

REGIONAL CENTER APPROVAL CHECKLIST

Requirements for filing a petition

- **1. One (1) completed checklist** (this form).
- **2. One (1) completed petition, typewritten**, signed by the owner of the subject property or an authorized agent, notarized.
- **3. One (1) copy of the legal description** attached to the petition.

Metes and bounds descriptions should include two (2) copies of the perimeter survey, drawn to scale.

- or -

Recorded subdivision legal description includes lot number, section number, subdivision name, plat book number with page number and must include a plat map (plat maps are available in Room 741 for a nominal charge).
- **4. One (1) copy of Zoning Base Map**, scale of 1 = 1000, **with the boundaries of the site indicated**. Base maps are available in Room 1821 for a nominal charge. Zoning Base Maps may be downloaded from the city website at: www.indygov.org/dmdplan and then go to 'Maps' then click on 'Base Maps'.
- **5. Three (3) copies of a site plan**. Plans must be legible and drawn to a scale of 1=10, 1=20, 1=30, or 1=40. Additional information may be required, but at the minimum, plans must include the information described on the back of this form. If an original site plan is submitted, please do not use pencil - it will not reproduce well.
- **6. One (1) set of elevations** of any proposed structure indicating type of materials and colors; if signs are proposed, **sign elevations and sign location** must be provided. Plans must be legible, and drawn to scale.
- **7. Three (3) copies of any landscape plan**. Plans must be legible, and drawn to a scale of 1=10, 1=20, 1=30, or 1=40; landscape plan may be drawn on the site plans.
- **8. Non-refundable filing fee**. All Checks are to be made payable to "Office of Finance and Management". Mastercard and VISA credit cards are now accepted.
- **9. Contact person** identified. The Contact Person will be contacted to provide additional information and will receive the disposition letter:

Name (print): _____

Address: _____

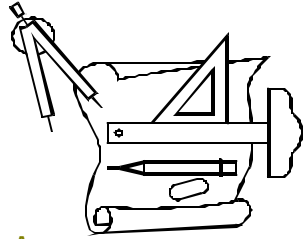
Daytime Phone: _____ Fax: _____

E-Mail Address: _____

All forms must be typewritten and all documents must be legible !

Tips on how to find,
develop or create a

Site Plan



What is a Site Plan ?

It is a bird's-eye view of the property and what is on it or proposed to be on it.

Sometimes, a site plan is called a plot plan.

While a site plan drawn by an architect, engineer or surveyor is not required, the information must be accurate.

Much of the necessary information needed to draw a

site plan can be gleaned from a mortgage survey. Any original plat documents should also be consulted. Plat documents can be found at the Recorder's Office (7th floor City-County Building) and sometimes copies of these documents can be found at the Township Assessor's office.

Helpful information can be found at the City of Indianapolis' website: www.indy.gov

Economic Development Portal & the Indy Site Finder: <http://imaps.indy.gov/org/e/d/>

Mapping tools: www.indy.gov/org/gis

City-County Code: www.municode.com

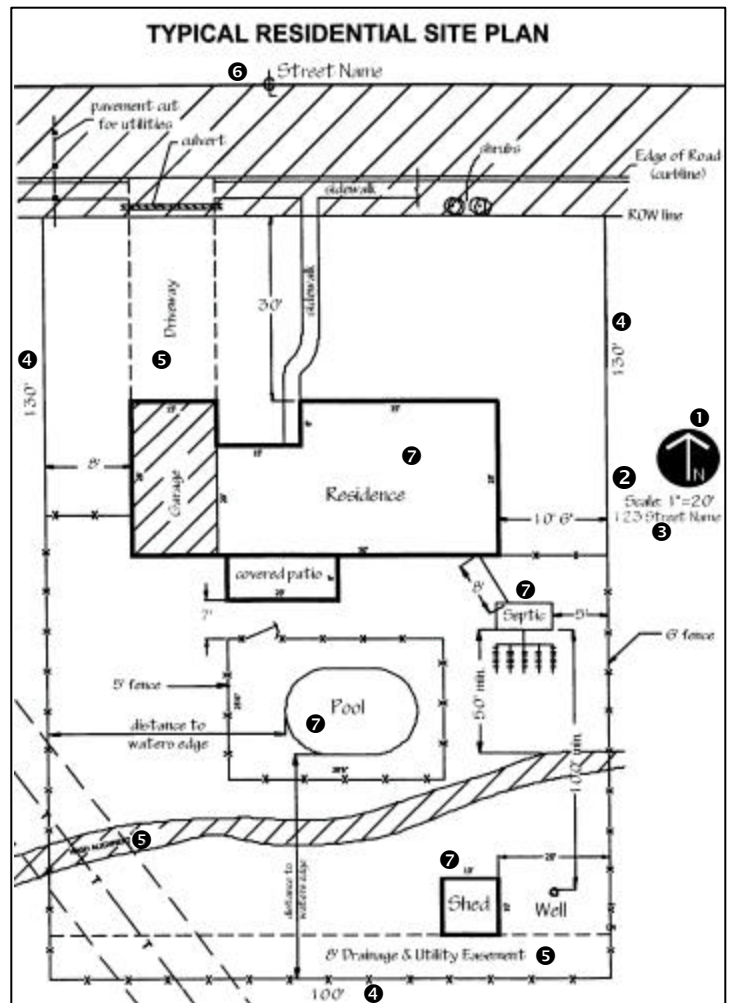
A site plan is a scaled drawing illustrating the actual measurements of a parcel of land, the size and location of any existing or proposed structures, the location of the parcel in relation to abutting streets, and other such information. In simpler terms,

Basic Elements of a Site Plan

There are basic elements to every site plan:

- 1 North arrow,
- 2 Scale to which the plan is drawn,
- 3 Address of the property,
- 4 Boundaries of the parcel of land with dimensions,
- 5 Location of any easements, water features, or drives.
- 6 Centerline of the adjoining streets,
- 7 Outline of all structures, labeled with dimensions and with the distance to the nearest boundary. Examples include: septic system, fences, pools, wells, decks, driveways, sidewalks, sheds, parking areas, and utility locations. Indicate existing or proposed.

Frequently, landscaping and trees are included on the site plan. If they are not included, a separate landscape plan may be necessary.



Department of
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Section

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