

DEVELOPMENT PLAN / DP AMENDMENT APPLICATION

Fee*: \$1,014 plus \$134 per acre

DATE: _____

DOCKET NO. _____

(Check all that apply)

_____ DP _____ DP Amend _____ ADLS/ADLS AMEND Attached

Name of Project: _____

Project Address: _____

Project Tax Parcel ID #: ____ - ____ - ____ - ____ - ____ - ____ . ____

Legal Description: *(Please use separate sheet and attach)*

Name of Applicant: _____

Applicant Address: _____

Contact Person: _____ Telephone: _____

Fax No. _____ Email: _____

Name of Landowner: _____ Telephone: _____

Landowner Address: _____

Plot Size: _____ Zoning Classification: _____

Overlay Zone: _____

Present Use of Property: _____

Proposed Use of Property: _____

*Note that required fees are due after the application has received a docket number, and not at the time of application submittal.

OWNERS AFFIDAVIT

The undersigned agrees that any construction, reconstruction, enlargement, relocation or alteration of structures, or any change in the use of land or structures requested by this application will comply with and conform to all applicable laws of the State of Indiana and the zoning ordinance of Carmel, Indiana, adopted under the authority of Acts of 1979, Public Law 178, Sec. 1, et seq., General Assembly of the State of Indiana, and all Acts amendatory thereto.

Signed: _____

Owner

Agent

(Typed/Printed)

(Typed/Printed)

STATE OF INDIANA

SS:

The undersigned, having been duly sworn upon oath says that the above information is true and correct and he is informed and believes.

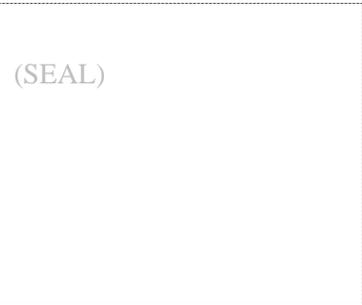
(Signature of Petitioner)

County of _____ Before me the undersigned, a Notary Public
(County in which notarization takes place)

for _____ County, State of Indiana, personally appeared
(Notary Public's county of residence)

_____ and acknowledge the execution of the foregoing
(Property Owner, Attorney, or Power of Attorney)

instrument this _____ day of _____, 20_____.
(day) (month) (year)



Notary Public--Signature

Notary Public--Please Print

My commission expires: _____

Submittal Requirements

Application requirements and process information come from Chapter 24 of the Carmel Zoning Ordinance. It is advised that all applicants carefully read Chapter 24 prior to filing. Below is a checklist of items that are required for a complete filing.

Applications must include the following applicable materials:

- Completed application (typewritten), signed by the owner of the subject property or an authorized agent, notarized, and filed at least 60 days prior to the next scheduled public hearing – two (2) copies
- Scaled Site plan (two copies) that includes:
 1. Existing and proposed principal structures and accessory structures.
 2. Parking plan.
 3. Existing and proposed public rights of way (internal and adjoining).
 4. Location of easements (utility, drainage, landscape, access, etc.)
 5. Building setback lines.
 6. Building coverage calculation;
 7. Existing and proposed utility structures and systems.
- Exterior elevations (4 sides) of all structures and trash enclosures
- Floor plans for all floors
- Signage Plan
- Site diagram overlaid on aerial photograph, including area within a two-parcel radius
- Landscape plan (to scale) on an engineered site plan that indicates location, number, species, caliper measurement sizes, tree preservation, all drainage and utility easements, and any other information deemed necessary for a thorough review.
- Traffic study – if warranted (to be determined at the pre-filing conference).
- Prepare an estimated construction cost to comply with the Thoroughfare Plan & Alternative Transportation Plan per ZO Section 2.09. (Contact City Engineering Dept for more detail, at 317-571-2441.)
- Drainage plan
- The Hamilton County Surveyor's Office requires all Erosion Control Plans be labeled as "Stormwater Pollution Prevention Plans", aka SWPPP Plans.
- Lighting plan with photometrics and fixture details
- Covenants and commitments, if any
- Service reports and/or emails/letters from TAC members
- Digital Copies of all materials (including this application). Digital copies must be in .pdf format and must be submitted via CD or email at the time of application, as well as when any new information is submitted throughout the process.

All documents must be legible and of the required size and scale, but no larger than 24" x 36". The omission of any of the material indicated in the above checklist may lead to your petition being placed on a later docket, or not accepted for filing.

DEVELOPMENT PLAN PROCESS

The following is a chronological listing of the steps required for processing a development plan or development plan amendment. This process is necessary for construction of new buildings, or changes to existing buildings, and their surrounding sites.

1. Initial discussion with staff regarding applicable zoning ordinances, design standards, condition/capacity of infrastructure, and availability of utilities.
2. Developer presents site plans and elevations for review by staff.
3. Developer files required material to be placed on the Plan Commission docket, if public hearing is required.*
4. Submit plans to TAC (Technical Advisory Committee members) for their review.
5. Administrative review by the Department of Community Services staff.
6. The Technical Advisory Committee reviews the plan and offers review comments and recommendations.
7. Petitioner obtains list of all property owners within a 660 foot radius (or 2 properties deep, whichever is less) of the subject property from the Hamilton County Mapping and Transfer & Mapping Office (in Noblesville).
8. Petitioner prepares legal notices for property owner notification and newspaper advertisement and advises staff.
9. Petitioner submits newspaper advertisement to newspaper of general circulation in Hamilton County (Noblesville Times) at least 25 days prior to the public hearing.
10. Petitioner mails certified mail notice to all property owners within a 660 foot radius at least 25 days prior to the public hearing and places public hearing sign on his/her site.
11. Petitioner prepares information packets for the Plan Commission, to be submitted no later than 10 days prior to the first public hearing.
12. Plan Commission Agenda is posted 10 days prior to meeting, and staff reports are released 5 days prior.
13. Plan Commission holds public hearing and gathers information from public.
14. The Plan Commission refers project to the Special Studies Committee for further review, suggestions and recommendations.
15. The Special Studies Committee will forward the project to the full Plan Commission with a recommendation. Upon return to the Plan Commission, they will either approve or deny at this time, with a final vote.

*If the request is to amend an existing development plan, and is a minor request (lighting change, changes to rear of building, etc), staff may determine that no public hearing is necessary, and will review the request administratively or have the Committee review it.

PETITIONER'S AFFIDAVIT OF NOTICE OF PUBLIC HEARING
CARMEL PLAN COMMISSION

I (We) _____ do hereby certify that notice of public hearing of the Carmel Plan Commission to consider Docket Number _____ was registered and mailed at least twenty-five (25) days prior to the date of the public hearing to the below listed adjacent property owners:

<u>OWNER(S) NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____
_____	_____

STATE OF INDIANA
SS:

The undersigned, having been duly sworn upon oath says that the above information is true and correct and he is informed and believes.

(Signature of Petitioner)

County of _____ Before me the undersigned, a Notary Public
(County in which notarization takes place)

for _____ County, State of Indiana, personally appeared
(Notary Public's county of residence)

_____ and acknowledge the execution of the foregoing
(Property Owner, Attorney, or Power of Attorney)

instrument this _____ day of _____, 20_____.
(day) (month) (year)



Notary Public--Signature

Notary Public--Please Print

My commission expires: _____

(Tip: Actual signatures of adjacent property owners must be submitted on this affidavit *if* the public notice was hand delivered to an adjacent property owner. Otherwise the names can be typed/written in.)

**NOTICE OF PUBLIC HEARING
BEFORE THE
CARMEL PLAN COMMISSION**

Docket Number: _____

Notice is hereby given that the Carmel Plan Commission meeting on _____
(Date)

at _____ in the City Hall Council Chambers, 1 Civic
(Time)

Square, Carmel, Indiana 46032 will hold a Public Hearing upon a/an _____
(Application Type)

in order to:

The property address is: _____.

The application is identified as Docket No. _____.

The real estate affected by said application is described as follows:

(Insert Legal Description -or- Tax ID parcel number(s))

All interested persons desiring to present their views on the above application, either in writing or verbally, will be given an opportunity to be heard at the above mentioned time and place.

Petitioner: _____

(Note: When mailing out public notices to adjacent property owners, you must include a location map, too.)

Plan Commission Public Notice Sign Procedure:

The petitioner shall incur the cost of the purchasing, placing, and removing the sign. The sign must be placed in a highly visible and legible location from the road on the property that is involved with the public hearing.

The public notice sign shall meet the following requirements:

1. Must be placed on the subject property no less than 25 days prior to the public hearing
2. The sign must follow the sign design requirements:
 - Sign must be 24" x 36" – vertical
 - Sign must be double sided
 - Sign must be composed of weather material, such as corrugated plastic or poster board
 - The sign must be mounted in a heavy-duty
3. The sign must contain the following:
 - 12" x 24" PMS 288 Blue box with white text at the top.
 - White background with black text below.
 - Text used in example to the right, with Application type and Date* of subject public hearing
 - * The Date should be written in day, month, format. *Example: Tues., January 17*
4. The sign must be removed within 72 hours of the Public Hearing conclusion



Public Notice Sign Placement Affidavit:

I (We) _____ do hereby certify that placement of the notice public sign to consider Docket Number _____, was placed on the subject property at least twenty-five (25) days prior to the date of the public hearing at the address listed below.

STATE OF INDIANA, COUNTY OF _____, SS:

The undersigned, having bee duly sworn, upon oath says that the above information is true and correct as he is informed and believes.

(Signature of Petitioner)

Subscribed and sworn to before me this ____ day of _____, 20 ____.

Notary Public

My Commission Expires: _____.

FINDINGS OF FACT FORM

DEVELOPMENT PLAN CONSIDERATION
Carmel Plan Commission, Carmel, Indiana

DOCKET NO. _____ DP NAME OF PROJECT: _____

PETITIONER: _____

_____ **Based upon all the evidence presented by the Petitioner and upon the Department Report of the Department of Community Services, dated, we determine that the Development Plan complies with the Standards set forth in the Carmel/Clay Zoning Ordinance.**

_____ **We hereby approve the Development Plan as submitted with the following specific conditions as agreed to by the petitioner.**

Condition 1. _____

Condition 2. _____

_____ **We hereby disapprove of the Development Plan as submitted for the following reasons:**

1. _____

2. _____

3. _____

DATED THIS _____ DAY OF _____, 20_____.

Commission Member