

DEVELOPMENT PLAN / DP AMENDMENT

APPLICATION Fee*: \$1,332.50 plus \$171.75 per acre

DATE: _____

DOCKET NO. _____

(Check all that apply)

DP

DP Amend

ADLS/ADLS AMEND Attached

Name of Project: _____

Project Address: _____

Project Tax Parcel ID #: _____

Legal Description: (Please use separate sheet and attach)

Name of Applicant: _____

Applicant Address: _____

Contact Person: _____ Phone: _____

Email: _____

Eplan Review Contact: _____ Phone: _____

Email: _____

Name of Landowner: _____ Phone: _____

Landowner Address: _____

Parcel Size: _____ Zoning District: _____

Overlay Zone: _____

Present Use of Property: _____

Proposed Use of Property: _____

*Note that required fees are due after the application has received a docket number, and not at the time of application submittal.

OWNERS AFFIDAVIT

The undersigned agrees that any construction, reconstruction, enlargement, relocation or alteration of structures, or any change in the use of land or structures requested by this application will comply with and conform to all applicable laws of the State of Indiana and the Unified Development Ordinance of Carmel, Indiana, adopted under the authority of Acts of 1979, Public Law 178, Sec. 1, et seq., General Assembly of the State of Indiana, and all Acts amendatory thereto.

Signed: _____
Owner

_____ Agent

_____ (Typed/Printed)

_____ (Typed/Printed)

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—Printed/Typed Name

My commission expires: _____



Submittal Requirements/Checklist

Application requirements and process information come from Article 9 of the Carmel Unified Development Ordinance. It is advised that all applicants carefully read Article 9 prior to filing. Below is a checklist of items that are required for a complete filing.

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.** Afterwards, plans and documents 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. Plans are to be distributed to all Technical Advisory Committee authorities by the applicant, by the filing deadline as well.

Electronic copies of the following applicable materials are required:

- Completed application signed by the owner of the subject property or an authorized agent, notarized, and filed at least 60 days prior to the next scheduled public hearing.
- Scaled site plan that includes:
 1. Existing and proposed principal structures and accessory structures.
 2. Parking plan.
 3. Existing and proposed public rights of way (internal and adjoining).
 4. Location of easements (utility, drainage, landscape, access, etc.)
 5. Building setback lines.
 6. Building coverage calculation;
 7. Existing and proposed utility structures and systems.
- Exterior architectural building elevations (4 sides) of all structures and trash enclosures
- Floor plans for all floors
- Signage Plan
- Site diagram overlaid on aerial photograph, including area within a two-parcel radius
- Landscape plan (to scale) on an engineered site plan that indicates location, number, species, caliper measurement sizes, tree preservation, all drainage and utility easements, and any other information deemed necessary for a thorough review.
- Traffic study – if warranted (to be determined at the pre-filing meeting).
- Prepare an estimated construction cost to comply with the Transportation Plan per UDO Section 1.07(E). (Contact Carmel Engineering Dept. for more detail, at 317-571-2441.)
- Drainage plan
- The Hamilton County Surveyor's Office requires all Erosion Control Plans be labeled as "Stormwater Pollution Prevention Plans", aka SWPPP Plans.
- Lighting plan with photometrics and fixture details
- Covenants and commitments, if any
- Service reports and/or emails/letters from TAC members

All documents must be legible and of the required size and scale. The omission of any of the material indicated in the above checklist may lead to your petition being placed on a later docket, or not accepted for filing.

DEVELOPMENT PLAN APPROVAL PROCESS

The following is a chronological listing of the steps required for processing a development plan or development plan amendment. This process is necessary for construction of new buildings, or changes to existing buildings, and their surrounding site.

1. Initial discussion with staff regarding applicable ordinances, design standards, condition/capacity of infrastructure, and availability of utilities.
2. Developer presents site plans and elevations for review by staff.
3. Developer emails application and uploads electronic plans required to be placed on the Plan Commission docket.
4. Submit plans to TAC (Technical Advisory Committee members) for their review.
5. Administrative review by the Department of Community Services staff.
6. The Technical Advisory Committee reviews the plan and offers review comments and recommendations.
7. 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).
8. Petitioner prepares legal notices for property owner notification and newspaper advertisement and advises staff.
9. Petitioner submits newspaper advertisement to a locality newspaper that circulates within the City (**Current in Carmel and refer to Public Notice Requirements on the Plan Commission Calendar**) at least 21 days prior to the public hearing.
10. Petitioner mails notice (first class mail with certificate of mailing) to all property owners within a 660 foot radius at least 21 days prior to the public hearing and also places public hearing sign on his/her site.
11. Petitioner prepares paper copies of 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:

a) Cover Page	d) Location Map
b) Brief description of the project	e) Site Plan laid over aerial view of property
c) Legible Plans (architecture, design, site plan, lighting, landscaping, signage)	f) Any other supporting information landscape plan, etc.
12. Fee to be paid 10 days prior to meeting date.
13. Plan Commission Agenda is posted 10 days prior to meeting, and staff reports are released 5 days prior.
14. Plan Commission holds public hearing and gathers information from public.
15. The Plan Commission refers project to a Committee for further review.
16. The Committee will forward the project to the full Plan Commission with a recommendation. Upon return to the Plan Commission, they will either approve or deny at this time, with a final vote.

*If the request is to amend an existing development plan, and is a minor request (lighting change, changes to rear of building, etc.), staff may determine that no public hearing is necessary, and will review the request administratively or have the Committee review it.

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:

OWNER(S) NAME

ADDRESS

Owner (or submit a copy of the list from the County.)

_____	_____
_____	_____
_____	_____
_____	_____

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

EXAMPLE ONLY:

Formal list request sheet & official list
may be acquired from the Hamilton
County Auditor's Office (317-776-8400).

Specifically, from the Hamilton Co.
Real Property Dept.(317) 770-4412 or
at www.Hamiltoncounty.in.gov

Hamilton County Auditor

Date

**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
(Time)

Square, 2nd Flr, Carmel, Indiana 46032 will hold a Public Hearing upon a/an _____
(Application Type)

in order to:

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: _____

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

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.
 - A QR Code corresponding to the GIS map of Public Hearings
 - Text used in example to the right, with Application type, Time, and Date* of subject public hearing
 - * The Date should be written in day, month, and date format. *Example: Tues., Jan. 17*
4. The sign must be removed within 72 hours of the Public Hearing conclusion



A high definition exemplar is included on the next page

Public Notice Sign Placement Affidavit:

I (We) _____ do hereby certify that placement of the notice public sign to consider Docket No. _____, 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: _____.



FINDINGS OF FACT FORM
DEVELOPMENT PLAN CONSIDERATION
Carmel Plan Commission, Carmel, Indiana

DOCKET NO. _____ DP PROJECT NAME: _____

PETITIONER: _____

— **Based upon all the evidence presented by the Petitioner and upon the Department Report of the Department of Community Services, dated, we determine that the Development Plan complies with the Standards set forth in the Carmel Unified Development Ordinance.**

— **We hereby approve the Development Plan as submitted with the following specific conditions as agreed to by the petitioner.**

Condition 1. _____

Condition 2. _____

— **We hereby disapprove of the Development Plan as submitted for the following reasons:**

1. _____

2. _____

3. _____

DATED THIS _____ DAY OF _____, 20 ____.

Commission Member