



# APPLICATION FOR DEVELOPMENT PLAN APPROVAL

## City of Greenfield Plan Commission

### Greenfield Plan Commission Development Plan Checklist

The following items must be submitted before a petition to the Plan Commission can be scheduled for public hearing. Any questions regarding these items should be directed to the Plan Commission office at 317-477-4320.

- Application Form - One completed petition form with original signature.
- Legal Description.
- Official Stamped and Signed Survey.
- Copy of the property deed or contract.

*Note: Any application filed by any person other than the legal owner of the real estate involved shall be accompanied by a notarized consent to permit the filing of such application.*

- Location or area map
- Plot Plan/Sketch
  - location/key map
  - property dimensions
  - existing buildings
  - adjacent roads and thoroughfares and ingress/egress to the site
  - setbacks
  - parking areas
  - proposed changes
  - existing easements
  - North arrow
  - address of property or location
- Elevations of any proposed structure(s) indicating dimensions and type of materials and colors.
- Sign Package – If applicable.
- Plan Submittal:
  - Tech Review:
    - o 1 digital and 8 physical preliminary sets of civil plans including landscape plans, lighting plans (sized 24 x 36) for distribution to Technical Review Committee members
    - o 1 digital and 2 physical sets of color architectural elevations for Planning.
  - Revised Response to Tech Review:
    - o 1 digital and 6 physical sets of revised civil plans including landscape plans, lighting plans (sized 24x36) and all responses to department comments
  - Plan Commission: (to be submitted with revised response plans for Tech Review)
    - o 1 digital and 12 physical sets of final development plan, landscape plan, lighting plan, and color architectural elevations (size 11x17) for staff reports.
- Drainage Documentation (due on petition filing deadline; 18 days prior to Tech Review Meeting); 1 digital and 1 hard copy of the following:
  - Technical Drainage Report
  - Stormwater Pollution Prevention Plan
  - Post Stormwater Pollution Prevention Plan
  - BMP O&M Manual
  - Statement of Financial Responsibility
  - Signed Copy of Violation Fine Schedule
- Required fee of \$350.00.



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**Plan Commission**

Date Filed \_\_\_\_\_

Docket # \_\_\_\_\_

**Development Plans shall be filed in accordance with the City of Greenfield Zoning Code Chapter 155.045**

**1. Premises Affected**

Address, or location from major streets \_\_\_\_\_

Key Parcel # \_\_\_\_\_

Attach or enter Legal Description \_\_\_\_\_

Present Zoning \_\_\_\_\_ Proposed Zoning \_\_\_\_\_ Total Acreage \_\_\_\_\_

Current Use \_\_\_\_\_

Use of Adjacent Properties: North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West \_\_\_\_\_

Proposed Use \_\_\_\_\_

**2. Applicant Info**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Primary Contact Person regarding this petition \_\_\_\_\_

Telephone, Fax, E-Mail \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_

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

**3. Property Owner**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone, Fax, E-Mail \_\_\_\_\_

**Signature of Owner** \_\_\_\_\_

**Documentation Required: See Checklist under Plan Submittal for size and number.**

Site Plan \_\_\_\_\_ Photographs \_\_\_\_\_ Building Plans \_\_\_\_\_ Samples \_\_\_\_\_ Drawings \_\_\_\_\_ Other \_\_\_\_\_

City of Greenfield, Planning Department    10 S. State Street, Greenfield, IN 46140

Phone: 317-477-4320    Fax: 317-477-4321    E-mail: [planning@greenfieldin.org](mailto:planning@greenfieldin.org)    [www.greenfieldin.org](http://www.greenfieldin.org)



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**INSTRUCTIONS FOR NOTICE OF PUBLIC HEARING:**

For each application, the applicant shall assume the responsibility and expense of notification and publication of notice as required by the Rules of Procedure of the City of Greenfield Advisory Plan Commission, by Ordinance, or by State Law.

Staff will prepare Legal Notice of Public Hearing and provide to petitioner the approved notice, signed by the Planning Director, at the time of the Technical Review for the intended Plan Commission Meeting.

**a. Public Notice (Newspaper)**

For every application which is to be heard by the Plan Commission, the Legal Notice of Public Hearing shall be given in a newspaper of general circulation in Greenfield, Indiana, in the form prescribed by the Plan Commission. The applicant shall cause the notice to be published at least fifteen (15), but not more than thirty (30), days prior to the date set for the hearing.

The Daily Reporter asks that all notices for publication be emailed. The paper publishes Public Notices on Tuesdays and Saturdays only. The deadline to turn in documents for publishing is one week prior to the day of publication. Contact Dee Berge at DRlegals@AimMediaIndiana.com Tel: 317-477-3243.

**b. Personal Notice (U.S. Mail)**

For all applications for rezoning and the platting of subdivisions, the Applicant shall notify all abutting and adjoining legal land owners within two (2) property depths, or 660 feet of the subject property, whichever is satisfied first. For the purpose of determining names and addresses of legal land owners, the Applicant shall reference the records of the Hancock County Assessor. Such Legal Notice of Public Hearing shall be mailed 'certified mail/return receipt' or by 'certificate of mailing' (Postal Service Form 3877) at least fifteen (15) days before the date of the hearing.

**c. Proof of Notice**

1. Proof of publication of the **Public Notice** must be made by an Affidavit of the publisher and attached to a copy of the notice taken from the paper in which it was published and filed with the Secretary of the Plan Commission before the hearing. Such Affidavit must specify the City, the time, and the paper in which the notice was published.

2. The certified mail receipts or the Form 3877 certificate of mailing of the **Personal Notice** shall be filed with the Plan Commission Secretary before the hearing accompanied by an Affidavit signed by the applicant verifying that all persons entitled to receive notice pursuant to these rules and the ordinances of the City of Greenfield, Indiana, have been properly notified.



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**AFFIDAVIT:**

STATE OF INDIANA ) SS

COUNTY OF HANCOCK )

TO THE GREENFIELD PLAN COMMISSION

\_\_\_\_\_, verifies and states that he/she, at least fifteen (15), but not more than thirty (30), days prior to the scheduled hearing, has mailed notice by certified mail/certificate of mailing to all of the adjoining legal landowners within two property depths or 660 feet of the property which is the subject matter of Docket #PC\_\_\_\_\_, with an address of \_\_\_\_\_

filed by \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ to the addresses obtained from the Office of the Auditor of Hancock County, Indiana. Said return receipts are attached hereto.

Further affiant sayeth not.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

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

Commission Expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_



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CONSENT FORM:

The undersigned, , \_\_\_\_\_, being the owner of the property commonly known as \_\_\_\_\_ hereby authorizes \_\_\_\_\_ to file land development petitions or request the applicable permits for the aforementioned address.

This consent shall:

- Remain in effect until revoked by a written statement filed with the Engineering and Planning Department of the City of Greenfield, or
Remain in effect until \_\_\_\_\_

Property Owner

Property Owner

Address

Address

Phone, Email

Phone, Email

Date

Date

STATE OF INDIANA
COUNTY OF HANCOCK, SS:
Subscribed and sworn to before me
this \_\_\_ day of \_\_\_\_\_.

STATE OF INDIANA
COUNTY OF HANCOCK, SS:
Subscribed and sworn to before me
this \_\_\_ day of \_\_\_\_\_.

Notary Public

Notary Public

Printed Signature

Printed Signature

My Commission Expires:

My Commission Expires:

County of Residence

County of Residence