

CARMEL BOARD OF ZONING APPEALS  
**COMMITMENT AMENDMENT APPLICATION**

FILING FEE: \$1,408.00

**Office Use Only**

DOCKET NO. \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

- 1) Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_
- 2) Project Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Engineer/Architect: \_\_\_\_\_ Phone: \_\_\_\_\_  
Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
- 3) Applicant's Status: (Check the appropriate response)  
\_\_\_\_\_ (a) The applicant's name is on the deed to the property \_\_\_\_\_ (b) The applicant is the contract purchaser of the property. (c) Other: \_\_\_\_\_
- 4) If Item 3) (c) is checked, please complete the following:  
Owner of the property involved: \_\_\_\_\_  
Owner's address: \_\_\_\_\_ Phone: \_\_\_\_\_
- 5) Record of Ownership: Deed Book No./Instrument No. \_\_\_\_\_  
Page: \_\_\_\_\_ Purchase date: \_\_\_\_\_
- 6) Common address of the property involved: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Tax Parcel ID No.: \_\_\_\_\_
- 7) Detailed description of the Modification of Commitments requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8) Reasons supporting why the BZA should grant the Commitment Amendment:  
\_\_\_\_\_  
\_\_\_\_\_
- 9) Zoning district classification of property: \_\_\_\_\_
- 9a) Overlay Zone of property (if applicable): \_\_\_\_\_
- 10) Size of lot/parcel in question: \_\_\_\_\_ acres/sq.ft.

- 11) Present use of property: \_\_\_\_\_
- 12) Describe proposed use of property: \_\_\_\_\_  
 \_\_\_\_\_
- 13) Is the property: Owner occupied \_\_\_\_\_ Renter occupied \_\_\_\_\_ Other \_\_\_\_\_
- 14) Are there any restrictions, laws, covenants, variances, special uses, or appeals filed in connection with this property that would relate or affect its use for the specific purpose of this application? If yes, give date and docket number, instrument no., decision rendered and pertinent explanation. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 15) Has work for which this application is being filed already started? If answer is yes, give details:  
 Building Permit Number: \_\_\_\_\_  
 Builder: \_\_\_\_\_
- 16) If proposed commitment amendment is granted, when will the work commence?  
 \_\_\_\_\_
- 17) If the proposed commitment amendment is granted, who will operate and/or use the proposed improvement for which this application has been filed?  
 \_\_\_\_\_

NOTE: Three modes of public notice are required.

LEGAL NOTICE shall be published in the **NEWSPAPER according to the Chart on page 5** MANDATORY 20 days prior to the public hearing date. The certified "Proof of Publication" affidavit for the newspaper must be available for inspection by the night of the hearing.

LEGAL NOTICE to all adjoining and abutting property owners is also MANDATORY; two methods of notice are recommended:

1) **FIRST CLASS MAIL with CERTIFICATE OF MAILING** sent to adjoining property owners. (The white receipt should be stamped by the Post Office at least 20 days prior to the public hearing date), **OR**

2) **HAND DELIVERED** to adjoining and abutting property owners (A receipt signed by the adjoining and abutting property owner acknowledging the 20 day prior notice should be kept for verification that the notice was completed)

LEGAL NOTICE via a Notice of Public Hearing **SIGN** posted on the property is also required; **see Page 8.**

THE BURDEN OF PROOF FOR ALL NOTICES IS THE RESPONSIBILITY OF THE APPLICANT.

The applicant understands that docket numbers will not be assigned until all supporting information has been submitted to the Department of Community Services.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The applicant certifies by signing this application that he/she has been advised that all representations of the Department of Community Services are advisory only and that the applicant should rely on appropriate Unified Development Ordinance and/or the legal advice of his/her attorney.

**AFFIDAVIT**

I hereby swear that I am the owner/contract purchaser of property involved in this application and that the foregoing signatures, statements, and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I, the undersigned, authorize the applicant to act on my behalf with regard to this application and subsequent hearings and testimony.

Signed Name: \_\_\_\_\_  
(Property Owner, Attorney, or Power of Attorney)

Printed Name: \_\_\_\_\_

STATE OF INDIANA

SS:

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 instrument  
(Property Owner, Attorney, or Power of Attorney)

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Notary Public--Signature

\_\_\_\_\_  
Notary Public—Printed Name

My commission expires: \_\_\_\_\_

## INSTRUCTIONS – COMMITMENT AMENDMENT

1. Please allow plenty of time for Department of Community Services (DOCS) staff review and the Board of Zoning Appeals (BZA) approval process (approximately 45 days). Discuss the proposed Commitment Amendment with the DOCS staff at a pre-submittal meeting; please contact us for an appointment: 317-571-2417, or Third Floor Carmel City Hall, 1 Civic Square, Carmel.
2. **NEW:** As of January 1, 2019, electronic-only submittals are accepted. Plans are to be submitted electronically through ProjectDox, Carmel's ePlan review software. Please see the *Electronic Plan Review* handout for more information on the process and what needs to be submitted. (Initially, only the filled out application needs to be emailed to DOCS.)
3. INFORMATION NEEDED for formal DOCS staff and BZA review:
  - a. Electronic copy of the filled out and completed application (available from the [DOCS website](#)), with legal description(s) included/attached. (The file format can be a PDF, JPG, or similar.) (Email to DOCS)
  - b. Electronic copy of a location map showing location of site in question, zoning, and existing land uses of adjacent properties. (See [GIS Maps](#) link on the DOCS webpage as an option.) (Submitted through ProjectDox)
  - c. Electronic copy of the existing Commitments and the proposed Commitments. (Submitted through ProjectDox)
  - d. Electronic copies of all plans depicting all existing and proposed structures, all exterior architectural building elevations, landscaping, drainage, lighting, signage, and any other supporting documentation to fully understand the proposal (if applicable) (Submitted through ProjectDox)
  - e. Electronic copy of adjacent property owners list certified by the Hamilton County Auditor's Office (Submitted through ProjectDox).
  - f. Submit plans to all Technical Advisory Committee ([TAC members](#)), based on plan receipt preferences (if applicable).
4. Once the application is emailed to DOCS, a docket number will be released and you will receive an email from ePlans ProjectDox to upload the site plans and other drawings. The above referenced information must be submitted to the DOCS at least 45 days prior to the hearing date. Within 10 days of filing, the application will be reviewed by staff and correspondence outlining the deficiencies will be emailed to the petitioner, or a docket number will be assigned, as well as a list of dates and deadlines related to the petition. (A docket number will not be released until all deficiencies are addressed).
5. The Notice of Public Hearing must be mailed by First Class mail via Certificate of Mailing to all adjacent property owners. A public notice legal ad must also be published in the required newspaper according to the [Chart on Pg. 5](#) a mandatory minimum of 20 days prior to the public hearing date. Lastly, a public hearing sign must be posted on the property (see Pg. 7).
6. After final review, the petitioner will need to pay the required filing fee before the item will be added to the official BZA meeting agenda. The filing fee is due by noon at least 10 days prior to the meeting.
7. At least 10 days prior to the hearing, the petitioner must submit electronic copies of their proof of publication(s), proof of adjacent property owners mailings notice, completed Petitioner's Affidavit of Notice of Public Hearing (pg. 9), and Board Member's Info Packets to DOCS.

Also, a minimum **8 paper copies** of the Info Packets are required that same day. The following is the suggested order and list of items that should be included in the each Board Member's **Info Packet**:

a- Cover page	d- Location map
b- Brief description of request	e- Any other supporting information
c- Existing & proposed commitment(s)	f-g- Ballot Sheet & Findings Sheet
8. Note: At least 5 days prior to the BZA meeting, Planning Staff will release the BZA Dept. Reports which includes analyses of the petitions, as well as vote recommendations.
9. The property owner, property owner's Attorney, or someone with the property owner's Power of Attorney must be present at the Carmel Board of Zoning Appeals public hearing to speak and give a presentation. This should include some type of display or exhibit; an opaque paper overhead projector and laser pointer will be available the night of the hearing, as well as computer laptop hookups.
10. Generally, commitment amendment applications are acted upon by the Board in one meeting. However, the Board may, at its discretion, table an item at any time. If approved, the Petitioner is responsible for recording the amended commitment at the Hamilton County Recorder's Office and also providing the Planning Dept. with a copy of that recorded document within 30 days of BZA approval.
11. The Board of Zoning Appeals (usually) meets the fourth Monday of each month at 6:00 p.m. in the Council Chambers, 2nd floor of Carmel City Hall, 1 Civic Square, Carmel, Indiana 46032. (And, BZA Hearing Officer meetings are held on the same evening, immediately prior to the regular meeting, in the City Hall Caucus Rooms.)

**NEWSPAPER PUBLICATION (LEGAL AD) - NOTICE OF PUBLIC HEARING**

Per Article VI, Section 3 of the BZA Rules of Procedure, a legal notice shall be published in the Current in Carmel newspaper. However, affected areas located within a non-Carmel postal ZIP code (Westfield, Zionsville, Indianapolis) must place a legal notice in the corresponding city’s newspaper. Refer to the chart below to find what publications to notify based upon the corresponding ZIP code. **(Please note: subject sites located on the border between a Carmel and a non-Carmel zip code must make legal ad notice to two newspapers – The Current & The Indianapolis Star.)**

<u>Zip Code</u>	<u>Publication</u>
46032 or 46033	Current in Carmel
46074	Current in Westfield
46077	Current in Zionsville
46240, 46260, 46268, 46280, or 46290	Indianapolis Star

**ADJACENT PROPERTY OWNERS LIST**

I, \_\_\_\_\_ (*Auditor's Name*) \_\_\_\_\_, Auditor of Hamilton County, Indiana, certify that the attached list is a true and complete listing of the adjoining and adjacent property owners of the property described herewith.

OWNER

ADDRESS

<u>OWNER</u>	<u>ADDRESS</u>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>EXAMPLE ONLY:</b>                      Formal list request sheet &amp; official list may be acquired from the Hamilton County Real Property Dept. (317-770-4412 or <a href="http://hamiltoncounty.in.gov">hamiltoncounty.in.gov</a>). Please allow 3 to 5 days for Hamilton County to complete your request.</p> </div>	

Auditor of Hamilton County, Indiana--Signature

Date

**BZA Public Notice Sign Procedure & Affidavit**

**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 20 days prior to the public hearing date.
2. Sign must follow the sign design requirements:
  - Must be 24" x 36" – vertical
  - Must be double sided
  - Must be composed of weather resistant material, such as corrugated plastic or laminated poster board
  - Must be mounted in a heavy-duty metal frame
3. The sign must contain the following:
  - 12" x 24" PMS 1805 Red box with white text at the top
  - White background with black text below.
  - Text used in example to the right, with Application Type, Date\*, and Time of subject public hearing
  - \* The Date should be written in day, month, and date format. *Example: "Mon., Jan. 23"*
4. The sign must be removed within 72 hours of public hearing conclusion



**Public Notice Sign Placement Affidavit:**

I (We) \_\_\_\_\_ do hereby certify that placement of the public notice sign to consider Docket No. \_\_\_\_\_ was placed on the subject property at least 20 days prior to the date of the public hearing, at the address listed below:

\_\_\_\_\_

STATE OF INDIANA, COUNTY OF \_\_\_\_\_, SS:

The undersigned, having been 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, Signed Name: \_\_\_\_\_

Notary Public, Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_.

***(Useable template for published and mailed Public Notice)***

NOTICE OF PUBLIC HEARING  
BEFORE THE CARMEL ADVISORY BOARD OF ZONING APPEALS

Docket No. \_\_\_\_\_

Notice is hereby given that the Carmel Board of Zoning Appeals meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ p.m. in the City Hall Council Chambers (1 Civic Square, 2<sup>nd</sup> Flr, Carmel, IN 46032) will hold a Public Hearing upon a Commitment Amendment application to:  
*(Explain your request--see question number seven (7) on page 1)*

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With the property being known as *(address)* :

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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))*\_\_\_\_\_

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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.

\_\_\_\_\_  
PETITIONERS

***(Note: When mailing out public notices to adjacent property owners, it is recommended that you also include a location map.)***



**PETITIONER'S AFFIDAVIT OF NOTICE OF PUBLIC HEARING  
CARMEL ADVISORY BOARD OF ZONING APPEALS**

I (WE) \_\_\_\_\_ DO HEREBY CERTIFY THAT NOTICE OF  
(Petitioner's Name)  
PUBLIC HEARING BEFORE THE CARMEL BOARD OF ZONING APPEALS CONSIDERING DOCKET NO.  
\_\_\_\_\_, WAS REGISTERED AND MAILED AT LEAST 20 DAYS PRIOR TO THE DATE OF  
THE PUBLIC HEARING TO THE BELOW LISTED ADJACENT PROPERTY OWNERS:

<u>OWNER</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.

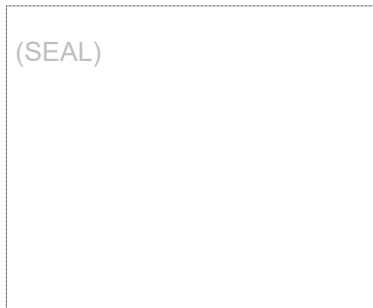
\_\_\_\_\_  
(Signature of Petitioner)

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 instrument  
(Property Owner, Attorney, or Power of Attorney)

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(date) (month) (year)



\_\_\_\_\_  
Notary Public--Signature

\_\_\_\_\_  
Notary Public—Printed name

My commission expires: \_\_\_\_\_

CARMEL ADVISORY BOARD OF ZONING APPEALS  
**BALLOT SHEET: COMMITMENT AMENDMENT**

*(Petitioner only fills out first 2 blanks)*

Docket No.: \_\_\_\_\_

Petitioner: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Board Member

CARMEL ADVISORY BOARD OF ZONING APPEALS  
**FINDINGS OF FACT SHEET - COMMITMENT AMENDMENT**

*(Petitioner fills out first 2 blanks)*

Docket No.: \_\_\_\_\_

Petitioner: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DECISION

It is therefore the decision of the Carmel Board of Zoning Appeals that Commitment Amendment Docket No. \_\_\_\_\_ is granted, subject to any conditions stated in the minutes of this Board, which are incorporated herein by reference and made a part hereof.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
CHAIRPERSON, Carmel Board of Zoning Appeals

\_\_\_\_\_  
SECRETARY, Carmel Board of Zoning Appeals

*Conditions of approval of the Board, if any, are listed on the Letter of Grant.*

**CHECKLIST**  
**Commitment Amendment Application**

**Applications must include the following applicable materials:**

- Electronic copy of completed application, signed by the owner of the subject property or an authorized agent, notarized, and filed at least 45 days prior to the next scheduled public hearing.
- Electronic copy of Owner Affidavit (page 3)
- Electronic copy of Adjacent Property Owners list certified by the Hamilton County Auditor's Office. Formal list request sheet & official list may be acquired from the Hamilton County Real Property Dept. (317-770-4412 or [hamiltoncounty.in.gov](http://hamiltoncounty.in.gov)). Please allow 3 to 5 days for Hamilton County to complete your request.
- Electronic copy of Site Plan (if applicable) that includes:
  1. Existing and proposed principal structures and accessory structures.
  2. Parking plan (automobiles & bicycles).
  3. Signage plan.
  4. Lighting plan, if applicable.
  5. Existing and proposed public rights of way (internal and adjoining).
  6. Location of easements (utility, drainage, landscape, access, etc.)
  7. Building setback lines.
  8. Building coverage calculation;
  9. Existing and proposed utility structures and systems.
- Electronic copies exterior architectural building elevations and/or photo examples of subject site and/or buildings.
- When applicable, prepare an electric copy of an estimated construction cost to comply with the Transportation Plan per UDO Section 1.07(E) (Contact City Engineering Dept. for more detail, at 317-571-2441.)
- Electronic copies of Covenants and commitments (existing and proposed).
- When applicable, electronic copies of service reports from TAC (Technical Advisory Committee) members.

All documents must be legible and of the required size and scale. 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.