if they are found to be generally inconsistent with the approved Preliminary Plat, any applicable provisions of this Ordinance, or other applicable adopted standards. Applicants may again apply for Construction Plan approval following a denial, and shall be required to pay all applicable fees consistent with the procedure for original petitions established by this Chapter.
- D. **Documentation of Findings:** Upon approval of the Construction Plans and Final Plat by the Technical Review Committee, the City Planner shall mark 2 sets as "approved".
1. **File Copy:** The City Planner shall maintain 1 file copy of the Construction Plans and Final Plat and a record of any comments made by the Committee.
 2. **Plan Commission Endorsement:** The approval of the Final Plat by the Technical Review Committee shall be certified on behalf of the Plan Commission by the President and Secretary who shall affix their signatures to the Final Plat original and all other relevant documents which also may require their signatures.
 - a. A Plan Commission meeting shall not be required.
 - b. Approval of the Final Plat shall be effective for a maximum period of 3 months from the date of approval unless it is recorded as required by this Ordinance. An extension of time may be approved by the Plan Commission, upon the request of the petitioner.

4.6 Construction Plan & Final Plat (cont.)**Construction Plan
& Final Plat**

- E. **Final Plat Recording:** It shall be the responsibility of the petitioner to file the approved and signed Final Plat with the Putnam County Recorder within 30 days of the date of signature by the Plan Commission President & Secretary.
1. **Other Documents:** Simultaneously with the filing of the Final Plat, the petitioner shall record any agreements of dedication and any covenants, together with any other legal documents which are required to be recorded by the Plan Commission or other applicable government agency. The filing and recording of a plat is without legal effect unless signed by the Plan Commission's President and Secretary.
 2. **Final Copy Provided:** The applicant shall be required to submit a mylar copy of the recorded Final Plat to the City Planner for the records of the Plan Commission. No Improvement Location Permits shall be issued for any lot in the subdivision until such a copy is provided consistent with Chapter 4.10 of this Article.

The Construction Plans shall be based on the approved Preliminary Plat. Construction plans shall be prepared for all required improvements, and shall be designed on state plane coordinates. Construction Plans shall be submitted in both paper (hard copy) and electronic format (on a disk in a format specified by the City Engineer). Plans shall be drawn on standard 24 inch by 36 inch sheets at a scale of no less than 1 inch equaling 50 feet. The Construction Plans shall include the following:

- A. **Topographical Features Map:** A map noting significant physical and topographical features of the tract. For plats containing more than 2 lots, a topographical map at typical contour intervals, meeting the requirements of the City Engineer, which extends 100 feet beyond the boundary lines of the proposed tract shall be submitted. This map shall also show the direction of the flow of surface water runoff from the site.
- B. **Street Profiles:** Profiles showing existing and proposed elevations along center lines of all streets.
 - 1. **Intersection Requirements:** Where a proposed street intersects an existing street or streets, the elevation along the center line of the existing street or streets within 100 feet of the intersection shall be shown. Radii of all curves, lengths of tangents, central angles on all streets, and intersection details shall be shown.
 - 2. **Steep Slope Requirements:** The City Planner may require, where steep slopes exist, that the cross-sections of all proposed streets be shown at 100 foot stations at the following 5 points: (a) one line at right angles to the centerline of the street, (b) each property line, and (c) points 25 feet inside each property line.
- C. **Street Cross-Sections:** Plans and profiles showing the location and typical cross-section of streets including curbs, gutters, sidewalks, rights-of-way, drainage facilities and easements, manholes, and catch basins.
 - 1. **Street Systems:** Plans shall also identify each street's functional classification (consistent with the Greencastle Thoroughfare Plan) and show the location of all street trees, street lights, street signs, sidewalks and/or pedestrian pathways, and permitted on-street parking areas.
 - 2. **Utility Systems:** Plans shall also show the location, size, and invert elevations of existing and proposed sanitary sewers, stormwater drains, water lines, gas lines, and fire hydrants; showing systems, connections to any existing or proposed utility systems, and the exact location and size of all underground utilities and structures.
- D. **Grading Plan:** A site grading plan for the entire subdivision.
- E. **Street Signs & Street Lights:** A map showing the proposed locations of all street signs and street lights.

4.7 Construction Plan Documents (cont.)**Construction Plan
Documents**

- F. **Significant Features:** Location, size, elevation, and other appropriate descriptions of any other existing physical and natural features or facilities including , floodplains, water bodies, trees, the points of connection to proposed facilities and utilities, and the approximate high- and low-water elevations of all ponds, lakes, and streams.
- G. **Other Approvals:** Copies of any necessary approvals from other agencies, such as any required approvals from the US Army Corps of Engineers, Indiana Department of Environmental Management, or Indiana Department of Natural Resources regarding modifications to wetlands or the regulatory floodplain.
- H. **Other Features:** Any other construction details required to be shown by the City Planner, City Engineer, Technical Review Committee, or applicable adopted Greencastle standards.

- A. **Final Plat:** All Final Plats shall substantially comply with the Sketch Plan, Preliminary Plat, and Construction Plans for the subdivision. The Final Plat shall be prepared by a land surveyor or engineer registered in the State of Indiana, shall be shown at a scale of not more than 100 feet to 1 inch, shall be drawn on reproducible mylar, and shall include the following information on a sheet meeting the size and clarity requirements of the Putnam County Recorder:
1. **Property Name:** The name of subdivision followed by the words “Final Plat” (the name shall not duplicate the name of any subdivision in Putnam County that has been previously recorded, or for which approval is still in effect).
 2. **Property Description:**
 - a. *Legal Description:* An accurate metes and bounds description of the property boundary.
 - b. *Boundary Lines:* An accurate property boundary line expressed in feet and hundredths of a foot, with dimensions and angles, and the bearings of all lines to a minimum of 1/2 minute.
 - c. *Benchmark:* Accurate distances and directions to the nearest official monument, including reference corners.
 3. **Property Ownership:**
 - a. *Owner/Developer:* The name, address, and telephone number of the legal property owner and the developer of the property or his/her agent. The ownership information shall include the citation of the last instrument conveying titles to each parcel of property involved in the proposed subdivision, giving grantee, date, and book and page or instrument number reference.
 - b. *Covenants & Easements:* An indication of any pre-existing covenants, rights-of-way, or easements affecting the property.
 - c. *Professionals Involved:* The name, address, and telephone number of the professional land surveyor or engineer responsible for the Final Plat.
 4. **Subdivision Description:**
 - a. *Legend & Notes:* A complete legend and notes, including north arrow, graphic scale, and date.
 - b. *Existing Features:* Accurate locations of all pre-existing easements, rights-of-way, and other pertinent features on the property and/or intersecting the boundaries of the tract; including a description of their future use or abandonment.
 - c. *Public Ways:* The location, width, and other dimensions of the rights-of-way and easements for all streets, alleys, and pedestrian pathways. Street rights-of-way shall include street names, setback and/or built-to lines.
 - d. *Curve Table:* A complete curve table for all curves included in the plat.

4.8 Final Plat Documents (cont.)

Final Plat
Documents

- e. *Lots*: The location, dimensions, area (expressed in feet and hundredths of a foot), and the bearing of all lines to 1/2 minute for every lot and/or block created by the subdivision, including any remaining tract. All lots shall be consecutively numbered and all blocks shall be lettered in alphabetical order, consistent with the Preliminary Plat.
 - f. *Easements*: Accurate locations, widths, and other dimensions of all easements, including a description of their use.
 - g. *Monuments*: The location, type, material, and size of all monuments and markers included in the subdivision.
 - h. *Set-Aside Areas*: Accurate locations and dimensions for any property to be dedicated or reserved for public, semi-public, or community use, including common areas and linear open space surrounding pedestrian pathways.
 - i. *Setbacks*: All building lines and setback locations and dimensions throughout the subdivision.
 - j. *Covenants & Restrictions*: The text of, or references to, any restrictions which will run with the land and become covenants in the deeds for lots.
 - k. *Explanations*: An explanation of all easements and reservations.
 - l. *References*: Sufficient data acceptable to the City Engineer to readily determine the location, bearing, and length of all lines for the reproduction of such lines on the property.
 - m. *Endorsement*: A statement signed and dated by the property owner(s) endorsing the Final Plat.
 - n. *Land Surveyor Certification*: Certification by a registered land surveyor.
 - o. *Plan Commission Approval Statement*: A form indicating the approval of the Final Plat and providing a place for the signature of the Plan Commission President and Secretary and the dates of Preliminary Plat approval and Final Plat review by the Technical Review Committee.
 - p. *Other Endorsements & Signatures*: Forms providing the necessary statements, signatures, and dates for the recording of the Final Plat in the Putnam County Recorder's Office.
- B. **Other Documents**: All other documents required as part of the Final Plat review shall be consistent with any adopted requirements of the City of Greencastle and any specifications of the City Planner and/or City Engineer.

The petitioner shall obtain from the City Planner information regarding the current Greencastle policies regarding the installation and inspection of public improvements. The applicant shall construct the subdivision consistent with the approved Construction Plans, and the policies and procedures of the appropriate inspecting agencies. No site work or earthwork shall be allowed until the Improvement Location Permit signifying the approval of the Construction Plans & Final Plat has been issued by the City Planner.

A. Improvements Required: All required improvements shall be made by the petitioner, at his/her expense, without reimbursement by the local government or any other improvement district. Prior to the acceptance of the public improvements by the City Council, all petitioners shall be required to complete all of the required improvements for subdivision construction as depicted on the approved Preliminary Plat and Construction Plans.

1. Certified Compliance: The petitioner shall be required to maintain at his/her expense a licensed civil engineer who shall certify that the subdivision construction is in compliance with the approved Construction Plans at the time the acceptance of public improvements request is submitted to the City Council.
2. Correction of Errors: If the City Planner or City Engineer finds upon inspection that any of the required improvements have not been constructed in accordance with the approved Construction Plans, the petitioner shall be responsible for correcting any errors in construction and completing the improvements consistent with the approved Plans.

B. Acceptance of Public Improvements: Following the signing of the completion of the public improvements and their certification by the City Engineer, the City Planner shall place the matter on the agenda of the Greencastle City Council.

1. Materials Required: The following materials shall be required for the acceptance of public improvements:
 - a. *“As-Built” Drawings:* Three copies of “as-built” drawings showing the location, dimensions, and materials used to construct all public improvements within the subdivision.
 - b. *Electronic Data:* A computer disk containing an electronic version of the Final Plat and “as-built” drawings in a format specified by the City Engineer (if available).
2. Review Materials: The City Council shall review the condition of the public improvements and surety. The City Council shall consider input from the City Attorney, City Engineer, and the city departments responsible for the maintenance of the improvements.
3. Approval: If the condition of the public improvements and the surety are deemed to be acceptable, the City Council shall approve a resolution, accepting the improvements.

4.10 Permit & Occupancy Restrictions

Permit & Occupancy Restrictions

- A. **Permit Restrictions:** No Improvement Location Permit shall be issued by the City Planner for any structure on any subdivision lot prior to the receipt of a copy of the recorded Final Plat for the records of the Plan Commission, except in the following instances:
1. **Temporary Structures:** The City Planner may issue Improvement Location Permits for temporary structures, such as construction trailers, signs, and home sales trailers subject to the following conditions.
 - a. The structure shall be provided with adequate access from a public street.
 - b. The structure shall be provided with adequate sewage disposal and utility facilities.
 - c. The location and placement of the temporary structure shall not cause a hazard to the welfare of any members of the public as a result of the construction activities on the site.
 2. **Model Homes:** The City Planner may issue Improvement Location Permits for model homes subject to the following conditions:
 - a. The home shall be provided with adequate access from a public street.
 - b. The home shall be provided with adequate sewage disposal and utility facilities.
 - c. The location and placement of the home shall not cause a hazard to the welfare of any members of the public as a result of the construction activities on the site.
 - d. No more than 1 home may be located on any existing parcel or property. Example: If the subdivision is occurring on one parcel of property then only one model home may be constructed prior to the recording of the Final Plat and the legal establishment of additional lots. Additional model homes are permitted following the recording of the Final Plat.
- B. **Occupancy Restrictions:** No permanent Certificate of Occupancy shall be issued for any structure until all required public improvements have been completed and accepted by the City Council for the lot which the structure occupies. In no instance shall this provision be interpreted as preventing the issuance of a temporary Certificate of Occupancy allowing the use of structures prior to the installation and acceptance of public improvements.

Article 5

Subdivision Surety



5.1 Surety Requirements

Surety Requirements

- A. **Surety Required:** At the time when the Construction Plan & Final Plat approval application is filed with the City Planner and before the plat is certified by the President and Secretary of the Plan Commission, the petitioner shall provide appropriate surety for the public improvements related to the subdivision (including both on and off-site improvements). All surety shall be filed with the City Planner and maintained in the office of the City of Greencastle Clerk-Treasurer.
- B. **Sectionalized Plat Surety:** For plats which have been divided into sections for the purpose of a phased development, surety shall only be required to be provided for the public improvements included in the section which is the subject of the Final Plat approval request. This provision shall not be interpreted as relieving the subdivider of surety requirements for public improvements in previously recorded or future sections, which were/shall be required at the time of their respective Final Plat approval.
- C. **Assurance for Future Completion:** Whenever it is deemed necessary by the Plan Commission to defer the construction of any required public improvement because of incompatible grades, anticipated future development, inadequate connecting facilities, or other reasons, the subdivider shall either pay their share of the costs of the required improvements to the City prior to the signing of the Final Plat, or shall post a bond ensuring the future completion of the improvements. In no instance shall this provision be interpreted as requiring a subdivider to participate in the cost of installing public improvements that are not specifically required in connection with their subdivision by this Ordinance.
- D. **Surety Specifications:** The surety shall be in a format and amount consistent with the requirements of this Article, including the following requirements:
1. **Recipient:** The surety shall be drawn in favor of the “City of Greencastle, Indiana”.
 2. **Improvements Requiring Surety:** Performance surety shall be provided for all incomplete public improvements, including but not limited to, street compaction, subsurface, base, and surface; street signs; people pathways; public water systems; sanitary sewers; curbs; gutters; sidewalks; surface swales; subsurface and storm drainage systems; seeding/erosion control; landscaping; and any other public improvements required by this Ordinance, the Plan Commission, or other appropriate public agency.
 3. **Asphalt Surface Exception:** A developer may request permission of the City Engineer to delay the installation of the 1 inch surface layer of asphalt until the binder layer of asphalt has had a sufficient time period to prove its durability under the stress of traffic. The developer shall be required to submit a separate performance surety to cover the cost of the installation of the 1 inch surface layer of asphalt.

4. **Amount & Time Frame:** The surety shall be in an amount and time period determined by the City Engineer, sufficient to adequately maintain completed improvements or to install yet incomplete improvements in compliance with this Ordinance. The petitioner's engineer or contractor shall supply an estimate of the cost of the improvements and their installation, to aid the City Engineer in the determination of the amount of the surety. The petitioner's estimate, however, shall not be binding.
 - a. ***Maintenance Surety:*** Maintenance surety shall be provided in an amount equal to 15% of the cost of the public improvements and their installation and shall be provided for a period of 3 years from the date the improvements are accepted by the Board of Public Works & Safety.
 - b. ***Performance Surety:*** Performance surety shall be provided in an amount equal to 125% of the cost of the yet incomplete public improvements and their installation, and shall be provided for a time period sufficient to ensure the installation of the improvements.
 - c. ***Effective Duration:*** All bonds shall provide the Board of Public Works & Safety to collect their full amount within 60 days following their date of expiration.
 - d. ***Multiple-Use Bonds:*** If multiple types of improvements (such as street surface and sanitary sewers) are included on a single bond, the Board of Public Works & Safety shall be permitted to use the entire bond amount for the installation of a single improvement, regardless of any itemization that has been established.
 5. **Form of Surety:** The surety shall be provided in the form of either a bond, a certified check, or irrevocable letters of credit. All forms of surety shall be securable by the "City of Greencastle, Indiana". Updates and extensions to any irrevocable letters of credit used shall be provided to the City Engineer annually for the duration for which the surety is required.
 6. **Applicability:** The surety shall specifically list the name of the subdivision and section, if applicable, to which it applies, the date from which it is valid, the time period for which it is valid, the public improvements to which it applies, and whether it is "maintenance" or "performance" surety. The surety shall further comply with all statutory requirements and shall be satisfactory to the City Planner, City Attorney, City Engineer, and Clerk-Treasurer as to form, sufficiency, and manner of execution as set forth in this Ordinance.
- E. Performance Surety Reduction:** The amount of performance surety may be reduced upon the actual dedication and acceptance of portions of the public improvements for which the surety was originally posted. Any such reduction shall be at the discretion of the Board of Public Works & Safety, based on the recommendation of the City Engineer. The reduction of performance surety shall follow the procedure for the release of performance surety provided by this Chapter.

5.2 Release of Performance Surety

Release of Performance Surety

- A. **Release Request:** Upon completion of the public improvements for which performance surety has been provided, the subdivider shall make a written request to the City Planner for the release of the surety and the acceptance of public improvements. The request shall include the following:
1. Description of Improvements: a description of the public improvements which have been completed;
 2. Engineering Report: a report from the subdivider's engineer certifying that the improvements were completed consistent with all applicable requirements and standards, and that the improvements are free and clear of all liens and other encumbrances; and
 3. Maintenance Surety: maintenance surety for the public improvements consistent with the requirements Chapter 5.1 of this Article.
- B. **Inspection of Improvements:** The City Planner and City Engineer shall provide appropriate inspections of the public improvements.
1. Testing: Before any performance surety covering a street installation is released, the City Planner or City Engineer may request that core borings of the street be done at the subdivider's expense. Cores shall be reviewed by an independent testing laboratory or registered engineer for analysis. Any requests for testing by the City Planner and/or City Engineer may be appealed by the subdivider to the Board of Public Works & Safety.
 2. Satisfactory Findings: If the City Planner and City Engineer find that the public improvements were completed consistent with all applicable standards and appropriate maintenance surety is provided, the City Engineer shall certify the improvements and the matter shall be placed on the agenda of the City Council. The City Council may then pass a resolution accepting the public improvements, and the performance surety shall be released.
 3. Unsatisfactory Findings: If the City Planner and/or City Engineer find that the public improvements have not been completed in a satisfactory manner then the City Engineer may deny the request for the release of the performance surety, providing a written statement of denial to the subdivider which includes a detailed list of required corrections. The petitioner shall make the required corrections and reapply for the release of the surety. The findings of the City Planner and/or City Engineer may be appealed to the Board of Public Works & Safety.
- C. **Decision Criteria:** In reviewing requests for the release of performance surety the City Engineer shall consider the following:
1. Whether or not the improvements were completed in a manner consistent with the approved Preliminary Plat, approved Construction Plans, approved Final Plat, and all applicable standards and requirements;
 2. Whether or not the report provided by the subdivider's engineer is complete and satisfactory; and

3. Whether or not the public improvements are in good condition and appropriate for use by the public.
 - a. All streets (including streets outside of the development used by construction traffic), sidewalks, and other pedestrian pathways shall be clear of all dirt, debris, standing water, and construction equipment and/or supplies.
 - b. All drainage structures shall be clear of sedimentation, debris, or other obstructions and be adequately secured to prevent access by the public.
 - c. All erosion control measures shall be consistent with applicable standards for the limiting of erosion and sedimentation.
 - d. The areas adjacent to all sidewalks and other pedestrian pathways shall be graded and seeded.
 - e. All street trees shall be healthy and the planting area shall be graded and seeded.

- D. **Default:** In any case where the required public improvements have not been completed prior to the date the performance surety will expire and the City Engineer and the subdivider are unable to reach agreement on an extension of the time frame for the surety and the completion of the public improvements, the City Engineer shall report the impasse to the Board of Public Works & Safety which may declare the surety to be in default. The required public improvements may then be installed by the City, using the funds from the surety. The Board shall have 60 days from the performance surety's date of expiration to collect payment of the bond amount.

5.3 Release of Maintenance Surety

Release of Maintenance Surety

- A. **Maintenance Required:** The subdivider shall be required to ensure that the public improvements covered by the maintenance surety remain free of construction related defects for the term of the surety. They shall also be required to maintain all improvements, providing such services as snow removal and traffic control if deemed necessary by the City Engineer.
1. **Inspections:** The public improvements shall be subject to periodic inspection by the City. Written notice shall be provided to the subdivider of any defects that are detected and any corrections that are required. The subdivider shall make the necessary corrections consistent with all applicable construction requirements.
 2. **Surety for Repairs:** The City Engineer, that additional maintenance surety be provided for the portion of the public improvement which was subject to repair for a time period of 3 years from the date the repair was completed.
- B. **Release Request:** Two months prior to the expiration of the surety, the subdivider shall make a written request to the City Planner for the release of the surety on the expiration date. The request shall include the following:
1. **Description of Improvements:** a description of the public improvements to which the surety applies; and
 2. **Engineering Report:** a report from the subdivider's engineer certifying that the improvements remain free of construction related defects, and that the improvements are free and clear of all liens and other encumbrances.
- C. **Inspection of Improvements:** The City Planner and City Engineer shall provide appropriate inspections of the public improvements.
1. **Satisfactory Findings:** If the City Planner and City Engineer find that the public improvements are in satisfactory condition and free of construction related defects, the City Engineer shall release the maintenance surety and assume complete responsibility for the upkeep of the improvements.
 2. **Unsatisfactory Findings:** If the City Planner and/or City Engineer find that the public improvements are not in satisfactory condition and do contain unresolved construction related defects then the City Engineer may deny the request for the release of the maintenance surety, providing a written statement of denial to the subdivider which includes a detailed list of required corrections. The petitioner shall make the required corrections and reapply for the release of the surety. The findings of the City Planner and/or City Engineer may be appealed to the Board of Public Works & Safety.
 3. **Substitution of Performance Surety:** Subject to the approval of the City Engineer, the subdivider may provide a performance surety for any portion of the public improvements to be corrected in lieu of the completion of the correction in order to obtain the release of the maintenance surety.

- a. Generally, the use of performance surety in this manner shall be limited to instances when weather conditions or other features unique to the subdivision or nature of the public improvements prevent the timely completion of the required corrections.
 - b. In no case may the time period provided for the completion of the corrections and the performance surety be more than 1 year from the date which notice of the required corrections is provided to the subdivider.
- D. **Decision Criteria:** In reviewing requests for the release of maintenance surety the City Engineer shall consider the following:
1. Whether or not the improvements are free of construction related defects;
 2. Whether or not the report provided by the subdivider's engineer is complete and satisfactory;
 3. Whether or not the public improvements are in good condition and appropriate for use by the public.
 - a. All streets (including streets outside of the development used by construction traffic), sidewalks, and other pedestrian pathways shall be clear of all dirt, debris, standing water, and construction equipment and/or supplies.
 - b. All drainage structures shall be clear of sedimentation, debris, or other obstructions and be adequately secured to prevent access by the public.
 - c. All erosion control measures shall be effective consistent with applicable standards for the limiting of erosion and sedimentation.
 - d. The areas adjacent to all sidewalks and other pedestrian pathways shall be graded and seeded.
 - e. All street trees shall be healthy and exhibiting a normal growth pattern.
- E. **Appeals:** Any decision of the City Engineer regarding construction related defects may be appealed by the subdivider to the Board of Public Works & Safety.
- F. **Default:** In any case where the public improvements are not deemed to be free of construction defects and otherwise in unsatisfactory condition prior to the date the maintenance surety will expire, and the City Engineer and the subdivider are unable to reach agreement on an extension of the time frame for the surety and the correction of the public improvements, the City Engineer shall report the impasse to the Board of Public Works & Safety which may declare the surety to be in default. The required corrections to the public improvements may then be made by the City, using the funds from the surety. The Board shall have 60 days from the maintenance surety's date of expiration to collect payment of the bond amount.

Article 6

Subdivision Standards

6

6.1 Purpose & Use

Purpose & Use

A. **Design Standards:** The following pages list the standards for all subdivisions. Every subdivider shall be required to install the following general and public improvements consistent with the requirements of this Ordinance and any other applicable adopted regulations of the City of Greencastle. The following subdivision standards are included in this Article:

6.2	General	page 6-3
6.3	Lot	page 6-4
6.4	Block	page 6-6
6.5	Street Arrangement	page 6-7
6.6	Street Geometric	page 6-10
6.7	Street Construction	page 6-16
6.8	Cul-de-Sac	page 6-18
6.9	Curb & Gutter	page 6-20
6.10	Sidewalk	page 6-21
6.11	Street Lighting	page 6-23
6.12	Subdivision & Street Name	page 6-24
6.13	Easement	page 6-25
6.14	Street Tree	page 6-26
6.15	Waste Disposal	page 6-27
6.16	Water Supply	page 6-28
6.17	Private Utility	page 6-30
6.18	Environmental	page 6-31
6.19	General Drainage	page 6-34
6.20	Covenant	page 6-36
6.21	Flood Hazard Area	page 6-37
6.22	Monument & Marker	page 6-38

B. **Purpose:** The purpose of these regulations is to:

1. promote the proper arrangement of streets and other infrastructure,
2. prevent congestion of streets and promote traffic safety,
3. secure adequate public spaces,
4. provide adequate public improvements,
5. insure the accurate survey and proper preparation of plats, and
6. protect the health, safety, and general welfare of the community.

General Standards

- A. **Land Suitability:** No land shall be subdivided for any use if the land is considered by the Plan Commission to be unsuitable for such use by reason of flooding or improper drainage, or objectionable earth or rock formations, topography, or other features harmful to the health, safety and welfare of future residents or visitors or to the community as a whole.
- B. **General Welfare:** The subdivision design and layout shall be such that it protects the health, safety, and general welfare of the residents of the City of Greencastle as defined by the standards of this Ordinance.
- C. **Applicable Regulations:** In addition to the requirements established in this Ordinance, all subdivision plats shall comply with the following guidelines, rules, laws, and regulations:
 - 1. The zoning ordinance, building code, as well as all other applicable laws of the City of Greencastle and the statutory provisions of the State of Indiana.
 - 2. The current Comprehensive Plan, People Pathways Plan, Capital Improvements Plan, Parks & Recreation Master Plan, and any other applicable plans of the City of Greencastle.
 - 3. The rules and regulations of the Indiana Department of Environmental Management, Department of Natural Resources, Board of Health, and other appropriate agencies.
 - 4. The rules, regulations and standards of the Indiana Department of Transportation (if the subdivision abuts a state highway and/or affects an airport).
 - 5. All applicable planning and regulatory guidelines, including access control and driveway manuals, parking and traffic control ordinances, and other applicable guides published or adopted by the City of Greencastle.
 - 6. The “Indiana Manual of Uniform Traffic Control Devices” and AASHTO Manual as specified by the City Engineer.
- D. **Design Requirements:** All subdivisions should be designed on state plane coordinates. All Final Plats and “As-Built” drawings shall be made available to the City of Greencastle in an electronic format specified by the City Engineer which can be referenced to state plane coordinates (if possible).

Subdivision Standards

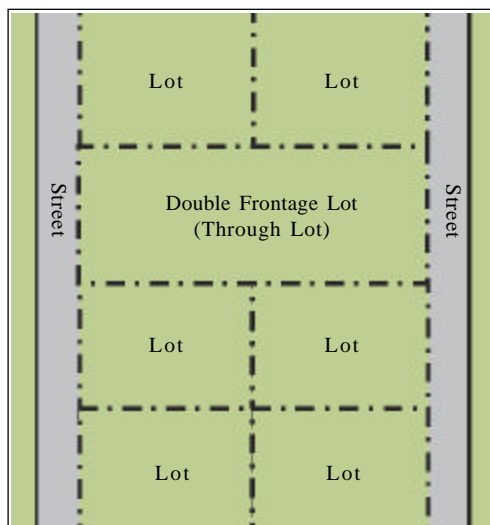
General

- Lot
- Block
- Street Arrangement
- Street Geometric
- Street Construction
- Cul-de-Sac
- Curb & Gutter
- Sidewalk
- Street Lighting
- Subdivision & Street Name
- Easement
- Street Tree
- Waste Disposal
- Water Supply
- Private Utility
- Environmental
- General Drainage
- Covenant
- Flood Hazard Area
- Monument & Marker

6.3 Lot Standards

Lot Standards

- A. **Zoning Ordinance Compliance:** All lot sizes, setbacks, widths, width to depth ratios, and other dimensions shall comply with the minimum standards provided by the City of Greencastle Zoning Ordinance. All lots shall be arranged so that there will be no foreseeable difficulties in establishing building sites and providing safe driveway access to each.
- B. **Health Department Compliance:** When not served by public water and sewer, the lot sizes and other dimensions shall also conform with any additional requirements for the adequate provision of sewage treatment and water supply as determined by the Putnam County Health Department. In cases where the provisions of the Zoning Ordinance and requirements of the Health Department are in conflict, the more restrictive shall apply.
- C. **Orientation to Streets:** The lot size, width, depth, shape, grade, location, and orientation shall be in proper relation to the street and block design and to existing and proposed topographical conditions.
1. **Side Lot Lines:** Side lines of lots shall be at approximately right angles to straight streets and on radial lines on curved streets (as defined by the City Engineer). Some variation from this requirement is permissible, but irregular lots, such as flag lots shall be avoided.
 2. **Street Frontage:** Every lot shall abut a public street consistent with the requirements of this Ordinance and the Greencastle Zoning Ordinance.
- D. **Double-Frontage Lots:** Double Frontage lots (also known as through lots, shown below) shall be avoided except where essential to provide separation of residential development from arterial and collector streets or to overcome specific disadvantages of topography and orientation.

Double-Frontage
Lot Graphic

1. For all through lots, a landscape common area or easement shall be provided between what will be used as the rear yard of the lots and the right-of-way of the adjacent street.
2. The landscaped area shall be a minimum of 15 feet in width and shall meet the following requirements:

- a. The landscape area shall be in addition to the minimum lot area required by the Greencastle Zoning Ordinance and not a part of the typical sized lot.
- b. A row of deciduous canopy trees shall be planted parallel to the adjacent street, within the common area or easement, with one tree provided for every 300 square feet of landscape area. The trees shall measure 2 1/2 inches in diameter at 6 inches above the rootball at the time of planting.
- c. A 6 foot tall opaque wooden fence or brick or stone wall, a 4 foot tall undulating mound planted with shrubs, or a row of evergreen trees shall be placed within the landscape common area between the deciduous trees and the rear yard of the lots.
 - i. If an undulating mound is used to fulfill the requirements, 1 shrub for every 5 feet of continuous boundary shall be planted on the mound. All required shrubs shall measure 18 inches in height, measured from grade, at the time of planting.
 - ii. If a row of evergreen trees is used to meet the requirements, 1 tree shall be placed every 10 feet along the common area. Evergreens shall a minimum of 5 feet in height, measured from ground level, at the time of planting.
- d. An association of lot owners in the subdivision shall be responsible for the maintenance and upkeep of any landscape common area.

E. Multiple Frontage Lots: Corner lots, through lots, and other lots which have frontage on more than 1 street shall be required to provide front yard setbacks on all frontages, and shall be designed with adequate size and width to accommodate the required setbacks and adequate buildable area.

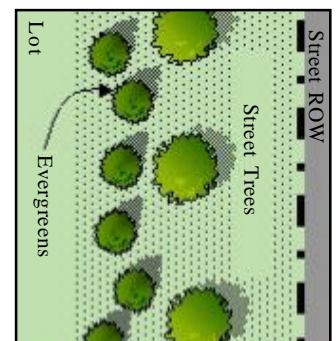
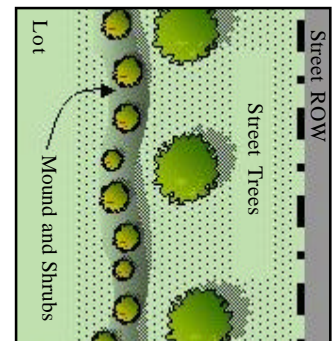
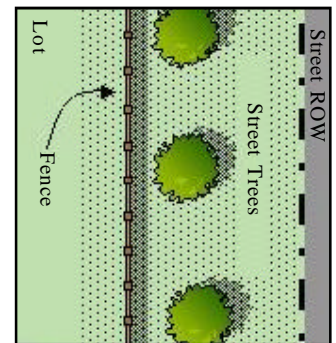
F. Lot Numbering: Lots shall be numbered consecutively throughout the entire subdivision and shall be consistent with any phasing that may be planned for the development.

G. Lots Abutting a Watercourse: Lots abutting a watercourse, drainage way, channel, stream, or flood plain shall have additional minimum width or depth as required to provide an adequate building site and accommodate the minimum setbacks required by the Zoning Ordinance.

H. Street Access: Lots shall not, in general, derive access exclusively from an arterial or collector street. Where several adjoining lots are designed with access from an Arterial or Collector street, the Plan Commission may require the use of shared driveways for those lots, consistent with the Greencastle Zoning Ordinance. The use of shared drives is specifically encouraged where non-residential uses access an Arterial or Collector street. The street access of individual lots shall be restricted as follows:

1. Collector & Arterial Streets: Lots in all developments shall generally be designed so as to prevent vehicles from having to back into any Collector or Arterial Street.
2. Local Streets: All non-residential lots (including multifamily residential lots) shall generally be designed so as to prevent vehicles from having to back into any public street.

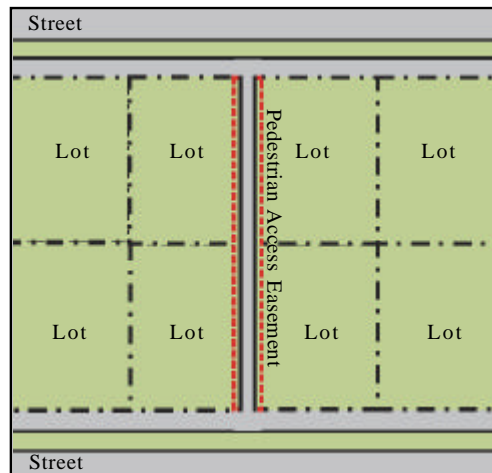
Landscape Buffer Options



6.4 Block Standards

Block Standards

- A. **Block Dimensions:** Block length, width, and acreage within bounding streets shall be appropriate to accommodate the size of lot required by the Zoning Ordinance for the district in which the subdivision is to be located, and to provide convenient access, circulation control, and traffic safety.
1. **Block Width:** Blocks shall have sufficient width to provide for 2 tiers of lots of appropriate depth. Exceptions to this prescribed block width shall be permitted where reverse or double frontage lots are used in blocks adjacent to arterial or collectors streets, watercourses, or industrial or commercial areas.
 2. **Block Length:** Blocks shall not exceed 800 feet in length, nor be less than 400 feet in length. Block length shall be measured as the distance between intersecting streets.
- B. **Pedestrian Access:** In blocks exceeding 600 feet in length, the Plan Commission may require that a common area or easement be provided through the block to accommodate utilities, drainage, or pedestrian pathways. These pedestrian pathway shall be a minimum of 5 feet in width.
1. **Common Area/Easement Standards:** Any required common area or easement shall be a minimum of 10 feet in width and shall be provided near the center and entirely across the block.



2. **Construction Standards:** All required pedestrian walkways shall be constructed consistent with the sidewalk standards provided in Chapter 6.10 of this Ordinance.
3. **Maintenance & Ownership:** An association of lot owners in the subdivision shall be responsible for the maintenance and upkeep of any common area.

Pedestrian
Access Graphic

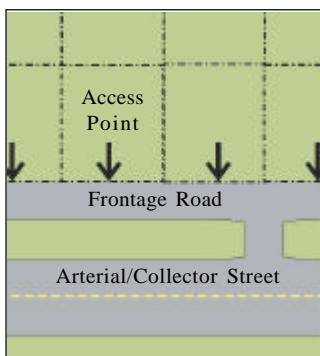
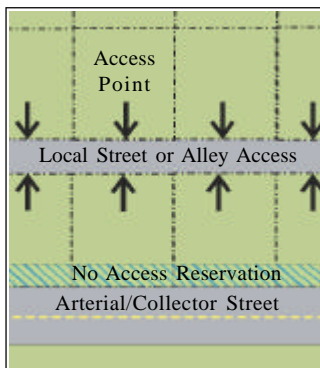
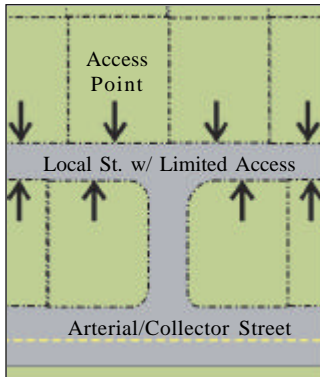
Street Arrangement Standards

- A. **General Requirements:** The arrangement, character, width, grade, and location of all streets shall be consistent with existing and planned streets, existing topography, public convenience and safety, and the proposed land uses in the subdivision.
1. **Thoroughfare Plan:** The arrangement of all streets within each subdivision shall conform to the City of Greencastle Thoroughfare Plan. Where the Thoroughfare Plan indicates the development of street system extensions or improvements, the construction and dedication of those streets shall be incorporated into the subdivision design. Rights-of-way shall be platted by the subdivider in the location, and of the width recommended by the Thoroughfare Plan.
 2. **Natural Features:** Proposed streets shall be adjusted to the contour of the land in order to produce usable lots, provide streets of reasonable gradient, and preserve the aesthetic quality and natural drainage provided by the topography and natural features of the property.
 3. **Access:** The street layout shall provide adequate vehicular access to all lots and within the subdivision, all adjacent properties, and to any remaining tract.
- B. **Private Streets:** The use of any private street is specifically discouraged. All private streets shall comply with all City of Greencastle standards for public street construction.
1. This shall include, but not be limited to, sidewalks, street trees, pavement width and construction, and drainage.
 2. All private streets shall be included in an easement of width equal to the right-of-way which would be required if the street were public. This easement shall not be counted as a part of any lot for the purpose of that lot meeting the minimum size requirements for the district in which it is located.
- C. **Design Considerations:** In designing and reviewing subdivision street systems, the following factors shall receive consideration:
1. accessibility for emergency vehicles and school buses;
 2. safety for both vehicular and pedestrian traffic;
 3. efficiency of service for all users;
 4. connectivity between subdivisions and the development of complete communities; and
 5. economy of both construction and use of land.
- D. **Street Arrangement:** The arrangement of street systems in all subdivisions shall promote the continuation of existing and proposed street systems, as well as the street system to be provided as a result of the subdivision construction.
1. **Street Functions:** Local streets shall be designed and arranged to discourage their use by through traffic. Arterial and collector streets shall be designed to promote through traffic. Collector streets shall be used to create connections between subdivisions consistent with the Greencastle thoroughfare Plan.

*See Also: Greencastle
Thoroughfare Plan
(in Comprehensive Plan)*

Subdivision Standards

General
Lot
Block
Street Arrangement
Street Geometric
Street Construction
Cul-de-Sac
Curb & Gutter
Sidewalk
Street Lighting
Subdivision & Street Name
Easement
Street Tree
Waste Disposal
Water Supply
Private Utility
Environmental
General Drainage
Covenant
Flood Hazard Area
Monument & Marker

Street Arrangement
StandardsTraffic
Separation
Options

2. **Continuation of Existing and Proposed Street Systems:** The arrangement of streets in all subdivisions shall provide for the continuation of existing and proposed streets on immediately adjacent properties and in surrounding areas consistent with the Greencastle thoroughfare Plan.
 3. **Continuation of Subdivision Streets:** Right-of-way of proposed streets shall be extended to the boundary lines of the proposed subdivision so that either (1) at least one connection may be made to each adjacent undeveloped property, or (2) at least one connection may be made for every 1,600 feet of property line shared between the subdivision and adjacent undeveloped property. In cases where these provisions are in conflict, that which provides the most points of connectivity shall apply.
 - a. The Plan Commission may waive this requirement in cases where the Commission deems that any such extension is not feasible due to topography or other physical conditions, or not appropriate for the development of adjacent property consistent with the Comprehensive Plan.
 - b. No subdivision shall be designed so as to create or perpetuate the land-locking of any adjacent undeveloped tract.
 3. **Temporary Dead-End Streets:** A temporary dead-end street shall be permitted in any case in which a street is designed to be extended to adjacent properties in the future.
 - a. Any dead-end street which extends more than 300 feet in length shall be provided with a temporary cul-de-sac or other turn-around consistent with the requirements of the City Engineer.
 - b. Any temporary turn-around shall be included in a roadway easement which shall be vacated to the property owners at the time the street is extended or the City Engineer determines that the turn-around is no longer needed.
 - c. All temporary dead-end streets shall be provided with street signage that indicate the road as being a “temporary dead-end”. The subdivider shall assume all costs of the installation of the signs.
- E. Traffic Separation Requirements:** Where a subdivision abuts or contains an existing or proposed arterial or collector street as shown in the Thoroughfare Plan, the Plan Commission may require:
1. marginal access streets;
 2. double frontage lots which include a no-access reservation along the property line shared with the arterial or collector street,
 3. frontage roads,
 4. lots with rear service ways or alleys, or
 5. any other treatments as may be necessary for adequate protection of residential properties, and/or to afford separation of through and local traffic.

- F. **Service Road Requirements:** Where a subdivision borders on, or contains an existing or proposed interstate or other limited access highway or arterial road as shown on the Thoroughfare Plan or a railroad right-of-way, the Plan Commission may require a street approximately parallel to, and on each side of the right-of-way, at a distance suitable for the appropriate use of the intervening land.
 - 1. Such distances shall be determined with due regard for the requirements of approach grades and future grade separations.
 - 2. The Plan Commission may require that the intervening land strips be dedicated to the City or to a lot owners association for the subdivision in which they are located.

- G. **Half-Streets:** The construction and/or dedication of half-streets shall be prohibited. Whenever a half-street is adjacent to a tract to be subdivided, the other half of the street shall be platted and constructed within the tract.

- H. **Improvement of Existing Streets:** Whenever a proposed subdivision borders or includes an existing street, the Commission may require the reconstruction or widening of such street, the provision of sidewalks, and any other improvement consistent with the requirements of this Ordinance for new streets developed as a part of a subdivision.
 - 1. Right-of-Way: Additional dedication of right-of-way shall be required consistent with the adopted Thoroughfare Plan.
 - 2. Limitations: This provision shall not be interpreted as requiring the acquisition and dedication of right-of-way or the completion of improvements extending onto property on the opposite side of a street adjacent to the subdivision, where such property is not included in the street right-of-way and not owned or otherwise controlled by the subdivider.

- I. **Alleys:** Alleys shall be required at the discretion of the Plan Commission.
 - 1. Standards: All alleys shall have a minimum pavement width of 16 feet and a minimum right-of-way width of 20 feet. All alleys shall be consistent with the construction standards provided in this Ordinance for local roads and shall meet any additional requirements of the City Engineer. Dead-end alleys shall be prohibited.
 - 2. Use: The use of alleys shall be considered in the following circumstances.
 - a. *Service Access:* Alleys may be provided in order to accommodate service access and off-street parking and loading.
 - b. *Rear Access:* Where blocks are developed along arterial or collector streets alleys may be provided to provide vehicle access to lots fronting on that street. All such alleys shall run parallel to the arterial or collector streets and shall not create an intersection with that street.

Subdivision Standards

- General
- Lot
- Block
- Street Arrangement**
- Street Geometric
- Street Construction
- Cul-de-Sac
- Curb & Gutter
- Sidewalk
- Street Lighting
- Subdivision & Street Name
- Easement
- Street Tree
- Waste Disposal
- Water Supply
- Private Utility
- Environmental
- General Drainage
- Covenant
- Flood Hazard Area
- Monument & Marker

Street Geometric
Standards

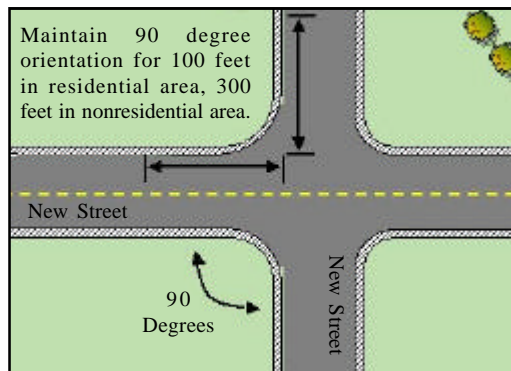
*See Also: Greencastle
Thoroughfare Plan
(in Comprehensive Plan)*

*See Also: Zoning Ordinance
Section 5.18,
Sight Visibility Standards*

Intersection
Angle Graphic

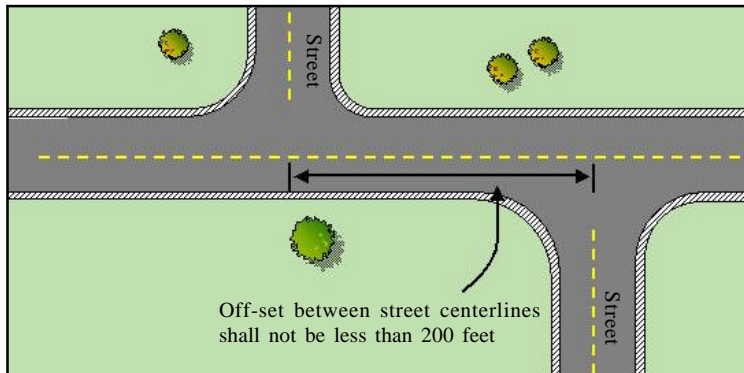
6.6 Street Geometric Standards

- A. **General Requirements:** The functional classification of all streets shall be defined by the Thoroughfare Plan. The Plan Commission shall assign a classification, based on the provisions of the Thoroughfare Plan, to all proposed streets at the time of Preliminary Plat review and approval.
- B. **Street Measurement:** Street width shall be measured from back of curb to back of curb, or from the edge of pavement where no curbs are present.
- C. **Intersection Requirements:** Street intersections shall be designed to promote the maintenance of the sight visibility triangle requirements of the Greencastle Zoning Ordinance and shall be consistent with the following additional requirements;
1. **Intersection Angle:** Streets shall be laid out so as to intersect as nearly as possible at right angles. A proposed intersection of 2 new streets at an angle of less than 75 degrees shall not be acceptable. All streets shall intersect at 90 degrees whenever possible and maintain the 90 degree orientation for a minimum distance of 100 feet in residentially used and/or zoned areas and a minimum distance of 300 feet in non-residentially zoned or used areas.



2. **Maximum Intersecting Streets:** Not more than 2 streets shall intersect at any 1 point, unless specifically required to promote efficient and safe traffic movement or in response to a recommendation of the Thoroughfare Plan.
3. **Intersection Radii:** Street intersections shall be rounded by minimum radii consistent with the Street Geometric Design Requirements table on page 6-13. The minimum radii shall be increased as required by the City Engineer when the angle of street intersection is less than 90 degrees, in commercial and industrial areas, and/or where necessary to accommodate a school bus or emergency vehicle.
4. **Approach Grade:** Intersections shall be designed with a flat grade wherever practical. A leveling area shall be provided having not greater than a 2% grade in level terrain, and not greater than a 5% grade in hilly or rolling terrain. The leveling area shall extend for a distance of 100 feet in either direction of the intersection, measured from the center line of the intersecting street.

- 5. **Intersection Off-sets:** Proposed new intersections along 1 side of an existing street shall, whenever practicable, coincide with any existing or proposed intersection on the opposite side of such street. Street jogs with center line offsets of less than 200 feet shall not be permitted. Where necessary to accommodate turning lanes and other features, longer off-sets may be required by the City Engineer.



- 6. **Additional Requirements:** At any intersection acceleration and deceleration lanes, passing or left turn lanes, and other traffic management features may be required by the Plan Commission and/or City Engineer.
- D. **Corner Right-of-Way:** The right-of-way shall follow the curb line on all corners in order to maintain a consistent distance between the back-of-curb and the edge of the right-of-way.
- E. **Reverse Curve Requirements:** A tangent of at least the length specified in the Street Geometric Design Requirements table on page 6-13 shall be introduced between reverse curves on all streets.
- F. **Sight Distance Requirements:** A clear sight distance, measured along the centerline of the road, shall be provided for a minimum 300 feet along all roads with speed limits greater than 45 miles/hour (mph), 200 feet along all roads with speed limits between 30 and 45 mph, and 100 feet along all roads with a speed limits of 30 mph or less.
- G. **Vertical Grade Requirements:** The maximum vertical grade shall not exceed a maximum of 4% for commercial and industrial streets and 8% for all residential streets. In order to ensure proper drainage, the minimum grade for all streets shall be 0.5%.
- H. **On-Street Parking Requirements:** Street designs shall include provisions for on-street parking consistent with the Street Geometric Design Requirements table on page 6-13. On-street parking shall be provided at the discretion of the Plan Commission, consistent with the following guidelines.

Intersection Off-set Graphic

Subdivision Standards

- General
- Lot
- Block
- Street Arrangement
- Street Geometric**
- Street Construction
- Cul-de-Sac
- Curb & Gutter
- Sidewalk
- Street Lighting
- Subdivision & Street Name
- Easement
- Street Tree
- Waste Disposal
- Water Supply
- Private Utility
- Environmental
- General Drainage
- Covenant
- Flood Hazard Area
- Monument & Marker

6.6 Street Geometric Standards (cont.)

Street Geometric
Standards

1. **Residential Requirements:** On-street parking guidelines for residential areas shall be as follows:
 - a. *No Parking:* On-street parking should not be required in residential subdivisions where the gross density is less than 1 dwelling/unit per acre.
 - b. *1-side Parking:* On-street parking should be required on 1 side of all local streets in residential subdivisions where the gross density at least 1 dwelling unit per acre, but less than 4 dwelling units per acre.
 - c. *2-side Parking:* On-street parking should be required on both sides of all local streets in residential subdivisions where the gross density is 4 dwelling units per acre or greater. On-street parking shall be provided on collector streets in residential subdivisions at the discretion of the Plan Commission.
 2. **Non-Residential Requirements:** On-street parking shall not be required in any non-residential subdivisions, but shall be provided at the discretion of the Plan Commission.
- I. Street Geometric Design Requirements:** All streets shall conform to the minimum specifications for design established by the Street Geometric Design Requirements table on page 6-13 based on the classification provided by the Thoroughfare Plan or otherwise assigned by the Plan Commission.
1. **Urban Application:** The urban cross-section shall be preferred within the City of Greencastle. The urban cross-section shall be required as follows:
 - a. *Residential Areas:* The urban cross-section shall be required in all residential areas with 1 or more of the following characteristics:
 - i. the gross density of the area included in the subdivision preliminary plat is greater than 1 dwelling unit per acre;
 - ii. the subdivision will provide the continuation of any street system that is designed with an urban cross-section; or
 - iii. the minimum size of any lot is less than 30,000 square feet.
 - b. *Non-Residential Areas:* The urban cross-section shall be required in all non-residential areas with 1 or more of the following characteristics:
 - i. the subdivision will provide the continuation of any street system that is designed with an urban cross-section; or
 - ii. the minimum size of any lot is less than 5 acres.
 2. **Rural Application:** The rural cross section may be used for all other roads unless an urban cross-section is otherwise required by the Plan Commission.
 3. **Bicycle Lanes:** All street designs shall consider any applicable bike lane requirements, including the Greencastle People Pathways Plan. Where bike lanes are required they shall be designed consistent with AASHTO standards and the requirements of the City Engineer.
 - a. The minimum width for a 2-way path, separated from the street shall be 8 feet.

Street Geometric Standards

- b. All bikeways along the street shall be 1-way paths, moving with the direction of traffic on the street. The minimum width for a 1-way path shall be 4 feet.
- 4. **Waiver Standards:** The Plan Commission shall consider waiver requests for the use of rural rather than urban street cross-sections in urban subdivisions, as defined above, where the rural street design would facilitate a unique design concept or the construction of a preferred natural storm drainage system.

Street Geometric Design Standards - Urban Cross-Section

Design Standard (all measurements in feet)	Local Street		Collector Street		Arterial Street*
	Residential	Non-Residential	Residential	Non-Residential	
Right-of Way Width (no parking)	50	50	50	50	60
Right-of Way Width (parking on 1 side)	50	50	50	60	
Right-of Way Width (parking on 2 sides)	50	60	60	60	
Pavement Width (no parking)	24	24	24	24	24
Pavement Width (parking on 1 side)	28	32	30	32	
Pavement Width (parking on 2 sides)	32	40	36	40	
Curb Requirement	Vertical	Vertical	Vertical	Vertical	Vertical
Pavement/Sidewalk Separation	3	3	3	3	8
Sidewalk Width	5	6	5	6	5
Maximum Grade	8%	4%	8%	4%	4%
Minimum Grade	0.5%	0.5%	0.5%	0.5%	0.5%
Minimum Tangent Distance	100	100	150	150	200
Minimum Corner Radius	25	25	30	30	35

* 2-lane Arterial Street Standards Shown - all Other Arterial Street Designs Shall be Consistent with the Requirements of the City Engineer and INDOT

Street Geometric Design Standards - Rural Cross-Section

Design Standard (all measurements in feet)	Local Street		Collector Street	Arterial Street*
	Residential	Non-Residential		
Right-of Way Width (no parking)	50	50	50	60
Pavement Width (no parking)	24	24	24	24
Shoulder Width	4	4	4	8
Maximum Grade	8%	4%	4%	4%
Minimum Grade	0.5%	0.5%	0.5%	0.5%
Minimum Tangent Distance	100	100	150	200
Minimum Corner Radius	25	25	30	35

* 2-lane Arterial Street Standards Shown - all Other Arterial Street Designs Shall be Consistent with the Requirements of the City Engineer and INDOT

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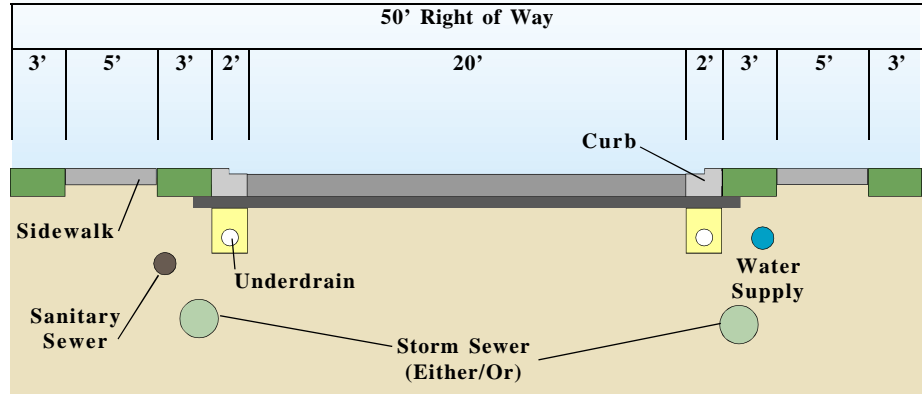
Subdivision Standards

6.6 Street Geometric Standards (cont.)

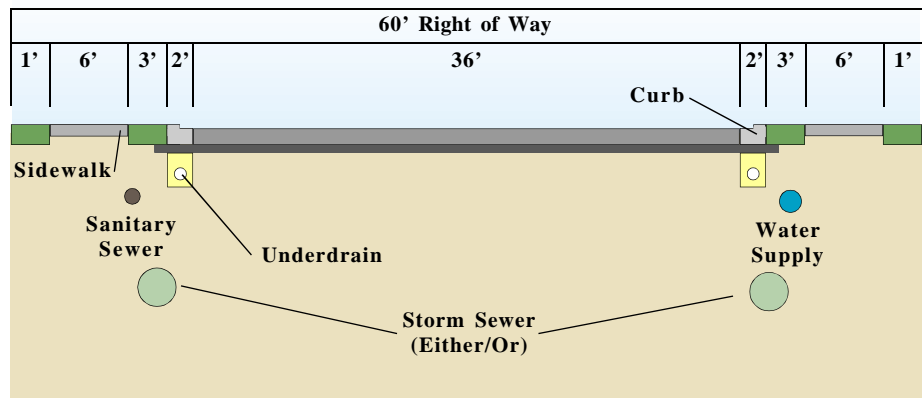
Street Geometric Standards

Urban Street Cross-Sections

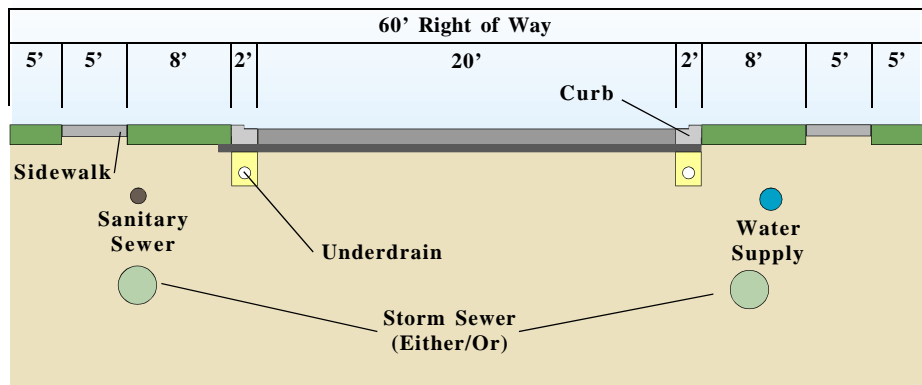
Residential Local Street (no parking)



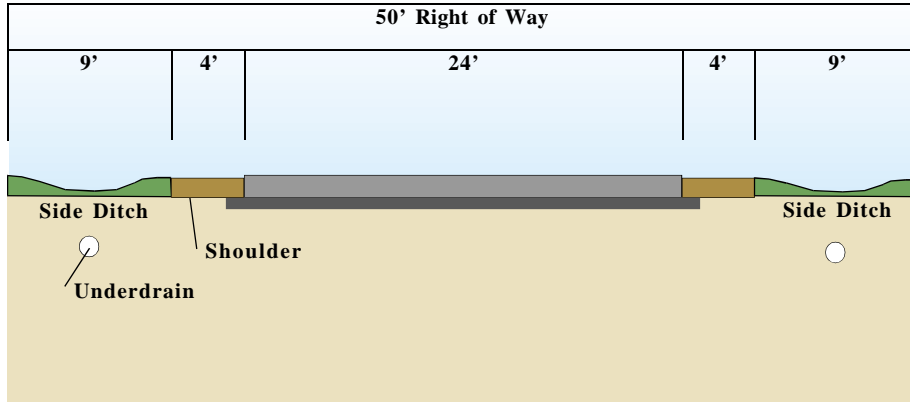
Non-Residential Collector Street (2-side parking)



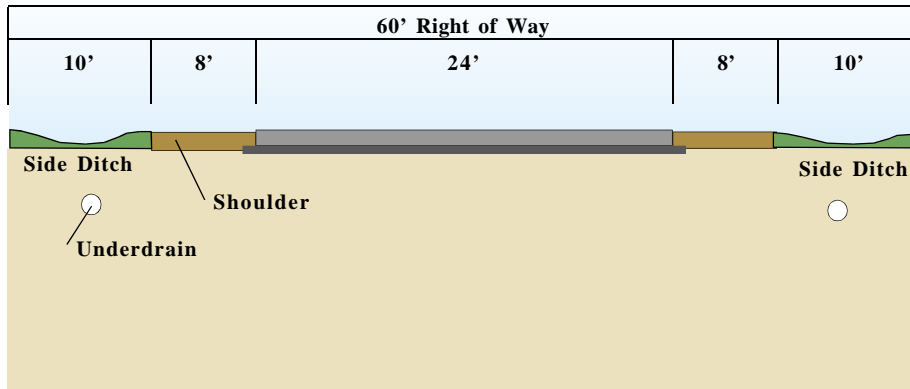
Arterial Street (no parking)



Residential Local Street (no parking)



Arterial Street (no parking)



Rural Street Cross-Sections

Subdivision Standards

- General
- Lot
- Block
- Street Arrangement
- Street Geometric**
- Street Construction
- Cul-de-Sac
- Curb & Gutter
- Sidewalk
- Street Lighting
- Subdivision & Street Name
- Easement
- Street Tree
- Waste Disposal
- Water Supply
- Private Utility
- Environmental
- General Drainage
- Covenant
- Flood Hazard Area
- Monument & Marker

6.7 Street Construction Standards

Street Construction
Standards

- A. **General Requirements:** All streets and alleys shall be completed to the grades shown in plans, profiles and cross-sections provided in the approved subdivision Construction Plans, consistent with the requirements of this Chapter.
1. **Design Professionals:** All plans shall be prepared by a professional engineer or surveyor licensed in the State of Indiana.
 2. **Inspections:** All stages of street construction must be inspected consistent with the adopted procedures of the City of Greencastle.
- B. **Construction Requirements:** The streets shall be graded, surfaced and improved to the dimensions shown below in the appropriate cross-sections, and shall meet the following requirements:

Street Construction Requirements

Pavement Requirements	Local Street	Collector Street		Arterial Street
		Residential	Non-Residential	
Concrete (Option #1)				
Concrete Pavement	6 inches	7 inches	8 inches	9 inches
Compacted Aggregate #53 Base	4 inches	4 inches	4 inches	6 inches
Total Thickness	10 inches	11 inches	12 inches	15 inches
Asphalt (Option #2)				
Asphaltic Surface Course	1 inch	1 inch	1 inch	1 inch
Hot Asphaltic Binder Course	4 inches	3 inches	3 inches	4 inches
Base #5D		5 inches	5 inches	8 inches
Compacted Aggregate #53 Base	8 inches	8 inches	12 inches	12 inches
Total Thickness	13 inches	17 inches	21 inches	25 inches
Asphalt (Option #3)				
Asphaltic Surface Course	1 inch	1 inch	1 inch	1 inch
Hot Asphaltic Binder Course	3 inches	3 inches	3 inches	4 inches
Base #5		4 inches	4 inches	6 inches
Base #5D	5 inches	4 inches	6 inches	8 inches
Total Thickness	9 inches	12 inches	14 inches	19 inches

1. **Abnormal Use:** Additional requirements may be imposed by the City Engineer to account for unusual soil conditions, extraordinary traffic volume, heavy loads, or other abnormal use characteristics.
2. **Poor Drainage:** Poorly drained ground or muck ground may require the use of #2 stone or railroad stone under the base, consistent with the requirements of the City Engineer.
3. **Lime Stabilization:** A lime stabilized base may be used consistent with the alternative standards and requirements of the City Engineer.
4. **Underdrains:** Underdrains shall be installed consistent with the requirements of the City Engineer.

Street Construction Standards

- 3. **Base Grade:** The final grade of the base and all road surfaces shall be 2% from the center to both edges.
- 4. **HAC Standards:** All hot asphaltic concrete (HAC) materials and application must meet Indiana Department of Transportation (INDOT) specifications, unless otherwise modified by the provisions of this Ordinance. All HAC mixing and application shall be performed under proper weather conditions as defined by the City Engineer.
- 5. **Base Width:** The base for all streets shall extend 2 feet beyond the road surface on both sides of the road. Where curb and gutter is not required, 4 foot wide shoulders of compacted aggregate shall be required on each side of all local and collector streets, and 8 foot wide shoulders of compacted aggregate shall be required on all arterial streets.
- 6. **Concrete Street Specifications:** Concrete streets shall be provided with contraction and expansion joints meeting the following requirements:
 - a. *Contraction Joints:* Concrete streets shall have contraction joints linearly every 1/2 street width, at every catch basin and manhole, and elsewhere as specified by the City Engineer. Contraction joints shall extended through curbs to the full width of the pavement.
 - b. *Expansion Joints:* Concrete streets shall have expansions joints every 100 feet, and elsewhere as specified by the City Engineer.

Subdivision Standards

- General
- Lot
- Block
- Street Arrangement
- Street Geometric
- Street Construction**
- Cul-de-Sac
- Curb & Gutter
- Sidewalk
- Street Lighting
- Subdivision & Street Name
- Easement
- Street Tree
- Waste Disposal
- Water Supply
- Private Utility
- Environmental
- General Drainage
- Covenant
- Flood Hazard Area
- Monument & Marker

6.8 Cul-de-Sac Standards

Cul-de-Sac
Standards

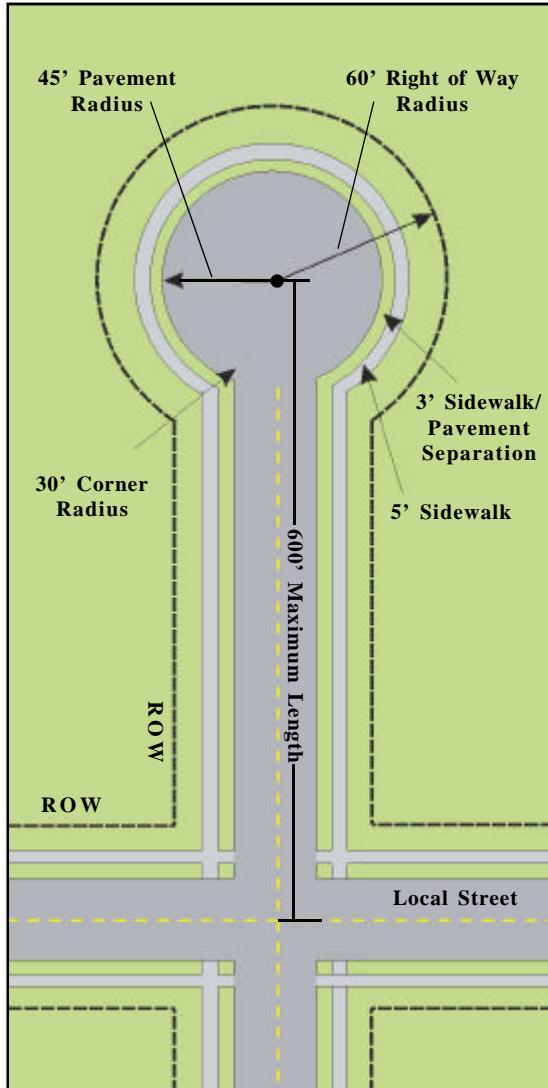
- A. **General Requirements:** Cul-de-sacs may be permitted by the Plan Commission only in locations where one of the following conditions exist:
1. Natural Barriers: the construction of a through street is not possible do to the presence of natural barriers,
 2. Adjacent Development: the construction of a through street is not possible do to the presence of adjacent development which provides no opportunities for connecting any through street, or
 3. Ample Connections: ample through streets are already provided in the area, or are otherwise proposed to be provided (in the opinion of the Plan Commission).
- B. **Design Requirements:** All cul-de-sacs shall meet the following design requirements:
1. Maximum Length: The maximum length of all cul-de-sacs shall be 600 feet, measured along the centerline from its intersection with the centerline of another street to the center of the turn-around right-of-way.
 2. Design Standards: The minimum pavement and right-of-way radius and other design features of all cul-de-sacs shall be consistent with the Cul-de-sac Design Standards table.

Cul-de-sac Design Standards

Design Standard (all measurements in feet)	Residential Street		Non-Residential Street	
	Urban	Rural	Urban	Rural
Right-of Way Radius	60	60	60	60
Pavement Radius	45	45	50	50
Curb Requirement	Vertical		Vertical	
Pavement/Sidewalk Separation	3		3	
Sidewalk Width	5		6	
Maximum Grade	8%	8%	4%	4%
Minimum Grade	0.5%	0.5%	0.5%	0.5%

3. Street/Turn-Around Radii: The intersection of the cul-de-sac street segment and the cul-de-sac turn-around shall be rounded by radii of at least 30 feet.
4. Limitations: In no case may an arterial or collector road terminate in a cul-de-sac.
5. Parking Prohibited: On-street parking shall be prohibited within the bulb of the cul-de-sac.
6. Mailboxes: All mailboxes for lots accessed from the bulb of the cul-de-sac shall be clustered together at a single location.
7. Driveways: All driveways accessing the bulb of the cul-de-sac shall be clustered at common property lines to maximize the availability of snow storage areas.

C. **Construction Requirements:** All cul-de-sac streets shall be constructed consistent with the local street construction standards.



Residential Cul-de-sac Graphic

Subdivision Standards

- General
- Lot
- Block
- Street Arrangement
- Street Geometric
- Street Construction
- Cul-de-Sac**
- Curb & Gutter
- Sidewalk
- Street Lighting
- Subdivision & Street Name
- Easement
- Street Tree
- Waste Disposal
- Water Supply
- Private Utility
- Environmental
- General Drainage
- Covenant
- Flood Hazard Area
- Monument & Marker

6.9 Curb & Gutter Standards

Curb & Gutter Standards

- A. **General Requirements:** Poured concrete curbs and gutters shall be provided on all streets designed with the urban cross-section, and on any other street as specifically required by the Plan Commission at the time of Preliminary Plat review.
1. **Curb Locations:** Where curbs are required, they shall be installed on each side of the street surface and are to be considered as part of the street.
 2. **Curb Types:** Where curbs are required, 2-foot vertical curbs shall be provided on all streets.
- B. **Gutter Grade Requirements:** The minimum grade of any street gutter shall not be less than 0.5%.
- C. **Construction Requirements:** All curbs and gutters shall be constructed to the applicable adopted standards of the City of Greencastle and the specifications of the City Engineer. Curbs and gutters shall also meet the following requirements.
1. Additional inlets shall be required when encroachment of storm water into the street will disrupt traffic under the 10-year storm design.
 2. Inlet grates should be depressed slightly below the plane of the gutter to improve removal of runoff water. Inlet grates shall be heavy-duty type and appropriate for bicycle traffic.

Sidewalk Standards

- A. **General Requirements:** Sidewalks shall be provided on all streets designed with the urban cross-section, and on any other street as specifically required by the Plan Commission at the time of Preliminary Plat review.
1. **Location:** Where sidewalks are required, they shall be provided on both sides of the street, including completely encircling the turn-around of any cul-de-sac.
 2. **Width:** All sidewalks shall measure a minimum of 5 feet in width along all streets in residential areas and 6 feet in width in all commercial, industrial, and mixed use areas.
 3. **Pavement/Sidewalk Separation:** Sidewalks shall be separated from the back of curb of the adjacent road by a width of 8 feet along arterial streets and 3 feet along all local and collector streets. All areas between the back-of-curb and sidewalk, which are not used for accessing individual properties from the street, shall be planted and maintained as grass lawns. Trees and other plantings shall be prohibited in these areas.
 4. **Width Transitions:** Smooth transitions (slow tapers) are required if a sidewalk is to be transitioned from one width to another.
 5. **Slope:** The surface of any sidewalk, when completed, shall have a sufficient slope to drain adequately.
- B. **Construction Requirements:** Sidewalks shall be concrete within subdivisions in accordance with the Standard Specifications of the Indiana Department of Transportation, latest edition, with contraction (tooled) joints a maximum of every 6 feet apart. Sidewalks shall be a minimum of 4 inches thick in all locations, with a 4 inch base of either compacted stone or sand.
- C. **ADA Compliance:** Americans with Disabilities Act compliant ramps for wheelchairs and bicycles shall be provided appropriately on all sidewalks. Ramps are to be located at all intersections and other transition access points.
1. Rolled curbs are not a substitute for wheelchair ramps and shall not be considered to meet ADA requirements.
 2. It is the legal responsibility of the developer to assure compliance with current ADA laws.
 3. The developer and/or his/her engineer may be required to certify compliance with ADA laws to the City Engineer and Greencastle ADA Compliance Officer at the time the public improvements are accepted by the City.
- D. **People Pathways:** Where a portion of the Greencastle People Pathways system is required, it shall take the place of the sidewalk on the side of the street on which it is provided. In no instance shall this be interpreted as eliminating the required sidewalk from the side of the street opposite the People Pathway. People Pathways shall be installed consistent with the adopted standards of the City Engineer.

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6.10 Sidewalk Standards (cont.)

Sidewalk Standards

- E. **Crosswalks:** When a sidewalk crosses streets within or adjacent to the subdivision, safety devices such as painted crosswalks, alternative crosswalk pavement types, crosswalk signs, traffic calming measures, or traffic control devices shall be installed. All cross-walk treatments shall be subject to the approval of the City Engineer.
- F. **Use of Sidewalk Easements:** Easements of at least 10 feet in width shall be provided for sidewalks which, due to topography or other site features, are not completely included in public right-of-way adjacent to a street. Sidewalks which link common areas, public sites, or natural features as part of any subdivision's open space design shall be included in the subdivision's common area or an easement on private property.

Street Lighting Standards

- A. **General Requirements:** The subdivider shall be responsible for the initial cost of the purchase and installation of street lights.
- B. **Locations within the Subdivision:** Generally, street lighting shall be provided at all intersections of streets within, and adjacent to, the subdivision and elsewhere as deemed appropriate. The specific locations of street lighting shall be determined by the City Engineer based on the lighting options made available by the local electricity provider. However, street lights shall generally be located in intersections and other locations necessary for public safety.
- C. **Locations along the Street:** Street lights shall be located in the right of way, adjacent to the street.
- D. **Mounting Standards:** Street lights shall be pole mounted on standards of non-corrosive metal or fiberglass not to exceed 28 feet in height.
1. **Foundations:** Light standards shall be mounted in appropriate concrete foundations.
 2. **Decorative Lighting:** The use of decorative street lighting shall be encouraged.
- E. **Intensity Requirements:** Street lights shall consist, at a minimum, of high-pressure sodium bulbs or comparable, a minimum of 100 watts each.
- F. **Electric Service Requirements:** All electric lines providing service to the street lights shall be located underground and shall be consistent with the provisions of the National Electric Code (NEC).

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6.12 Subdivision & Street Name Standards

Subdivision & Street Name Standards

- A. **Subdivision Name Standards:** The proposed name of all subdivisions shall be provided by the subdivider at the time of Preliminary Plat application.
1. Duplication of Names: The proposed name of the subdivision shall not duplicate, or too closely approximate phonetically, the name of any other subdivision in Putnam County that has been previously recorded, or for which approval is still in effect.
 2. Approval Authority: The Plan Commission shall have final authority to approve the name of the subdivision, which shall be determined at the time of the Preliminary Plat approval.
- B. **Street Name Standards:** The proposed name of all subdivision streets shall be provided by the subdivider at the time of Preliminary Plat application.
1. Duplication of Names: Street names shall not duplicate any existing street name within the City of Greencastle. Street names that may be spelled different but sound the same as existing streets shall not be used.
 2. Street Extensions: Streets which are designed and/or shall function as the extension of an existing street shall be named consistent with the existing street.
 3. Street Name Length: Generally, no street name should exceed 12 characters in length, including any spaces.
 4. Street Terms: The term “court” shall be reserved for cul-de-sac streets. The terms “place” and circle” shall be reserved for circular streets which intersect with another street at two locations and cannot be divided into more than one street.
 5. Review Authority: All street names and addresses are subject to review and approval of the Plan Commission at Preliminary Plat review.
 6. Approval Authority: The Plan Commission shall have final authority to name all streets at the time of Preliminary Plat approval.
- C. **Street Sign Installation:** Street signs, including street name signs, stop signs, “no-parking” signs, and all other appropriate regulatory signs, shall be installed by the subdivider at all locations specified on the approved Preliminary Plat and Construction Plans and otherwise required by the City Engineer.
1. Sign Standards: All street signs shall meet the standards of the City Engineer and the Street Commissioner.
 2. Sign Cost: The subdivider shall assume all costs for street sign installation.
 3. Temporary Signs: The subdivider shall be responsible for the installation of temporary street and traffic control signs until the public improvements are accepted by the City Council.

Easement Standards

- A. **General Requirements:** Adequate areas of suitable size and location shall be provided by the subdivider as easements for the conveyance of utility systems, drainage, and other infrastructure to, and within the subdivision. The location of all easements shall be reviewed by the City Engineer along with the local utility companies through the Technical Review Committee process.
- B. **Utility Easements:** Utility easements shall be provided consistent with the following standards and the requirements of the City Engineer.
1. **Water Supply & Natural Gas & Other Utilities:** Easements for water supply and natural gas and other utilities shall be a minimum of 20 feet in width, and shall be provided in the front yard adjacent to the right-of-way of the street. Water supply service may also be provided in the right-of-way, opposite the side of the street on which sanitary sewer service.
 2. **Sanitary Sewer:** Easements for sanitary sewer service shall be provided at the request of the City Engineer.
- C. **Drainage Easements:** Drainage easements shall be a minimum of 15 feet in width, with 1/2 the width of the easement taken from each lot. In the case of both (1) lots extending to the boundary of the property platted and not adjoining another plat, and (2) front yard drainage easements, the full width of the easement shall be provided on each affected lot.
1. **Drainage Easement Standards:** Drainage easements shall:
 - a. provide continuity from block to block,
 - b. be located along rear, side, or front lot lines as necessary, and
 - c. generally be contiguous to the street at the end of the block to connect with adjoining blocks in the shortest direct line.
 2. **Watercourses:** Where a subdivision is traversed by a watercourse, drainage way, channel, or stream the subdivider shall designate drainage easements on both sides of the watercourse, the width of which shall be determined by the City Engineer.
 3. **Access to Improvements:** Easements to permit both the City and any lot owners association access for maintenance and repair of surface and subsurface drainage improvements, shall be provided on the Preliminary Plat, Construction Plans, and Final Plat.
 4. **Off-Site Improvements:** When a proposed drainage systems will carry water across private lands outside the subdivision, appropriate drainage rights must be secured by the subdivider and indicated on the all required plat and Construction Plan drawings.

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6.14 Street Tree Standards

Street Tree Standards

See Also: Article 5, Surety

- A. **General Requirements:** All subdivisions shall be required to provide street trees along both sides of all urban cross-section streets within the subdivision, and along the side of any urban cross-section streets which are adjacent to the subdivision.
1. **Location:** Street trees shall be planted within 10 feet of the right-of-way, and shall be prohibited in the right-of-way. If, in the opinion of the City Engineer, and subject to the approval of the Greencastle Tree Board, the location beyond the right-of-way would present a hazard for underground or overhead utilities the street trees shall be planted in the right-of-way behind the sidewalk.
 2. **Use of Existing Trees:** Existing trees may be considered as meeting the street tree requirement if they are in the proper location, are in good health, and are protected during the construction process.
 - a. The Plan Commission shall determine whether or not existing trees may be used to satisfy the street tree requirement at the time of Preliminary Plat review.
 - b. The City Planner may require the provision of maintenance bonds, consistent with Article 5 of this Ordinance, for any existing trees preserved for use as street trees.
 - c. No construction shall be permitted within the dripline of any trees to be preserved. Any such tree shall be required to be certified as health and undamaged following construction activities by an arborist prior to acceptance by the City.
 3. **Other Landscaping Requirements:** The street trees required by this section shall be in addition to any other landscaping required by this Ordinance. In no case shall any other required landscaping be considered as fulfilling these requirements.
- B. **Planting Requirements:** An average of one street tree shall be planted for every 60 feet of street frontage shown on the Preliminary Plat of the subdivision. The street trees may be evenly spaced or grouped together, however, they shall meet the following requirements:
1. **Spacing:** The tree spacing shall be adequate, in the opinion of the City Planner, for trees to mature and grow naturally over time.
 2. **Tree Size:** All street trees shall be a minimum of 2 inch calliper, as measured 6 inches from the top of the rootball, at the time of planting.
 3. **Proximity to Sidewalks:** No tree may be planted so that its center is closer than 3 feet to a sidewalk or curb.
 4. **Proximity to Intersections:** No tree shall be planted within 25 feet of the intersection of two street rights-of-way, within 10 feet of the intersection of a street and an entrance driveway, or within the Sight Visibility Triangle established by Chapter 5.18 of the Greencastle Zoning Ordinance.
 5. **Proximity to Utilities:** No tree shall be planted within 10 feet of any fire hydrant or 5 lateral feet of any underground utility service.
 6. **Species:** Street trees shall be of one or more of the species prescribed by the City of Greencastle Tree Board, and shall also meet all applicable adopted standards of the Tree Board.

*See Also: Zoning Ordinance
Section 5.18, Sight Visibility
Standards*

Waste Disposal Standards

*See Also: Zoning Ordinance
Article 2, Zoning Districts*

- A. **Sewer System General Requirements:** Lots in all subdivisions, except those located in the AG and AR zoning districts, shall be served by sanitary sewers. The appropriate sanitary sewer system shall be designed and installed by the subdivider based on the adopted specifications of the City of Greencastle and the requirements of the City Engineer. All sanitary sewer systems and easements shall be dedicated to the City of Greencastle.
1. **Design Specifications:** The system shall be provided with all necessary supplemental equipment or machinery (including, but not limited to, lift stations) and be in such lengths, sizes, dimensions and specifications as shall be required by the City Engineer.
 2. **General Location:** Sewer mains and transmission lines and structures, with the exception of any above ground structures such as lift stations or pumps, shall generally be located underground in the right-of-way provided along public streets. In all instances, the required drawings of these transmission lines shall be shown with the locations of any street trees and all other utilities to be provided.
- B. **Sewer System Plans and Specifications:** The plans for the installation of a sanitary sewer system shall be prepared by a professional engineer or surveyor licensed in the State of Indiana, shall be provided by the subdivider, and shall be subject to review and approval by the City Engineer.
1. **Additional Requirements:** All sewer systems shall be in accordance with Indiana State Board of Health and Indiana Department of Environmental Management (IDEM) regulations.
 2. **“As-Built” Drawings:** Upon completion of the sewer installation, the plans “as-built” in paper (hard copy) and electronic format (if possible), shall be filed with the City Engineer.
- C. **Individual Property Waste Disposal Systems:** No individual property waste disposal systems, such as septic systems or privately owned treatment plants shall be permitted where sewer service is required by this Ordinance. Any individual waste disposal systems shall meet all applicable requirements and procedures of the Indiana and Putnam County Boards of Health.

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6.16 Water Supply Standards

Water Supply Standards

See Also: Zoning Ordinance
Article 2, Zoning Districts

- A. **General Requirements:** Lots in all subdivisions, with the exception of those in the AG and AR zoning districts, shall be provided with public water supply. The appropriate water supply system shall be designed and installed by the subdivider based on the adopted specifications of the City of Greencastle and the requirements of the City Engineer. All water supply systems and easements shall be dedicated to the City of Greencastle.
1. **Design Specifications:** The water system shall include all necessary supplemental equipment and machinery including, but not limited, to all pipes, fire hydrants, and valves.
 2. **General Location:** Water supply mains and transmission lines shall be located either in the right-of-way adjacent to public streets or in the front yard of lots in easements immediately adjacent to the rights-of-way.
- B. **Installation Standards:** The installation of the water supply system shall be done in accordance with the plans, profiles, and specifications prepared by a professional engineer or land surveyor registered in the State of Indiana. They shall be provided by the subdivider and shall be subject to review and approval by the City Engineer.
1. **Additional Requirements:** All water systems shall be in accordance with Indiana State Board of Health and Indiana Department of Environmental Management (IDEM) regulations.
 2. **“As-Built” Drawings:** Upon completion of the water system installation, the plans “as-built” in paper (hard copy) and electronic format (if possible), shall be filed with the City Engineer.
- C. **System Specifications:** All water supply systems shall meet the following specifications:
1. **Distribution System:** No pipe smaller than 6 inches in diameter shall be permitted. Six-inch pipe shall be limited to lengths of not over 800 feet unless looped.
 - a. **High-Volume Districts:** In high-volume districts, so designated by the City Engineer for purposes of fire protection and prevention, distributors shall be not less than 8 inches in diameter and shall be cross-connected within every 800 feet.
 - b. **Long Lines:** On arterials and for all long lines, distributors shall be 12 inches in diameter or larger.
 2. **Valves:** Valves shall be installed so that no single accident, break, repair or extension will necessitate shutting down a length of pipe greater than 500 feet in high-volume districts, or greater than 1,000 feet in other districts, so that flows may be maintained through arterial mains. A valve shall be provided for each leg at pipe intersections.
 3. **Hydrants:** Fire hydrants shall be installed meeting the following requirements:
 - a. All hydrants, their setting, number, and size of outlets shall conform to standards and specifications of the American Insurance Association and the applicable policies of the City of Greencastle Fire Department.

Water Supply Standards

- b. One hydrant shall be placed near each street intersection. Intermediate hydrants shall be placed where the distance between intersections exceeds 500 feet.
 - c. The City Engineer may require that the water system be hydraulically modeled.
- D. **Individual Property Wells:** No individual property wells shall be permitted as the primary water supply for any property where water service is required by this Ordinance. Any individual well shall meet all applicable requirements and procedures of the Indiana and Putnam County Boards of Health.

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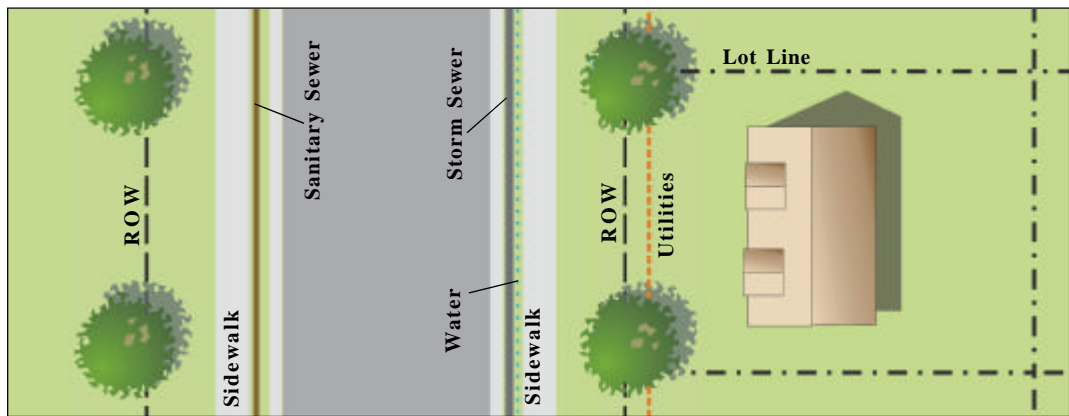
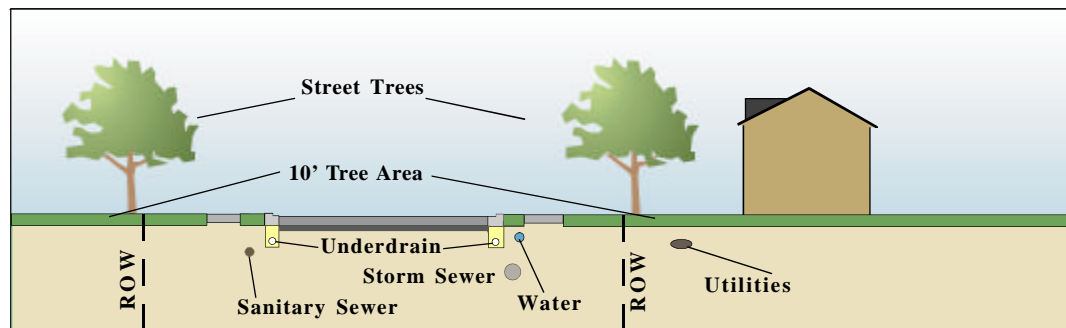
6.17 Private Utility Standards

Private Utility Standards

See Also: Chapter 6.13, Easement Standards

- A. **General Requirements:** All utility transmission lines providing service to the subdivision, including electrical power, gas, telephone, cable television, data transmission, sewer, and water shall be located underground throughout the subdivision. The location of utility lines shall be shown on the Preliminary Plat and on the Construction Plans.
- B. **Design Requirements:** Service lines for electrical power, telephone, cable television, natural gas, and data transmission utilities shall generally be located in the front yard of lots, included in easements as specified by Chapter 6.13 of this Article.

Utility System Layout Graphics



- A. **General Requirements:** Existing features which would add value to residential, commercial, natural, or man-made assets, such as trees or other vegetation, streams, stream-side forests, wetlands, historically significant features (such as those listed as Outstanding, Contributing, or Notable in the *Indiana Historic Sites & Structures Inventory - Putnam County Interim Report*, listed on the *National Register of Historic Places*, and/or listed on the *Indiana Register of Historic Sites & Structures*) and similarly irreplaceable assets should be preserved through careful and harmonious design.
- B. **Erosion & Sedimentation Standards:** The following measures to minimizing erosion and sedimentation shall be included where applicable in the overall subdivision Construction Plans.
 - 1. **Best Management Practices:** Generally, erosion control measures shall support the implementation of best management practices which ensure the long-term operation and maintenance of control features.
 - 2. **Applicable Requirements:** Erosion, and sediment control shall conform with the requirements of the Natural Resource Conservation Service (NRCS), the Indiana Department of Environmental Management (IDEM) and other provisions of this Ordinance, other requirements adopted by the City of Greencastle, and any other requirements of the City Engineer.
 - 3. **Minimizing Erosion:** Stripping of vegetation, regrading, or other development shall be done in such a way that will minimize erosion.
 - a. The disturbed area and the duration of exposure shall be kept to a practical minimum.
 - b. Temporary vegetation and mulching shall be used to protect environmentally sensitive areas during development.
 - c. The permanent final vegetation and structural erosion control and drainage measures shall be installed as soon as practical in the development.
 - 4. **Minimizing Cut/Fill Operations:** Development plans shall keep cut/fill operations to a minimum and ensure conformity with topography so as to create the least erosion potential and adequately handle the volume and velocity of surface water runoff.
 - 5. **Runoff Accommodated:** Provisions shall be made to effectively accommodate the increased runoff caused by changed soil and surface conditions during and after development. Where necessary, the rate of surface water runoff will be structurally retarded.
 - 6. **Sedimentation Trapped:** Sediment in the runoff water shall be trapped until the disturbed area is stabilized by the use of debris basins, sediment basins, silt traps, or similar measures.
 - 7. **Erosion Control Plan Requirements:** No changes shall be made in the contour of the land, nor shall grading or excavating begin until a plan for minimizing erosion and sedimentation has been reviewed and approved by the City Engineer and the Greencastle MS4 operator.
 - a. The erosion control plan shall be submitted as an element of the subdivision construction plans.

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6.18 Environmental Standards (cont.)

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Standards

- b. If NRCS review and approval is required, a copy of the approval shall be provided by the subdivider to the City Engineer for the records of the Plan Commission.
 - c. Design and construction of the erosion control system shall be such that it will be durable and easy to maintain, meeting the requirements of the City Engineer and the Greencastle MS4 operator.
 - 8. **Sedimentation Control:** Whenever sedimentation is caused by stripping of vegetation, regrading, or other development activities, it shall be the responsibility of the subdivider to remove it from all adjoining surfaces, drainage systems, and watercourses, and to repair any damage at his/her expense.
 - a. *Remedy Required:* The City Engineer and/or City Planner may require the subdivider to remedy any sedimentation that has been identified.
 - b. *Enforcement Options:* Failure by the subdivider to control sedimentation may be used by the City Engineer or City Council as grounds to refuse the acceptance of public improvements, or by the City Planner as grounds to withhold the issuance of Improvement Location Permits for structures on lots in the affected subdivision. Violators shall be fined per incident per day consistent with the enforcement provisions of the City of Greencastle Zoning Ordinance.
 - c. *Surety:* The clean-up of all erosion control barriers and the results of any erosion control failure shall be covered by the erosion control bond provided consistent with Article 5 of this Ordinance.
- C. **Excavation and Fills:** Excavations and fills shall meet the following requirements:
 - 1. Fills shall not encroach or impede flows of natural watercourses or constructed channels.
 - 2. Grading shall not be done in such a way so as to divert water onto the property of another land owner without the expressed consent of the land owner.
 - 3. During grading operations, necessary measures for dust control shall be exercised.
 - 4. Grading equipment shall not be allowed to cross streams. Provisions shall be made for the installation of temporary or permanent culverts or bridges.
- D. **Watercourse Requirements:** No applicant, person, corporation, or other entity shall block, impede the flow of, alter, construct any structure, deposit any material or thing, or commit any act which will affect normal or flood flow in any watercourse without having obtained prior approval from the City Engineer and/or the Indiana Department of Natural Resources, Division of Water, whichever is applicable.
 - 1. **Restoration of Pre-development Conditions:** It is the responsibility of the applicant and any person, corporation, or other entity acting on or across a communal stream, watercourse, or swale, or upon the 100-

Environmental Standards

year floodplain or floodway area of any watercourse during the period of development, to return these areas to their original or equal condition upon completion of activities.

2. **Responsibility:** The applicant or owner will assume the responsibility for maintaining, in open and free flowing condition, all minor streams, watercourses, and drainage systems, constructed or otherwise improved in accordance with this Ordinance, which are necessary for proper drainage.

E. **Topsoil:** Topsoil shall not be removed from residential lots or used as spoil, but shall be redistributed to provide a minimum of 6 inches of cover on the lots and in the unpaved portion of the right-of-way. Topsoil shall be stabilized through seeding or sod application.

F. **Debris:** No cut trees, timber, junk, rubbish, or other waste materials of any kind shall be buried or otherwise left deposited on any lot or street at the time of the acceptance of public improvements.

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6.19 General Drainage Standards

General Drainage Standards

- A. **General Requirements:** Drainage control shall conform to the specifications of the City Engineer. Drainage systems shall generally promote the maintenance of natural drainage ways and the incorporation of natural topography.
1. **Drainage Area:** A storm drainage system shall be designed and constructed by the subdivider to provide for the proper drainage of surface water from the subdivision and from the drainage area which drains into the subdivision. All areas included in the drainage area shall be considered based on their present development conditions for the purposes of designing the necessary drainage facilities.
 2. **Street Drainage Systems:** All streets shall be provided with an adequate storm drainage system consisting of curbs, gutters, storm sewers, and inlets or side ditches and/or culverts, consistent with the specifications of the City Engineer and the appropriate street design standards provided by Chapter 6.6 of this Ordinance.
 3. **Required Outlets:** All lots within each subdivision shall be provided with a drainage system connected to a working outlet such as a natural stream, a storm sewer, or an existing open ditch. In no case shall a field tile be considered an acceptable outlet.
- B. **Professional Design Requirements:** The plans for the installation of the storm sewer system shall be prepared by a professional engineer or surveyor licensed in the State of Indiana. They shall be provided by the subdivider and shall be subject to review and approval by the City Engineer. In the review and approval of such plans, the City Engineer may require off-site improvements of drainage outlets to adequately handle the run-off from the subdivision. Upon completion of the subdivision, the plans “as-built” in paper (hard copy) and electronic format (if possible), shall be filed with the City Engineer.
1. **Hardships:** If, in the opinion of the Plan Commission, a hardship would be created by sizing the system to the entire drainage area, the Plan Commission may recommend that the City join with the subdivider in financing the drainage requirements that are beyond the immediate requirements of the subdivision.
 2. **Street Drainage System Requirements:** For all rural cross-section streets, where curb and gutter are not provided, shallow swales, sown or sodded in grass, shall be provided. The use of deep, open ditches shall generally be discouraged. Curb and gutter street drainage systems shall be required for all streets required to be designed to the urban cross-section by Chapter 6.6 of this Ordinance.
 3. **Roadside Drainage:** Roadside drainage shall not be disrupted by driveways or other obstructions.

General Drainage Standards

- C. **Detention/Retention Ponds:** To the extent possible, all subdivision detention/retention requirements shall be accommodated in the least number of ponds or dry areas. One large pond or area shall be preferred to a series of smaller ponds or areas. All detention and retention areas shall be placed in a common area under the responsibility of a lot owners association for the subdivision in which they are located. In no case shall subdivision detention or retention ponds be dedicated to the City of Greencastle, however, the covenants outlining responsibility for the ponds shall provide the City with the authority to both require and complete necessary maintenance.
- D. **Positive Drainage from Structures:** All lots, tracts, or parcels shall be graded to provide proper drainage away from all structures, and dispose of such water without ponding in locations other than intended dry or wet detention basins.
- E. **Discharge Requirements:** It shall be illegal for sump pumps, down spouts, or foundation drains to outlet directly to the street or into the right-of-way of the street, or to be connected to the sanitary sewer.
 - 1. **Sump Pumps:** Sump pumps shall be connected to the subsurface drainage system described in this Ordinance.
 - 2. **Down Spouts:** Down spouts may either be connected directly to the subsurface drainage system, or may outlet into the yard of the structure on which they are located.
- F. **Drainage Easements:** Drainage Easements shall be provided on the Final Plat for all existing, constructed, or reconstructed water courses.

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6.20 Covenant Standards

Covenant Standards

- A. **General Requirements:** The City Planner and City Engineer may review any restrictive covenants to ensure that conflicts with the requirements of this Ordinance and the Greencastle Subdivision Control Ordinance are not created.
- B. **Drainage Covenant:** Each subdivision submitted for approval shall include on the Final Plat a covenant which states that: “This subdivision is subject to all drainage system design and construction standards of the Greencastle Subdivision Control Ordinance, all other applicable adopted standards of the City of Greencastle, and the requirements of the City Engineer, that provide for the repair and maintenance of the system.” All drainage easements shall run to the “City of Greencastle”.

Flood Hazard Area Standards

- A. **General Requirements:** Plans and materials for all subdivisions located within the 100-year floodplain shall be forwarded, by the developer, to the Indiana Department of Natural Resources for review and comment. The Plan Commission shall require appropriate changes and modifications to the subdivision in order to assure that:
1. it is consistent with the need to minimize flood damages;
 2. all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage;
 3. adequate drainage is provided so as to reduce exposure to flood hazards;
 4. on-site waste disposal systems, if provided, will be located and designed to avoid both impairment of them and contamination from them during the occurrence of the regulatory flood.
- B. **Floodplain Boundaries:** Subdividers shall indicate the 100-year flood elevations, the boundaries of the 100-year floodplain, and the boundaries of the 100-year floodway on all subdivision Construction Plans, “as-built” drawings, and Preliminary and Final Plats containing any lands within a 100-year floodplain.
- C. **Evacuation Plan:** All developers of subdivisions, all or a portion of which is located within the Special Flood Hazard Area (SFHA) identified as Zone A on the community’s Flood Boundary and Floodway Map (FHBM) or Flood Insurance Rate Map (FIRM) shall develop an evacuation plan for those lots located in the SFHA and file it with both the Plan Commission and the appropriate community emergency management authorities.
- D. **Floodway Development:** The Plan Commission shall not approve any proposed plat which includes lots platted with buildable areas located in any 100-year floodway. The 100-year floodplain may be included as part of the lots, however, the required buildable area for each lot shall be provided outside of the floodway and the need to provide the proper flood protection grade elevation of any structure in a 100-year floodway fringe shall be noted. All 100-year floodways shall be placed within drainage easements.
- E. **Loss of Storage Capacity:** Loss of the 100-year floodplain water storage capacity due to building or filling should be discouraged.

Subdivision Standards

- General
- Lot
- Block
- Street Arrangement
- Street Geometric
- Street Construction
- Cul-de-Sac
- Curb & Gutter
- Sidewalk
- Street Lighting
- Subdivision & Street Name
- Easement
- Street Tree
- Waste Disposal
- Water Supply
- Private Utility
- Environmental
- General Drainage
- Covenant
- Flood Hazard Area**
- Monument & Marker

6.22 Monument & Marker Standards

Monument & Marker Standards

- A. **General Requirements:** Monuments and markers shall be placed so that the center of the bar, or marked point, shall coincide exactly with the intersection of lines to be marked, and shall be set so that the top of the monument or marker is level with the finished grade. All required monument and markers shall be in place prior to the acceptance of the public improvements by the City Engineer and City Council.
- B. **Exterior Monuments:** Permanent concrete monuments 2 inches in diameter, by 30 inches deep, with 3/4 inch rebar cast in the center or filled with concrete with a surveyor's cap set in the center, shall be installed at each corner or angle on the outside boundary of each section of the subdivision (or at the right-of-way where the boundary is a public street), and at all other locations necessary to clearly delineate all significant plat lines as specified by the City Engineer.
- C. **Interior Markers:** Markers consisting of rebar at least 36 inches long and not less than 5/8 inch in diameter, shall be placed at the following locations:
1. the intersection of all street right-of-way lines within the subdivision,
 2. the beginning and ending of all curves in street right-of-way lines,
 3. all angles formed by the intersection of lot lines,
 4. all other lot corners not established by a monument, and
 5. all points required to delineate the location or extent of reservations, easements, or dedications not otherwise defined, as specified by the City Engineer.

Article 7

Definitions



Defined Words

See Also: "Glossary of Zoning, Development, and Planning Terms" published by the American Planning Association as Planning Advisory Service (PAS) Report #491/492

Words used in a special sense in this Ordinance are defined in this Article. The general meaning of all other terms not specifically defined by this Ordinance shall be generally consistent with the definitions provided by "Glossary of Zoning, Development, and Planning Terms" published by the American Planning Association as PAS Report #491/492 and any subsequent amendments. All other words, terms, and/or phrases not specifically defined by this Ordinance and not generally defined by the glossary noted above shall have the meaning inferred from their context in this Ordinance or their ordinarily accepted definitions.

A

Abutting: Having a common border, including being separated from such a common border by a right-of-way, street, alley, easement, body of water, or other feature. In some cases, where specified by this Ordinance, abutting also includes lots or other features within a specific vicinity.

As-Built: Drawings and other documentation which portray the dimensions and other characteristics of streets, utilities and other development features as they have been constructed.

Access Point: A driveway or other means of physical connection for the movement of vehicles between a property and an adjacent street.

Acre: A land area equal to 43,560 square feet.

Adjacent: see *Abutting*

Adjoining: see *Abutting*

Advisory Plan Commission: A plan commission serving a single local government jurisdiction established as defined under the Indiana Code, 36-7-1-2(1983) as amended. The City of Greencastle Plan Commission is the advisory plan commission referred to in this Ordinance.

Alley: A public right-of-way, other than a street road, crosswalk, or easement that provides secondary access for the abutting property.

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

Applicant: The owner, owners, or legal representative of real estate who makes application for action affecting the property.

Application: The completed form or forms, together with any other required materials, exhibits, and fees required of an applicant consistent with the procedures established by this Ordinance.

Arborist: An individual trained in arboriculture, forestry, landscape architecture, horticulture, or related fields and experienced in the conservation and preservation of trees.

Arterial Street: see *Street, Arterial*

Arterial Road: see *Street, Arterial*

B

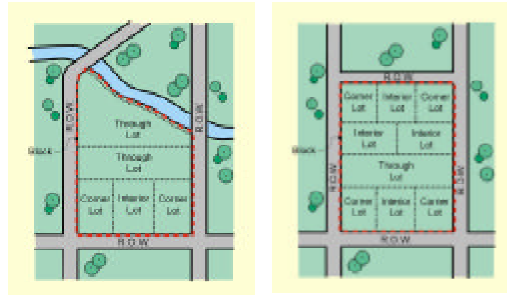
Base Flood Elevation: The elevation, expressed in feet above mean sea level, to which flooding can be expected to occur on a frequency of once every 100 years, or which is subject to a 1 percent or greater chance of flooding in any given year.

Berm: A man-made mound of earth of definite height and width used for landscaping and obscuring purposes.

7.2 Definitions (cont.)

Definitions - B-C

Block: Property abutting 1 side of a street and lying between the 2 nearest intersecting streets (either crossing or terminating), railroad right-of-way, lake, river, stream, or other physical boundary.



Board of Zoning Appeals: A board established consistent with the Indiana Code 36-7-4-900 series. The City of Greencastle Board of Zoning Appeals is the board of zoning appeals referred to by this Ordinance.

Bond: see *Surety*

Buffer: As trip of land, a fence, and/or area of landscaping between 1 use and another designed and intended to separate those uses.

Buffer Landscaping: Any trees, shrubs, walls, fences, berms, or related landscaping features required by this Ordinance as part of a buffer.

Buffer Yards: An area adjacent to front, side, or rear property lines, measured perpendicularly from adjacent property lines and/or right-of-way lines, intended to screen incompatible uses from each other. Buffer yards are also used to help maintain existing trees or natural vegetation; to block or reduce noise, glare, or other emissions; and to maintain privacy. Buffer yards are in addition to (separate from) front, rear, or side yard setbacks.

Building: A structure having a roof, supported by columns or walls, for the shelter, support, or enclosure of persons, property, or animals. When separated by division walls from the ground up and without openings, each portion of such building shall be deemed as a separate building.

Building Permit: An official certification issued by the Building Official authorizing the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, moving, or repair of a building or other structure.

BZA: see *Board of Zoning Appeals*

C

Certificate of Occupancy: A certificate issued by the City Planner certifying that a newly constructed or modified structure and/or property is completed in its entirety and is in complete compliance with all applicable regulations of the City of Greencastle, and therefore may be occupied.

City: The City of Greencastle, Indiana.

City Planner: The person with the responsibility for the administration of the Zoning and Subdivision Control Ordinance regulations, including his/her or the Mayor's designees.

Cluster Development: A development in which a number of dwelling units, or other structures, are placed in closer proximity than usual, or are attached, for the purpose of providing open space.

Cluster Subdivision: see *Cluster Development*

Collector Street: see *Street, Collector*

Collector Road: see *Street, Collector*

Commission: see *Advisory Plan Commission*

Common Area: Land within a development which is not individually owned or dedicated to the public, but which is designed and intended for the use, enjoyment, and maintenance of the property owners within that development or other specific area. The common area may include complimentary structures or other improvements.

Common Ownership: Ownership by the same person, corporation, firm, entity, partnership, or incorporated association, including ownership by different corporations, firms, partnerships, entities, or unincorporated associations with at least 1 common stockholder, partner, or associate.

Compatible: Having harmony and consistency in design, function, and/or appearance.

Comprehensive Plan: A document, consistent with the requirements of the Indiana Code, which is a compilation of policy statements, goals and objectives, standards, maps, and statistical data for the physical, social, and economic development of the community. The City of Greencastle Comprehensive Plan is the comprehensive plan referred to by this Ordinance.

Condition of Approval: Stipulations or provisions set forth as a prerequisite for approval of a petition.

Condominium: Real estate lawfully subject to Indiana Code 32-1-6(1-31), the Horizontal Property Law, by the recordation of condominium instruments, in which undivided interests in the common areas and facilities are vested in the condominium unit owners.

Construction Plans: Subdivision drawings which include detailed specification for the alteration of the land and the installation of utilities, streets, and other improvements.

Contiguous: see *Abutting*

County: Putnam County, Indiana.

Covenants: Private and legal restrictions of various kinds on the usage of lots, typically within a subdivision and applied by the subdivider, that are recorded with the plat and deed. Covenants are enforceable in civil court by interested or affected parties.

Cul-De-Sac: see *Street, Cul-de-Sac*

Curb: A concrete boundary marking the edge of a street or other paved area and providing for a change in grade between the street surface and the adjacent unpaved portions of the street right-of-way.

7.2 Definitions (cont.)

Definitions - C-D

Curb Cut: The providing of vehicular ingress and/or egress between property and an abutting street.

Curb Radius: The curved edge of a street, driveway, or other paved area at an intersection with another street, driveway, or other paved area.

D

Dedication: The intentional setting apart land or interests in land for use by the City of Greencastle.

Density: The number of dwelling units per acre.

Density, Gross: The numerical value obtained by dividing the total number of dwelling units in a development or area by the gross size of the area (in acres), including all non-residential land uses, rights-of-way, streets, and other features included in the area.

Density, Net: The numerical value obtained by dividing the total number of dwelling units in a development or area by the gross size of the actual tract of land (in acres) upon which the dwelling units are to be located, including common open space and excluding non-residential uses, rights-of-way, and streets.

Detention Area: An area that is designed to capture specific quantities of stormwater and to gradually release the stormwater at a sufficiently slow rate to avert flooding.

Developer: An individual, partnership, corporation (or agent thereof), or other entity that undertakes the responsibility for land development, particularly the designing of a subdivision plat or site development plan showing the layout of the land and the public improvements involved therein. In as much as the subdivision plat is merely a necessary means to an end of assuring a satisfactory development, the term “developer” is intended to include the term “subdivider”, even though the personnel involved in successive stage of the project may differ.

Development: Any man-made change to improved or unimproved real estate including, but not limited to: (1) construction, reconstruction, or placement of a structure or any addition to a structure; (2) installing a manufactured home on a site, preparing a site for a manufactured home, or installing a recreational vehicle on a site for more than 180 days; (3) installing utilities, erection of walls and fences, construction of roads, or similar projects; (4) construction of flood control structures such as levees, dikes, dams, channel improvements, etc.; (5) mining, dredging, filling grading, excavating, or drilling operations; (6) construction and/or reconstruction of bridges or culverts; (7) storage of materials; or (8) any other activity that might change the direction, height, or velocity of flood or surface waters.

Double Frontage Lot: see *Lot, Through*

Drainage: The outflow of water or other fluids from a site through either natural or artificial means.

Drainage System: All facilities, channels, and areas which serve to convey, filter, store, and/or receive stormwater, either on a temporary or permanent basis.

Drip Line: An imaginary vertical line that extended from the outermost branches of a tree’s canopy to the ground.

Drive, Private: see *Street, Private*

7.2 Definitions (cont.)

Driveway: A private roadway providing access for vehicles to a parking space, garage, dwelling, or other structure.

Driveway, Common: An access driveway which is shared by adjoining property owners.

Dwelling: A building or structure or portion thereof, designed for the residential purposes of a family or other single housekeeping unit.

E

Easement: A grant by a property owner to a specific persons, the general public, corporations, utilities, or others, for the purpose of providing services or access to the property.

Erosion: The detachment, movement, and wearing away of soil and rock fragments by flowing surface or subsurface water or by wind.

Existing Manufactured Home Park or Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of this Ordinance.

Expansion of an Existing Manufactured Home Park or Subdivision: The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

F

FBFM (Flood Boundary and Floodway Map): An official map delineating the floodway, floodway fringe, 100-year floodplain, and 50-year floodplain which is prepared in conjunction with a flood insurance study.

FEMA: The Federal Emergency Management Agency.

FHBM: Flood Hazard Boundary Map.

FIRM (Flood Insurance Rate Map): The official map on which FEMA has delineated both areas of special flood hazard and risk premium zones.

FPG (Flood Protection Grade): The elevation of the regulatory flood plus 2 feet at any given location in the Special Flood Hazard Area (SFHA).

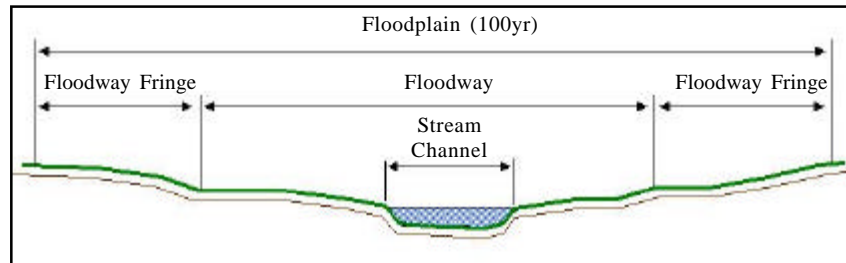
Fence: Any structure, solid or otherwise, which is a barrier and is used as a boundary or means of protection, confinement, or concealment.

Final Plat: see *Plat, Final*

7.2 Definitions (cont.)

Definitions - F,G,H

Flood: A general and temporary condition of partial or complete inundation of normally dry land areas from the overflow, the unusual and rapid accumulation, or the runoff of surface waters from any source.



Floodplain: The relatively flat area or low land adjoining the channel of a river or stream which has been or may be covered by flood water. The flood plain includes the channel, floodway, and floodway fringe. Floodplain boundaries are to be determined using the Floodway-Flood Boundary Maps of the Federal Insurance Administration/Federal Emergency Management Administration (FEMA).

Floodway Fringe: Those portions of the floodplain lying outside the floodway. The floodway fringe is not necessary for carrying and discharging peak regulatory flood flow, but is subject to flooding.

Floodway: The channel of a river or stream and those portions of the floodplains adjoining the channel which are reasonably required to efficiently carry and discharge the peak regulatory flood flow of any river or flooding stream.

Frontage: see *Lot Frontage*

G

Grade: The finished surface of the ground adjacent to the exterior walls of a building.

Grade, Existing: The vertical elevation of the ground prior to any excavation, filling, or other construction activity.

Grade, Finished: The final elevation of the ground surface after man-made alterations have been completed.

H

Historic Site: All structures and other features identified as contributing, noteworthy, or outstanding by the Indiana Historic Sites and Structures Inventory - Putnam County Interim Report, or listed in the National Register of Historic Places or the Indiana Register of Historic Sites & Structures, as well as any subsequent amendments and/or additions to any of these publications.

I

Improvement: Any building, structure, bridge, work of art, area, parking facility, public facility, fence, gate, wall, landscaping, or other object constituting a physical addition to real property.

Improvement Location Permit: A permit allowing a person to erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any structure; alter the condition of the land; change the use or occupancy of a property; or otherwise cause any change to occur that is subject to the requirements of this Ordinance or the City of Greencastle Zoning Ordinance.

Indecisive Vote: A vote which fails to receive a majority, either in favor or opposed.

Individual Waste Disposal System: Any system, device, or method, or treating wastewater for a single lot, parcel, or use. A septic system is an individual waste disposal system.

Infrastructure: Facilities and services needed to sustain industry, residential, commercial, and all other land activities including utilities and streets.

Interested Party: Those persons, groups, property owners, or other entities which are considered or consider themselves to be affected by a change in land use or the intended results of an application to change land use.

J

Jurisdiction: Any area over which a unity of government exercises power and authority. See also *Planning Jurisdiction*.

K

L

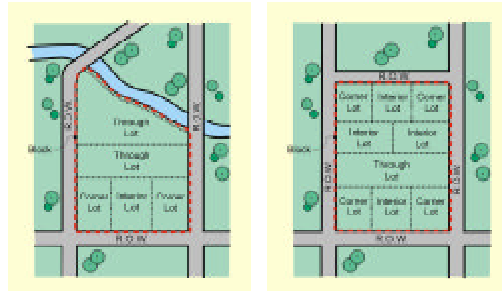
Letter of Map Amendment (LOMA): An amendment to the currently effective FEMA map that establishes that a property, area, and/or structure is not located in a Special Flood Hazard Area (SFHA). A LOMA may only be issued by FEMA.

Letter of Map Revisions (LOMR): An official revision to the currently effective FEMA map. It is issued by FEMA and changes flood zones, delineations, and elevations.

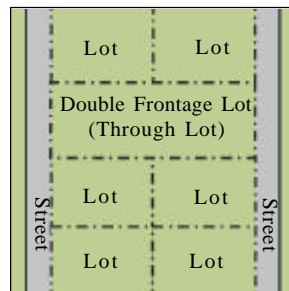
Local Street: see *Street, Local*

Definitions - L,M,N

Lot: A contiguous area of land separated from other areas of land by a separate description (including a recorded deed, a subdivision plat or record of survey map, or by metes and bounds) for purpose of sale, lease, transfer of ownership or separate use.



Lot, Double Frontage: see *Lot, Through*



Lot, Irregular: A lot which is characterized by elongations, angles, shapes, and/or configuration which are inconsistent with the topography, street systems, other lots, and other features of the area in which it is located.

Lot Owners Association: An incorporated non-profit organization operated under recorded land agreements through which each lot owner is automatically a member and each lot is automatically subject to a proportionate share of the expenses for the organization's activities, such as maintaining common property.

Lot of Record: A lot which is recorded in the office of the Putnam County Recorder as a part of a subdivision plat or a parcel described by metes and bounds.

Lot, Recorded: see *Lot of Record*

Lot, Through: A lot having frontage on 2 or more non-intersecting streets.

M

MS4 Operator: The individual designated to oversee the local Municipal Separate Storm Sewer System program.

Marker (survey): A stake or other object which is used to mark a point on a lot or within a subdivision.

Master Plan: see *Comprehensive Plan*

Metes and Bounds: A description of land prepared by a state-registered land surveyor providing measured distances and courses from known or established points on the surface of the earth.

Monument (survey): A permanent physical structure that marks the location of a corner or other survey point.

N

Natural Condition: the condition that arises from, or is found in nature unmodified by human intervention.

Natural Drainage: Drainage channels, routes, and ways formed over time in the surface topography of the earth prior to any modifications or improvements made by unnatural causes and/or human intervention.

Natural Features: The physical characteristics of a property or area which are not man-made, such as soil types, geology, slopes, vegetation, and drainage patterns.

No-access Reservation: A restriction placed on a lot, typically shown as a line labeled as such on preliminary and final subdivision plats, that prohibits vehicular access from the affected lot(s) to an adjacent street.

O

Occupancy: The use of any land or structure.

Official Zoning Map: A map of the City of Greencastle, Indiana that legally denotes the boundaries of zoning districts as they apply to the properties within the Plan Commission’s jurisdiction.

Off-Site Improvement: An improvement related to new development that occurs, or is constructed on property which is outside of the parcel or tract that is being developed. Off-site improvements typically include, but are not limited to drainage, public water systems, public sewer systems, and streets.

Open Space: An area of land not covered by structures or accessory uses except for those related to recreation. Open space may include nature areas; stream and flood plains; meadows or open fields containing baseball, football, and soccer fields, golf courses, swimming pools, bicycle paths, etc. Open space does not include street rights-of-way, platted lot area, private yards, patio areas, or land scheduled for future development.

Owner: Any person, group of persons, firm or firms, corporation or corporations, or any other legal entity having title to, or sufficient proprietary interest in the land, or their legal representative.

Owners Association: see *Lot Owners Association*

P

Parcel: *see Lot*

Parking, Off-Street: A storage space for an automobile located outside of a street right-of-way.

Parking, On-Street: A storage space for an automobile that is located within the right-of-way of a street.

Paved Surface: A durable surface for parking, driving, riding or similar activities that utilizes asphalt, concrete, brick, paving blocks or similar material. Crushed gravel, stone, rock, or dirt, sand, or grass are not a paved surface.

Pedestrian Pathway: A designated route for travel by pedestrians, bicycles, and other non-motorized methods of personal transportation and recreation which is surfaced with concrete, crushed rock, or asphalt and separated from streets by distance or striping.

Performance Surety: *see Surety, Performance*

People Pathways: The City of Greencastle pathway system as designed and described by the City of Greencastle Comprehensive Plan together with any related specifications and any subsequent amendments.

Person: A person, corporation, firm, partnership, association, trust, organization, unit of government, or any other entity that acts as a unit, including all members of any group.

Petitioner: Any person who formally makes a request before the Plan Commission or Board of Zoning Appeals consistent with the processes and requirements of this Ordinance.

Plan: *see Comprehensive Plan*

Plan Commission: *see Advisory Plan Commission*

Planning Jurisdiction: The area over which a municipality has planning authority as drawn by each community in compliance with Indiana Code 36-7-4 et al.

Planting Season: The spring and fall time periods during which new plant material which is installed is most likely to survive the planting process. Generally these periods are from April 15 to June 15 in the spring and from October 15 to November 15 in the fall.

Plat: A map or chart that shows a division of land and is intended to be filed for record.

Plat, Final: The Final Plat, pursuant to Indiana Code 36-7-4-700 series, is the plat document in recordable form.

Plat, Preliminary: The Preliminary Plat, pursuant to Indiana Code 36-7-4-700 series, is the plat and plans upon which the approval of a proposed subdivision is based.

Preliminary Plat: *see Plat, Preliminary*

Private Street: *see Street, Private*

Property Owner: The owner(s) identified as the property owner on the most recent list prepared and maintained by the Putnam County Plat Office. *See also Owner.*

Public Hearing: A formal meeting, announced and advertised in advance consistent with the requirements of this Ordinance, which is open to the public, and at which members of the public have an opportunity to participate.

Public Improvement: Any improvement, facility, or service which provides transportation, drainage, public utilities, or similar essential services which are typically or specifically required to be provided by a unit of government.

Public Street: see *Street, Public*.

Q

R

Record: The written documentation of the actions and expressions of a public body, such as the Plan Commission or Board of Zoning Appeals.

Registered Land Surveyor: A land surveyor properly licensed and registered or through reciprocity permitted to practice in the State of Indiana.

Registered Professional Engineer: An engineer properly licensed and registered or through reciprocity permitted to practice in the State of Indiana.

Regulatory Flood: The flood having a 1 percent probability of being equaled or exceeded in any given year, as calculated by a method and procedure which is acceptable to and approved by the Indiana Natural Resources Commission and the Federal Emergency Management Agency. The “Regulatory Flood” is also known by the term “Base Flood”.

Regulatory Floodway: The channel of a river or stream and those portions of the flood plains adjoining the channel which are reasonably required to efficiently carry and discharge peak flow of the regulatory flood of any river or stream and, is that area covered by floodwaters in significant downstream motion or covered by significant volumes of stored water during the occurrence of the regulatory flood.

Replat: Any change in a Final Plat of an approved or recorded subdivision.

Right-of-Way: Property occupied or intended to be occupied by a street, trail, utility transmission line, or other public utility or facility.

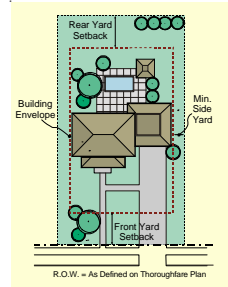
Right-of-Way Line: The limit of publicly owned land encompassing a public facility such as a street or alley.

Road: see *Street*

ROW: see *Right-of-Way*

S

Setback: The horizontal distance between a structure and a lot line or right-of-way line.



Sketch Plan: A drawing portraying the general layout of a proposed subdivision, for the purpose of discussion and classification.

Special Flood Hazard Area (SFHA): Those lands within the jurisdiction of the City that are subject to inundation by the regulatory flood. The SFHAs of the City are generally identified as such on the Flood Insurance Rate Map of the City prepared by the Federal Emergency Management Agency and dated February 1, 1994.

Stream Bank: The usual boundaries, not the flood boundaries, of a stream channel.

Street: A public thoroughfare, including a road, highway, drive, lane, avenue, place, boulevard, and any other thoroughfare that affords vehicular access to abutting property.

Street, Arterial: A street which serves the major traffic movements within a community, such as between the central business district and outlying commercial and residential areas, as well as a majority of the vehicular traffic entering and leaving the city to travel to and from adjacent communities. Greencastle arterial streets are identified by the Thoroughfare Plan within the City of Greencastle Comprehensive Plan.

Street, Collector: A street designed and used to carry moderate volume traffic from local streets to arterial streets. Greencastle collector streets are identified by the Thoroughfare Plan within the City of Greencastle Comprehensive Plan.

Street, Commercial: Any local or collector street where the primary land use of the lots which the street provides access to, and the lots on either side of the street is primarily non-residential (such as commercial, industrial, or institutional).

Street, Cul-de-Sac: A street having 1 end open to traffic which is permanently terminated by a vehicular turnaround.

Street, Frontage: The distance along which a property line of a lot abuts the right-of-way of an adjacent street.

Street, Half: A street for which only half of the required right-of-way width has been provided.

Street, Intersecting: Any street that joins another street at an angle, whether or not it crosses that street.

Street Intersection: The point of crossing or meeting of 2 or more streets.

Street, Local: A street designed to provide vehicular access between individual properties and the collector and arterial street system. Greencastle local streets are identified by the Thoroughfare Plan within the City of Greencastle Comprehensive Plan.

Street, Minor Arterial: An arterial street providing mobility between communities and significant areas within communities which handle moderate volumes of traffic at moderate speeds. Greencastle minor arterial streets are identified by the Thoroughfare Plan within the City of Greencastle Comprehensive Plan.

Street, Principal Arterial: An arterial street that provides high speed travel and mobility for long distance trips. Greencastle principal arterial streets are identified by the Thoroughfare Plan within the City of Greencastle Comprehensive Plan.

Street, Private: Any street which is privately owned and maintained that is used to provide vehicular access to more than 1 property, business, or dwelling unit.

Street, Public: A street constructed and maintained by a unit of government within an officially deeded and accepted right-of-way.

Street, Residential: Any local or collector street where the primary land use of the lots which the street provides access to, and the lots on either side of the street is primarily residential.

Street Width: The width of the paved surface of a street, measured from back-of-curb to back-of-curb or from edge-of-pavement to edge-of-pavement where curbs are not present.

Subdivider: Any person or other entity which initiates proceedings to create a subdivision. See also *Developer*.

Subdivision: The division of any lot for the purpose of sale, transfer, gift, or lease which results in the creation of 1 or more new building sites.

Subdivision, Exempt: A division of land (1) for the purpose of single-family residential or agricultural use, (2) which does not involve any new roads, public drainage easements, or other new public improvements, and (3) which creates new lot(s) and a remaining tract which are a minimum of 5 acres each and which meet the road frontage requirements of the City of Greencastle Zoning Ordinance for the zoning district in which the property is located.

Subdivision, Major: A subdivision which creates more than 3 new lots (excluding any remaining tract) and/or which requires the creation of any new public improvements.

Subdivision, Minor: A subdivision which (1) results in the creation of 3 or fewer new lots (excluding any remaining tract), each of which fronts on an existing street and (2) does not include the construction of any new public improvements. Minor subdivisions may include the upgrade of existing public improvements such as the installation of street trees, the construction of sidewalks, and/or the dedication of additional street right-of-way along an existing street.

Definitions - S,T,U,V

Substantial Improvement: For the purpose of flood hazard area standards, substantial improvement means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the "start of construction" of the improvement. This term includes structures that have incurred "substantial damage" regardless of the actual repair work performed. This term does not include improvements to structures to correct existing violations of state or local health, sanitary, or safety code requirements or any alteration of an "historic structure", provided that the alteration will not preclude the structure's continued designation as an "historic structure".

Surety: An amount of money or other negotiable instrument provided by a developer to the City which guarantees that they will perform all actions required by the City regarding an approved site plan, plat, or other improvement. Surety provides that, if the developer fails to comply with the requirements of the approval, funds will be provided for the City to complete those requirements.

T

Thoroughfare Plan: The official plan, now and hereafter adopted, which sets forth the location, alignment, dimensions, and classification of existing and proposed streets and other thoroughfares.

Topography: The configuration of the earth's surface, including the relative relief, elevations, and position of land features.

Traffic Calming: Methods of reducing the negative impact of vehicles on surrounding land uses and other methods of personal transportation through street design which decreases the speed of vehicles and provides increased space and comfort for pedestrians.

Tree, Street: A tree that is currently located or is proposed to be located along a street, either within the right-of-way or on private property within 10 feet of the right-of-way, and is under the jurisdiction of the Greencastle Tree Board.

U

Undeveloped Land: Land in its natural state.

V

Vested Right: A right that has become fixed and cannot be revoked by subsequent changes of applicable regulations.

W

Waiver: A specific modification or lessening of the regulations established by this Ordinance which may be granted by the Plan Commission for a specific development in response to unique site characteristics or development patterns that justify relief from the otherwise generally applicable regulations.

Wellfield: An area that contains 1 or more existing or proposed wells for supplying water to a water utility.

Wetland: Areas that are inundated and saturated by surface or groundwater at a frequency and duration sufficient to support vegetation typically adapted for life in saturated soil conditions as identified by the National Wetlands Institute and certified by an individual with a US Army Corps of Engineers Regulation 4 Jurisdictional Wetland Certification.

X, Y, & Z

Zoning District: A section of the City of Greencastle for which uniform zoning regulations governing use, height, area, size, intensity of use of buildings and land are established by this Ordinance.

Zoning Map: see *Official Zoning Map*