



# Primary Plat – 2015 Bargersville Plan Commission Application Kit

*For Commercial, Industrial, and Residential Subdivisions*

## Step 1: Sketch Plan Application

Sketch Plan Filing – \$100 review fee. At least 30 days prior to the intended filing of the Primary Plat application (see page 3), 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. At this meeting, the Administrator will sign off on *Attachment A: Project Routing Sign-Off Sheet*. Information about notifying additional TAC members will be provided at the meeting. Contact the Administrator (Town Planner) by calling (317) 422-3104 or emailing [planning@townofbargersville.org](mailto:planning@townofbargersville.org) to set up your appointment.

## Step 2: Primary Plat 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](mailto: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 - \$500 base fee plus \$5 per lot/unit. Make checks payable to "Town of Bargersville".
- Outside Review Deposit (Stormwater) - \$125. Make checks payable to "Bargersville Stormwater Utility".
- Outside Review Deposit (Planning) - \$250. Make checks payable to "Town of Bargersville".
- Electronic Copy. Submit a CD with all of the submittal requirements, including plans.
- 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 drainage, hours of operation, anticipated traffic generation, and the dates and details of previous construction/permits if applicable.
- Vicinity Map. 8 ½"x11" in size showing where the property is located in Bargersville, making sure major streets are labeled. Scale should be approximately 1:1,000.
- 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 proposed lot and street layout, land uses, etc., for the proposed development.
- Attachment A: Project Routing Sign-Off Sheet – This form is to be filled out with comments and signatures from participating departments BEFORE filing the application
- 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.
- Attachment E: Detailed Data Sheet.
- Attachment J: Waiver Request (if applicable).
- Drainage Submittal to comply with "Bargersville Stormwater Utility Manual", including before and after development calculations.
- Outside Review Agreements – Planning & Stormwater
- Recorded Commitments & Deed
- Primary Plat plans. Submit three (3) full sets of plans that are 24"x36" and three (3) full sets that are 11"x17". Plans shall be prepared in accordance with the Plan Format (see pages 4-5).

## 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](mailto: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.

## Plan Format

All Primary Plat Plans shall be submitted under the seal and signature of a Professional Engineer or Registered Land Surveyor licensed to practice in the State of Indiana. All sheets shall be 24" x 36" size and drawn to scale (at a minimum 1" = 50' and a maximum 1" = 10' with the exception of the maps on Sheet One) unless otherwise approved by the Administrator. To improve review efficiency, Development Plans submitted for review shall observe the following format and contain at least the information listed on the applicable Sheet:

### Sheet One - Title Sheet:

- Full legal description with sufficient reference to section corners and boundary map of the subject project, including appropriate benchmark references;
- Name of the Project;
- Name and address of the owner, developer, and person who prepared the plans;
- Total acreage within the project and the number of residential dwelling units or the gross square footage of non-residential buildings whichever is applicable;
- Existing zoning of the subject land and all adjacent lands;
- Boundary lines of adjacent tracts of land, showing owners of record;
- A key or vicinity map at a scale of one inch equals four hundred feet or less, showing the boundaries of the proposed project and covering the general area within which it is to be located;
- A statement of the proposed uses, stating the type and size of residential and non-residential buildings, and the type of business, commercial or industry, so as to reveal the effect of the project on traffic, fire hazards, or congestion of population;
- Proposed covenants, restrictions, by-laws, or articles of incorporation affecting property owners and/or homeowners associations; and
- Statement of proposed starting and completion dates for the project, including any proposed phasing and sequencing;

### Sheet Two - Existing Site Conditions:

- General Drainage Plan;
- Location, widths, and type of construction of all existing streets, street names, alleys, or other public ways and easements, street classifications as per the Thoroughfare Plan, railroad and utility rights-of-way or easements, parks, wooded areas, trails, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and the locations of all existing stormwater facilities. Storm drains, manholes and other structures shall be located by dimensions on the plans, in relation to surrounding physical features. Show the direction of flow, elevation of inverts, gradient, materials and size of existing storm drains. Other data may be added which is considered pertinent by the PC or the administrator for the subject land. Existing site conditions shall include all land within 300 feet of the proposed project.
- Existing water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records;
- Existing contours based in U.S.G.S. datum with intervals of not more than five feet where the slope is greater than 10% and not more than two feet where the slope is less than 10%. Offsite watershed boundary maps can be submitted at an appropriate contour interval sufficient to depict drainage areas and slopes. A benchmark, which is easily accessible and re-locatable, shall be shown. The benchmark shall be determined by use of NAVD 88 datum (vertical), and elevations shall be based on sea level datum; and
- The water elevation at the date of the survey of lakes, streams, or designated wetlands within the project or affecting it, as well as the approximate high and low water elevation of such lakes, streams, or designated wetlands. The plan shall also show the contour line of the regulatory flood (100-year flood) elevation and the contour line for the floodway fringe boundary. All elevations shall be based on sea level datum;

### Sheet Three – Proposed Site Conditions:

- General Drainage Plan;
- Location, widths, and type of construction of all existing and proposed streets, street names, alleys, or other public ways and easements, railroad and utility rights-of-way or easements, parks, wooded areas, trails, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and other data considered pertinent by the PC or the administrator for the subject land, and within 300 feet of the proposed project;
- Existing and proposed water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records;
- Building setback lines, showing dimensions;
- Full description and details, including engineering calculations, for provision of storm water drainage plans and facilities, including basin mapping. The standard for drainage detention is that the run-off rate of a 100-year post-development event cannot exceed the rate for a 10-year pre-development event;
- Internal and perimeter sidewalk system/pedestrian circulation plan; and
- Proposed contours with intervals of not more than five feet where the slope is greater than 10% and not more than two feet where the slope is less than 10%. The plan shall also show the contour line for the floodway fringe boundary.
- Show the location and detail plans for all trash dumpsters.

### Sheet Four – Erosion Control Plan:

- not required with this submittal.

### Sheet Five – Landscape and Parking:

- not required with this submittal.

### Sheet Six – Lighting Plan:

- not required with this submittal.

### Sheet Seven – Plat-like Dedication Sheet:

- not required with this submittal.

### Sheet Eight – Storm Plan and Profile:

- not required with this submittal.

### Sheet Nine – Standard Detail Sheets:

- not required with this submittal.

### All Sheets

- The proposed name by which the project shall be legally and commonly known;
- Date of survey, scale, and north point;
- All lots or outlots intended for sale or lease shall be designated with boundary lines and numbered or labeled for identification purposes;
- Private parks, common areas, or excluded parcels shall be designated as such and clearly labeled on the plans;
- Such other information as may be deemed necessary for proper review of the primary plat by the administrator, town engineer, or PC;
- All necessary reference points tying the subject property to the appropriate section corners.
- Each sheet shall be sealed and signed by the professional preparing the drawings.
- All sheets shall be tied to state plane coordinates for horizontal and vertical controls.

# Primary Plat 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 A: Project Routing Sheet

Applicants are required to consult with the Departments/Offices below prior to making application for Primary Subdivisions, Secondary Subdivisions, Plat Amendments, and Development Plans in order to provide general information concerning the site, as well as to familiarize the applicant with the procedures and requirements of the Bargersville Plan Commission and applicable ordinances. For the purpose of this meeting, the applicant is expected to provide a lot/block layout for Subdivisions (commercial and residential) or provide a general site layout for Development Plans.

<b>Project Name</b>
<b>Developer</b>
<b>Firm Preparing Plans</b>
<b>Contact Phone Number</b>

<b>Bargersville Planning</b>	(317) 422-3104	Date of Meeting :	Initials: _____
<i>Comments:</i>			

<b>Bargersville Utilities</b>	(317) 422-3121	Date of Meeting :	Initials: _____
<i>Comments:</i>			

<b>Fire Department</b>	Bargersville (317) 422-0000 White River (317) 888-8337	Date of Meeting :	Initials: _____
<i>Comments:</i>			

<b>Stormwater Board</b>	(317) 422-3120	Date of Meeting :	Initials: _____
<i>Comments:</i>			

<b>Johnson Co Health Dept</b>	(317)346-4369	Date of Meeting :	Initials: _____
<i>Comments:</i>			

# Attachment B: Notice for Newspapers

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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](mailto:planning@townofbargersville.org)



# Attachment C: Notice for Surrounding Property Owners

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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 \_\_\_\_\_.

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](mailto:planning@townofbargersville.org)

# Attachment D: Affidavit & Consent of Owner

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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: \_\_\_\_\_

# Attachment E: Detail Data Sheet

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Project \_\_\_\_\_ File # \_\_\_\_\_

## 1. Acreage

Total Acreage \_\_\_\_\_

Proposed Private Acreage \_\_\_\_\_

Proposed Public Acreage \_\_\_\_\_

## 2. Densities

Number of Lots/Units \_\_\_\_\_

Units per Acre \_\_\_\_\_

Estimated Population \_\_\_\_\_

## 3. Utilities to Serve the Development

- Sanitation \_\_\_\_\_
- Water \_\_\_\_\_
- Electric \_\_\_\_\_
- Gas \_\_\_\_\_
- Telephone \_\_\_\_\_
- Other \_\_\_\_\_

## 4. Private Ownership: List any improvements that are to be owned and maintained privately (and by whom):

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## 5. Performance/Maintenance Guarantees: For which of the following improvements will you be submitting performance/maintenance guarantee estimates as part of your application?

- Streets/Curbs
- Signs and Monuments
- Sanitary Sewers
- Erosion Control
- Storm Sewers
- Water System
- Sidewalks – Common Areas & Existing Roadway Frontage
- Other \_\_\_\_\_
- Other \_\_\_\_\_

# Attachment J: Waiver Request

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Project \_\_\_\_\_ File # \_\_\_\_\_

## *Waivers from these Regulations.*

Where the Plan Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers to these subdivision, site development, and or parking regulations so that substantial justice may be done and the public interest secured, provided that such waivers shall not have the effect of nullifying the intent and purpose of these regulations. Such waivers may be granted upon written request of the applicant stating the reasons for each waiver and may be waived by two-thirds (2/3) of the regular membership of the Plan Commission.

## *Waiver Guidelines*

The Plan Commission may, in its discretion, authorize and approve waivers from the requirements and standards of these regulations upon finding that certain criteria have been justified. Attach a separate sheet that thoroughly itemizes, explains, and justifies how each Waiver Request meets the Waiver Guidelines outlined below.

1. The approval of the waiver request will not be detrimental to the public safety, health, and welfare, or injurious to property within a reasonable proximity to the subject property involved in the waiver request.
2. The strict application of the applicable ordinance standard will result in practical difficulties in the development due to the particular physical surroundings, unique constraints, or topographical conditions of the subject property. These conditions will not substantially alter the character of the subject district or neighborhood.
3. The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives. Financial hardship does not constitute grounds for a waiver.
4. The waiver request is necessary and represents a minimal deviation from explicit ordinance standards.

## *Applicable Sections to be Waived*

I respectfully request consideration by the Plan Commission to waive the requirements established by the following Section(s) of the Bargersville Subdivision Control Ordinance (Staff can assist):

1. Section \_\_\_\_\_ :

2. Section \_\_\_\_\_ :

3. Section \_\_\_\_\_ :

4. Section \_\_\_\_\_ :

# 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

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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 said property owners were notified that the Stormwater Utility Board will hold a public hearing regarding this application on the date of \_\_\_\_\_, at 5:00 pm; and
5. 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: \_\_\_\_\_