



Rezoning — 2015 Bargersville Plan Commission Application Kit

For Commercial, Industrial, and Residential

Step 1: Meet with Staff

Prior to filling an application, a meeting with staff is required. The applicant must set up a meeting to discuss the potential application with the Administrator for the purpose of becoming familiar with requirements, procedures, deadlines, and hearings. Contact the

Administrator (Town Planner) by calling (317) 422-3104 or emailing planning@townofbargersville.org to set up your appointment.

Step 2: Rezone Application

In order to file the application, the applicant must make an appointment with the Administrator call (317) 422-3104 or email planning@townofbargersville.org. A complete application and all required attachments are to be submitted by the date shown on the Application Schedule (see page 2). At this time, the Administrator will assign a file number and review the application to determine whether the application is complete. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

Submittal Requirements. (One 8 ½" x 11" original of each is required unless otherwise specified)

- Application Fee - \$400 base fee plus \$10 per acre. Make checks payable to "Town of Bargersville".
- Application Form. All items must be fully completed and either typewritten or printed in ink.
- A Narrative describing the nature of the proposed development including hours of operation, anticipated traffic generation, and the dates and details of previous construction/permits if applicable.
- Vicinity Map. 8 ½ " x 11" in size showing where the property is located in Bargersville, making sure major streets are labeled. Scale should be approximately 1:1,000.
- Area Map. 8 ½"x11" in size showing adjacent properties within ½ mile of the property seeking rezoning. This area map should indicate the zoning and land use of the adjacent properties.
- Aerial Map. Submit an aerial map of the subject parcel, 8 ½" x 11" in size, showing all properties within 600 feet of subject parcel. The map can be obtained from Google Earth or other similar aerial mapping programs.
- Basic Plat. A basic site plan that is 11" x 17" or smaller in size showing the entire layout of the property with all buildings, structures, drives, parking areas, and uses related to or proposed with the petition clearly defined on the plan.
- Attachment B: Notice for Newspaper
- Attachment C: Notice for Property Owners
- Attachment D: Affidavit and Consent of Property Owner. Submit only if the owner is different from the applicant.

Step 3: Notifying the Public

State Law and the Rules of Procedure for Bargersville's PC require you to notify the public of the hearing in two different ways: by newspaper and by notifying property owners that surround the subject property. Signing and submitting an *Affidavit of Notification* verifies this notification.

Notification by Newspaper

1. Complete *Attachment B: Notice of Public Hearing for Newspapers*. At the application meeting, the Town Planner will review and approve the completed attachment.
2. Publish the approved attachment one time in the newspaper listed below at least 10 days prior to the Hearing (see Application Schedule on page 3). Failure to meet the publishing deadlines will result in delay in hearing your petition and may cause you to re-advertise. Be certain to obtain a "Proof-of-Publication" affidavit from the newspaper for your advertisement. These affidavits must be filed with your application in the Town Planner at least three days prior to the hearing (see Application Schedule on page 3).

The Daily Journal. Published daily. Information must be submitted by 10:00am at least two days prior to the date you want your ad to be published. They are located at 2575 S Morton Street, PO Box 699, Franklin, IN 46131. Phone (317) 736-7101.

Surrounding Property Owner Notification

1. Complete *Attachment C: Notice of Public Hearing for Surrounding Property Owners*. At the application meeting, the Town Planner will review and approve the completed attachment.
2. The Petitioner must notify all interested parties as required by the Plan Commission Rules of Procedure in accordance with IC 36-7-4. Interested parties are defined as:
 - a. Owners of property within a distance of 300 feet from the perimeter of the subject property, whichever is less, and the owners of any subject property who are not petitioners.
 - b. For all property with an Agricultural designation to be rezoned, owners of property within a distance of 600 feet from the perimeter of the subject property or two (2) owners, whichever is greater.
 - c. For Sign development plans, site plans, development plans, or subdivisions requiring action by the Commission: Owners of all property adjoining the property involved in the request.

By Mail. Notification by first class U.S. Mail should be done by either Certificate of Mailing or Certified Mail.

- i. Certificate of Mailing provides evidence that mail has been presented to the post office for mailing. Use Form 2 for listing those notified (copy enclosed). Proof of Mailing will be Form 2 that has been stamped by the Post Office. or
- ii. Certified Mail or "green cards" provides the sender with a mailing receipt and proof of delivery. Visit the Post Office for special cards and stickers for addressing letters sent by Certified Mail. Proof of Mailing is a combination of the "green cards" that have been sent back to you and your Certified Mail Receipt for letters that were not claimed.

All letters must be postmarked at least 10 days prior to the hearing (see Application Schedule on page 3). Proof of mailing must be submitted to the Town Planner at least three days prior to the hearing (see Application Schedule on page 3). Mail the following information to each person notified by mail:

- A copy of the approved Attachment C
- Attachment A (if part of this kit)
- A copy of the Site Plan/Concept Plan that is 8 ½"x11" to 11"x17" in size

Step 4: Application Schedule

The following table depicts the deadlines for petitions before the Bargersville Plan Commission. Deviations from this schedule are not permitted without approval from the Commission.

2015 Application and Meeting Dates

Sketch Plan Application Submittal	Application Submittal	Technical Review Committee	Publish Public Notice	Agenda and Staff Report Published	Submit Public Notice	PC Hearing Date (6:30 pm 3rd Monday)
12-Nov-2014	12-Dec-2014	1-Jan	9-Jan	16-Jan	16-Jan	Monday, January 19, 2015
10-Dec-2014	9-Jan	29-Jan	6-Feb	13-Feb	13-Feb	Tuesday, February 17, 2015
7-Jan	6-Feb	26-Feb	6-Mar	13-Mar	13-Mar	Monday, March 16, 2015
11-Feb	13-Mar	2-Apr	10-Apr	17-Apr	17-Apr	Monday, April 20, 2015
11-Mar	10-Apr	30-Apr	8-May	15-May	15-May	Monday, May 18, 2015
8-Apr	8-May	28-May	5-Jun	12-Jun	12-Jun	Monday, June 15, 2015
13-May	12-Jun	2-Jul	10-Jul	17-Jul	17-Jul	Monday, July 20, 2015
10-Jun	10-Jul	30-Jul	7-Aug	14-Aug	14-Aug	Monday, August 17, 2015
15-Jul	14-Aug	3-Sep	11-Sep	18-Sep	18-Sep	Monday, September 21, 2015
12-Aug	11-Sep	1-Oct	9-Oct	16-Oct	16-Oct	Monday, October 19, 2015
9-Sep	19-Oct	29-Oct	6-Nov	13-Nov	13-Nov	Monday, November 16, 2015
14-Oct	13-Nov	3-Dec	11-Dec	18-Dec	18-Dec	Monday, December 21, 2015

Sketch Plan and Application Submittal: The filing deadline is 2:00pm on the date indicated. Call (317) 422-3104 or email planning@townofbargersville.org to make an appointment to file your application. Application meetings are at the Bargersville Town Hall, 24 N Main St, Bargersville, IN 46106.

Technical Advisory Committee (TAC) Meeting: TAC Meetings are held at 2:00pm at the Bargersville Town Hall, 24 N Main St, Bargersville, IN 46106.

TAC Report: The TAC Report will contain a master list of plan comments. These comments must be addressed and confirmed by the respective TAC Member before plans are considered "FINAL".

Plan Commission Meeting: PC Meetings are held at 6:30pm at the Bargersville Town Hall, 24 N Main St, Bargersville, IN 46106.

Rezone Application

For Office Use Only

File # _____

Filing Date: _____ Fee _____

TAC Date: _____ PC Date: _____

Applicant Name

Street Address

City, State, Zip

Primary Contact Person regarding this petition

Phone

E-Mail

Person/Firm preparing plans

Phone

E-Mail

Property Owner

Name

Street Address

City, State, Zip

Phone

E-Mail

Applicant is (circle one): Sole owner Joint Owner Tenant Agent Other (specify): _____

Premises Affected

Tax Parcel Identification Number

Address, Subdivision & Lot Number, or location from major streets

Total Acreage

Flood Zone on Site?

Name of Proposed Subdivision

Number of Lots:

Zoning of Subject Property

Use of Subject Property

Zoning of Adjacent Properties

North:

South:

East:

West:

Use of Adjacent Properties

North:

South:

East:

West:

Notarization

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant

Notary Public's Name (printed) Signature of Notary

My Commission Expires State County

Subscribed and sworn to before me this _____ day of _____, _____

Attachment B: Notice for Newspapers

Project _____ Docket _____

Attach: 1) Legal Description

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of _____, and legally described by the attached legal description, have filed a petition before the *(check the applicable body)*

- Bargersville Plan Commission Bargersville Board of Zoning Appeals

which petition requests: *(check the applicable request and provide necessary information)*

- Annexation and Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____ for the purpose of _____.
- Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____ for the purpose of _____.
- Site Development Plan** for a Mobile Home Park.
- Primary Plat** of the said property for a development with _____ lots, to be known as _____.
- Use Variance** for the said property in order to allow a _____ use, which is generally not permitted in the _____ zoning district.
- Dimensional Variance** for the said property in order to _____.
- Special Exception** for the said property to allow property that is zoned _____ to be used for _____.

This petition, Docket # _____, will come for hearing at 6:30pm in the Bargersville Town Hall, 24 N Main St, Bargersville, IN, on _____.

In accordance with the Americans With Disabilities Act, if anyone wishes to attend the public hearing on the above referenced matter and is in need of reasonable accommodation in order to hear, present evidence, or participate in the proceedings at the public hearing on this matter, please contact the Town Planner so accommodation can be made. The petition and file on this matter is available for examination by contacting the Town Planner at (317) 422-3104 or email at planning@townofbargersville.org

Attachment C: Notice for Surrounding Property Owners

Project _____ Docket _____

Attach: 1) Legal Description, 2) Aerial Map, 3) Site/Concept Plan, 4) Narrative

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of _____, and legally described by the attached legal description, have filed a petition before the (*check the applicable body*)

- Bargersville Plan Commission Bargersville Board of Zoning Appeals

which petition requests: (*check the applicable request and provide necessary information*)

- Annexation and Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____ for the purpose of _____.
- Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____ for the purpose of _____.
- Site Development Plan** for a Mobile Home Park.
- Primary Plat** of the said property for a development with _____ lots, to be known as _____.
- Use Variance** for the said property in order to allow a _____ use, which is generally not permitted in the _____ zoning district.
- Dimensional Variance** for the said property in order to _____.
- Special Exception** for the said property to allow property that is zoned _____ to be used for _____.

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In accordance with the Americans With Disabilities Act, if anyone wishes to attend the public hearing on the above referenced matter and is in need of reasonable accommodation in order to hear, present evidence, or participate in the proceedings at the public hearing on this matter, please contact the Town Planner so accommodation can be made. The petition and file on this matter is available for examination by contacting the Town Planner at (317) 422-3104 or email at planning@townofbargersville.org

Attachment D: Affidavit & Consent of Owner

Project _____ File # _____

Complete and submit if applicant is different from property owner.

I (we) _____
NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(s) of the real estate located at _____
(ADDRESS)
2. That I/we have read and examined the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. That such request being made by the applicant (____ is) (____ is not) a condition to the sale or lease of the above referenced property.

(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

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

 , Notary Public

My Commission expires: _____ County of Residence: _____

Form 2: Adjacent Property Owners Notified by Mail

Project _____ Docket _____

If property owners are to be notified by mail, either complete this form or provide a list with the same information. Make additional copies if necessary.

Name and Address of Sender _____

Type of Mail:

- Certified Mail
- Certificate of Mailing ONLY

Line	Name & Address	Postage	Fee	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Total number of pieces listed by sender:	Total number of pieces received at Post Office:	POSTMASTER, per <i>(name of receiving employee)</i>
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Affix stamp here if issued as certificate of mailing or for additional copies of this bill.

POSTMARK AND DATE OF RECEIPT

Form 3: Affidavit of Notification

Project _____ Docket _____

Submit this Form three days prior to the hearing along with proof of publication and proof of mailing.

I (we) _____

After being first duly sworn, depose and say:

1. That I have notified by Certified Mail or by Certificate of Mailing all interested parties as defined by the Plan Commission Rules of Procedure in accordance with IC 36-7-4;
2. That the said property owners were informed by me of the filing of the petition and of the nature of said application, as directed in the application packet "Notice Requirements";
3. That the said property owners were notified that the Plan Commission will hold a public hearing regarding this application on the date of _____, at 6:30pm;
4. That the names and addresses of said property owners so notified are listed on a separate paper which is a part of this Affidavit.

And further the Affiant sayeth not.

(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

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

_____, Notary Public

_____, Notary Public

(Printed Signature)

My Commission expires: _____

County of Residence: _____