



**APPLICATION FOR CONDITIONAL ZONE RECOMMENDATION**  
**City of Greenfield**  
**Plan Commission**

**Greenfield Plan Commission Conditional Zone Designation upon Annexation 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 477-4320.

- Application Form - One completed petition form with original signature.
  - Legal Description and Survey
  - Copy of the property deed or contract.
  - Location or area map
  - Proposed Annexation and Conditional Zoning Designation Timeline (see attached form)
  - Plan Submittal:
    - Tech Review:
      - o 1 digital and 8 preliminary sets of land use plans including surrounding zoning and land uses, and known utility connection locations (sized 24 x 36) for distribution to Technical Review Committee members
    - If Required, Revised Response to Tech Review: 1 digital and 6 sets of land use plans including surrounding zoning and land uses, and known utility connection locations (sized 24x36) and all responses to department comments.
    - 
    - Plan Commission: (to be submitted using revised response plans for Tech Review)
      - o 12 sets of final land use plans including surrounding zoning and land uses, and known utility connection locations (size 11 x 17) for staff reports.
- 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.*
- Required fee of \$400.00.



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**Annexation Filing Checklist & Proposed Timeline**

**Case Number:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

<b>Date Received/Completed</b>	<b>Item Description</b>
	1. Pre-filing meeting with City Planning Director, Engineer, Attorney
	2. File Initial Zoning Application for a Conditional Zoning Map Amendment Recommendation (Conditional Rezoning Recommendation)
	3. Affidavit and Consent of Property Owner
	4. Copy of Property Deeds & Up to date survey
	5. Exhibits/ Aerial Maps/Conceptual plans
	6. Copy of Receipt (\$400.00 Filing Fee) Initial Zoning upon Annexation
	7. Technical Review Committee (TRC) Meeting Date if applicable
	8. TRC Response Letters from Departments and Utilities
	9. TRC Revised Plan Submittal Date if applicable
	10. Planning prepares notice for mailing and publication. Petitioner shall mail notice and cause to be published in the Greenfield Reporter.
	11. Proof of public notice advertisement for Plan Commission Mtg. to Greenfield Reporter
	12. Certificate of mailing to adjoining property owners for Plan Commission Mtg.
	13. Completed Affidavit of Notice submitted by Applicant for Plan Commission Mtg.
	14. Planning Staff Report one week prior to Plan Commission meeting
	15. Plan Commission Meeting Date
	16. Plan Commission shall certify conditional recommendation to City Council
	17. Preparation of Recommended Zoning Commitments for recording
	18. Completed Annexation Petition and request Fiscal plan
	19. Copy of Receipt (\$400.00 Filing Fee) Change of Zone Map
	20. City Attorney notifies petitioner of Council readings and provides Notice for publication
	21. Date of City Council Introduction – First Reading and adoption of



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	Fiscal Plan prepared and adopted by Council
	22. Copy of signed resolution for fiscal plan
	23. Proof of Public Notice advertisement of Council Annexation and Zoning Hearing to Greenfield Reporter <b>(Must be published 20 days before the public hearing (held with second Council reading))</b>
	24. City Council Public Hearing for Annexation and Zone Adoption – Second Reading <b>(Council may not adopt an ordinance sooner than 14 days from the date of public hearing (2<sup>nd</sup> Reading))</b>
	25. City Council Vote – Third Reading <b>(Fiscal Plan must be adopted first. Annexation Ordinance may take effect no sooner than 30 days following the date of adoption for potential Appeals process)</b>
	26. Copy of filed and recorded ordinance and commitments by the Clerk-Treasurer’s Office
	27. Legal Notice of the advertisement of the passage of the annexation ordinance by Clerk-Treasurer’s Office <b>(Published Ordinance and Publisher’s Affidavit)</b> <b>The ordinance may take effect no sooner than 30 days following the date of adoption.</b>
30 days after 3 <sup>rd</sup> reading	28. Effective date of Annexation and Zoning Designation
	29. Correspondence
	30. Public Comment



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

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

**1. Premises Affected**

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

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

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

Present County Zoning \_\_\_\_\_ Proposed City Zoning \_\_\_\_\_ Total Acreage \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

**2. Applicant Info**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

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: (2) 24"x36" copies (12 copies if Tech Review required) and (2) 8.5" x 11" copies.**

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



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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 )

COUNTY OF HANCOCK )

TO THE GREENFIELD PLAN COMMISSION

\_\_\_\_\_, verifies and states that he/she, at least fifteen (15) 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

STATE OF INDIANA

COUNTY OF HANCOCK, SS:

COUNTY OF HANCOCK, SS:

Subscribed and sworn to before me

Subscribed and sworn to before me

this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public

Notary Public

Printed Signature

Printed Signature

My Commission Expires:

My Commission Expires:

County of Residence

County of Residence