



## APPROVAL PROCESS

The following is a chronological listing of the steps required for processing a commitment amendment application.

- Initial discussion with staff regarding applicable changes to the commitment text or exhibits.
- As of January 1, 2019, electronic-only submittals are accepted. **You can submit an electronic application through Carmel's Public Portal, our on-line application website.** **terwar s, plans DG**   
**GFPHWV** 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.
- Developer files electronic application and required material to be placed on the Plan Commission docket, if public hearing is required.
- If applicable, submit plans to TAC (Technical Advisory Committee members) for their review.
- Administrative review by the Department of Community Services staff.
- The Technical Advisory Committee reviews the plan and offers review comments and recommendations.
- 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 Transfer & Mapping Office (in Noblesville).
- Petitioner prepares legal notices for property owner notification and newspaper advertisement and advises staff.
- Petitioner submits newspaper advertisement to newspaper of general circulation in Hamilton County **(Current in Carmel)** at least 21 days prior to the public hearing.
- Petitioner mails first class mail (with certificate of mailing) notice to all property owners within 660 foot radius at least 21 days prior to the public hearing and places a notice of public hearing sign on the site.
- Petitioner prepares information packets for the Plan Commission, to be submitted no later than noon, 10 days prior to the first public hearing. The following is a list of items that should be included in each Plan Commission Member's info packet:
  - 1. Cover Page
  - 2. Brief Description of the project
  - 3. Old and New Commitment(s)
  - 4. Location Map
  - 5. Any other supporting information
- 12. Plan Commission Meeting Agenda is posted 10 days prior to meeting by Staff, and staff reports are released 5 days prior to meeting.
- 13. Plan Commission holds public hearing and gathers information from public.
- 14. The Plan Commission refers project to a Sub-Committee for further review and suggestions.
- 15. The Committee will forward the project to the full Plan Commission with a recommendation. Upon return, the Plan Commission will either approve or deny at this time.
- 16. 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.

**AFFIDAVIT**

(I/We), being duly sworn, depose and say that (I/We) (am/are) the (owner(s)) of Fifty Percent (50%) or more of the 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 or our) knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(typed or printed)

\_\_\_\_\_  
(typed or printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
City, State, ZIP

The applicant, correspondent, or agent (if different from owner or owners)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*\*\*\*\*

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:

\_\_\_\_\_

**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 21 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 resistant material, such as corrugated plastic or laminated poster board
  - The sign must be mounted in a heavy-duty metal frame
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, and date 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 hearing sign to consider Docket Number \_\_\_\_\_, was placed on the subject property at least twenty-one (21) 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

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

**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 Square,  
(Time)  
Carmel, Indiana 46032 will hold a Public Hearing upon a \_\_\_\_\_  
(Application Type)

in order to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

The common address of the property 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 name: \_\_\_\_\_

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

**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-one (21) 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.

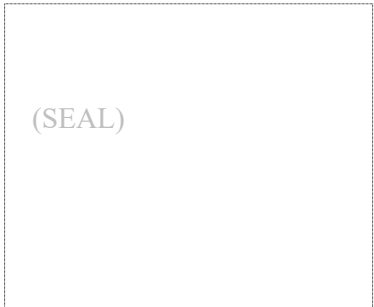
\_\_\_\_\_  
(Signature of Petitioner)

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.)

**ADJOINING PROPERTY OWNER LIST**

I, \_\_\_\_\_, Auditor of Hamilton County, Indiana, certify that the attached affidavit is a true and complete listing of the property owners within 660 feet or two (2) property depths, whichever is less, as relating to Docket No. \_\_\_\_\_.

OWNER

ADDRESS

|  |
|--|
| <p><b>EXAMPLE ONLY:</b><br/>Formal list request sheet &amp; official list may be acquired from the Hamilton County Auditor's Office (776-8401).<br/>Specifically, the Hamilton County Transfer &amp; Mapping Dept. can be contacted at (317) 776-9624 or at <a href="http://www.hamiltoncounty.in.gov/369/Adjoiner-Property-Notifications">http://www.hamiltoncounty.in.gov/369/Adjoiner-Property-Notifications</a>.</p> |
|--|

\_\_\_\_\_  
Hamilton County Auditor

\_\_\_\_\_  
Date