

REGIONAL CENTER APPROVAL CHECKLIST

Requirements for filing a petition

Note: All documents must be legible. All written documents must be typewritten or otherwise printed. All drawings, such as plans, elevations, sign details, maps, surveys, must be drawn to an appropriate scale, dimensioned, and in ink.

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 of the City-County Building for a nominal charge).

4. One (1) copy of **location or area map** indicating (in a reproducible manner) where the property is located. Maps created through the use of internet mapping sites are acceptable.
5. **Three (3) copies of each of the following: site plan, elevations, landscape plan; and one (1) copy of a written development statement.** Site plans must be drawn to a scale of 1=10, 1=20, 1=30, or 1=40. The plans shall indicate, where applicable:
 - a. Existing uses, buildings, and structures, noting those to remain and a description of materials and exterior colors.
 - b. Proposed buildings and structures, and the materials and exterior colors thereof.
 - c. Floor plans indicating floor area by activity types, vertical circulation, exits, service access.
 - d. Elevation drawings of proposed buildings and structures, and the color, materials, window glazing material reflectance & transmissivity thereof.
 - e. Off-street parking design and internal traffic pattern.
 - f. Vehicular entrances, exits, and turnoff lanes.
 - g. Rights-of-way, easements and building setbacks.
 - h. Landscaping plan showing names, sizes at planting, spacing, and quantity of materials.
 - i. Site improvements, such as site lighting, paving materials, furnishings, and the materials and colors thereof.
 - j. Screens, walls, fences, and the materials and colors thereof.
 - k. Signs, and the location, size, elevation, color, materials, and design thereof.
 - l. Utilities, if aboveground facilities are needed.
 - m. Pedestrian ways below, at, or above grade.
 - n. Information related to the development's environmental impact (such as application for LEED certification, paving permeability, and other sustainable techniques) and shadow casting.
 - o. For *High Impact Projects*, a written statement of design intent.
 - p. Documentation demonstrating compliance with all other requirements of the Regional Center Zoning Ordinance.
6. **Non-refundable filing fee.** Acceptable methods of payment include cash, check, or MasterCard, VISA, Discover or American Express credit card. Checks must be made payable to "City of Indianapolis." Credit cards are accepted; however, the credit card processing agency assesses a fee of \$1.00 minimum **OR** 3.2% of the transaction amount, whichever is greater.
7. **Contact person** identified. This Contact Person is notified when Legal Notice is prepared; contacted to provide additional information; and receives the written Staff Report.

Name (print): _____

Address: _____

Daytime Phone: _____

Fax: _____

E-Mail Address: _____
