

APPLICATION for PRIMARY PLAT (or REPLAT)

Fee*: \$1,332.50 plus \$171.75 per lot (or \$436.25 plus \$171.75 per lot)

DATE: _____ Office Use Only DOCKET NO. _____

The undersigned agrees that any construction, reconstruction, enlargement, relocation or alteration of structure, 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 "Zoning Ordinance of Carmel, Indiana - 1980", 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.

Name of Applicant: _____ Phone: _____

Email: _____

Address: _____

Contact Person: _____

Email: _____ Phone: _____

Eplan Review Contact Person: _____ Phone: _____

Email: _____

Owner: _____ Phone: _____

Name of Subdivision: _____

Approximate Address/Location of Subdivision: _____

Tax ID Parcel No(s): _____

Legal Description: (To be typewritten on separate sheet and attached)

Area (in acres): _____ Number of Lots: _____ Zoning classification: _____

Length (in miles) of new streets to be dedicated to public use: _____

Surveyor certifying plat: _____

Address: _____ Phone: _____

Email: _____

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 or she is informed and believes.

Applicant Signature: _____

Print name: _____

Subscribed and sworn to before me this _____ day of _____, 20 ____.

My Commission Expires: _____

Notary Public

PETITIONER'S AFFIDAVIT OF NOTICE OF PUBLIC HEARING
FOR 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

_____	_____
_____	_____
_____	_____
_____	_____

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.

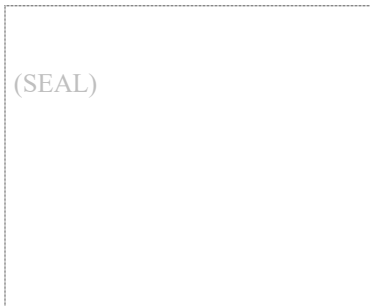
(Signature of Petitioner)

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 instrument this (Property Owner, Attorney, or Power of Attorney)

_____ 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 (776-8401).
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Specifically, the Hamilton County Real Property Dept. can be contacted at (317) 776-9624.

Hamilton County Auditor

Date

**NOTICE OF PUBLIC HEARING BEFORE THE
CARMEL PLAN COMMISSION**

Docket No. _____

Notice is hereby given that the Carmel Plan Commission meeting on _____
(Date)

at _____ P.M. in the City Hall Council Chambers, 1 Civic Square, Carmel,
(Time)

Indiana, 46032 will hold a Public Hearing upon a _____ application for
(Application Type)

The property address is: _____.

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))*

The property address is: _____.

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 Name: _____

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

PRIMARY PLAT CHECKLIST

UDO 9.11 Application for Primary Plat. Electronic copies of the primary plat, together with supporting documents, shall be submitted on-line to the Dept. of Community Services' Planning/Zoning Division with the application. 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 [ProjectDox PC & BZA User Guide](#) 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.

A. Plat to Illustrate:

- _____ 1. Name of subdivision (7.08)
- _____ 2. Words "PRIMARY PLAT"
- _____ 3. Date of submission of latest revisions
- _____ 4. Name of subdivision designer
- _____ 5. Present zoning classification
- _____ 6. Total acreage of the plat
- _____ 7. Name, address, telephone number of owner, subdivider & registered land surveyor
- _____ 8. Street and rights-of-way (7.25)
 - a. Locations
 - b. Names
 - c. Street width
 - d. Right-of-way width
- _____ 9. Location, size and capacity of:
 - a. Proposed sanitary sewers
 - b. Water mains, hydrants
 - c. Drainage system
- _____ 10. Layout of lots showing dimensions, lot number & square footage
- _____ 11. Parcels to be dedicated or reserved for public use
- _____ 12. Contour slopes
- _____ 13. Tract boundary lines showing dimensions, angle bearings, existing monuments, markers and benchmarks.
- _____ 14. Location of flood plains (FP, FF and FW)
- _____ 15. Building setback lines
- _____ 16. Legends and notes
- _____ 17. Docket Number(s)
- _____ 18. Reserve 4" W x 4" H area on the upper right corner of the drawing for the approval stamp

B. Supporting Data:

- _____ 1. Area location map of 1" = 500' to show:
 - a) Existing adjacent uses
 - b) Watershed boundaries
 - c) Thoroughfares directly related to proposed subdivision
 - d) Existing adjoining zoning classifications and proposed uses
 - e) Title on area location map, its scale, north arrow and date information was placed on map

- _____ 2. Service reports or statements as you receive them
 - a) Police and Sheriff
 - b) Fire Department
 - c) Water and sanitary sewer utilities
 - d) Electric, gas and telephone utilities
 - e) Carmel/Clay schools
 - f) Hamilton County Health Department
 - g) Surveyor, Drainage Board, County Commissioners
 - h) Indiana Natural Resources Commission
 - i) Carmel Board of Public Works
 - j) Director of the Dept. of Community Services
- _____ 3. Report describing water system, sanitary sewer system and storm drainage system
- _____ 4. Statement from State Highway, County Highway or City Street Dept.
- _____ 5. Soils map and report from Hamilton County Soils & Water Districts
- _____ 6. A description of the protective covenants or private restrictions
- _____ 7. Erosion control plan. (The Hamilton County Surveyor's Office requires all Erosion Control Plans be labeled as "Stormwater Pollution Prevention Plans", aka SWPPP Plans.)
- _____ 8. Statement from the Carmel Board of Public Works or other appropriate authority stating that said authority has capacity for sewer/water hookups
- _____ 9. Engineered Landscape plan
- _____ 10. Proposed Signage plan
- _____ 11. Estimated cost to comply with the Thoroughfare Plan & Alternative Transportation Plan per UDO Section 1.07.E. and 1.07.F (Contact Carmel Engineering Dept. for more info, at 317-571-2441.)
- _____ 12. Open Space Plan: According to Sec. 7.19 of the Unified Development Ordinance, (if applicable).
- _____ 13. Traffic Analysis

FINDINGS OF FACT FORM

FOR PRIMARY PLAT CONSIDERATION

Carmel Plan Commission
Carmel, Indiana

DOCKET NO. _____ SUBDIVISION NAME: _____

PETITIONER: _____

_____ **Based upon all the evidence presented by the petitioner and upon the representations and certifications of the staff of the Department of Community Services, I determine that the plat complies with standards of the Carmel Unified Development Ordinance.**

_____ **I hereby approve of the primary plat as submitted with the following specific conditions as agreed to by the petitioner.**

Condition 1. _____

Condition 2. _____

Condition 3. _____

_____ **I hereby disapprove of the primary plat as submitted for the following reasons:**

1. _____

2. _____

3. _____

DATED THIS _____ DAY OF _____, 20 _____.

Commission Member

DESIGN STANDARDS WAIVER REQUEST APPLICATION

Fees: \$1,332.50 for first waiver, plus \$615.75 for each additional

Office Use Only

Docket No. _____

Date Received: _____

Contact Person: _____ Telephone No. _____

E-Mail: _____

Address: _____

Eplan Review Contact Person: _____ Phone: _____

Email: _____

Project Name: _____

Project Address: _____

Applicant Name: _____

Address: _____

Telephone: _____ Email: _____

Present zoning: _____

Section (Section Number, Page, Item) of Unified Development Ordinance for which waiver is being requested:

State explanation of why waiver is being requested:

State reasons supporting waiver request:

Signature of Property Owner

THIS APPLICATION MUST BE SUBMITTED AT THE TIME OF THE PRIMARY PLAT APPLICATION. WAIVER REQUEST & ITS DOCKET NO. MUST BE INCLUDED WITH THE PUBLIC NOTICE FOR THE PRIMARY PLAT.

DESIGN STANDARDS WAIVER
FINDINGS OF FACT
CARMEL PLAN COMMISSION
Carmel, Indiana

Docket No: _____

Petitioner: _____

Unified Development Ordinance Section Varied from: _____

Brief Description of Waiver: _____

In deciding whether or not the applicant has presented sufficient proof to permit the granting of a waiver, the Plan Commission should consider the following:

- The granting of the Design Standard Waiver will not be detrimental to public safety, health, or welfare, or otherwise be injurious to other property.
- The conditions upon which the request for a Design Standard Waiver is based are unique to the property for which the Design Standard Waiver is sought and are not applicable generally to other property.
- Because of unique circumstances, a particular hardship or practical difficulty would result if the strict letter of these regulations is carried out. Financial hardship, inconvenience or difficulty shall not constitute grounds for a Design Standard Waiver.
- The Design Standard Waiver shall not in any manner subvert the provisions of *Article 5: Development Standards*, the *Carmel Clay Comprehensive Plan*, particularly the Bike and Pedestrian Plan..

_____ Based on all the evidence presented by the petitioner, I approve of the requested design standards waiver.

_____ I hereby disapprove of the design standards waiver request for the following reasons:

1. _____

2. _____

3. _____

Dated this _____ day of _____, 20____.

Commission Member

Primary Plat Approval Process

The following is a chronological listing of the steps required for processing a primary plat:

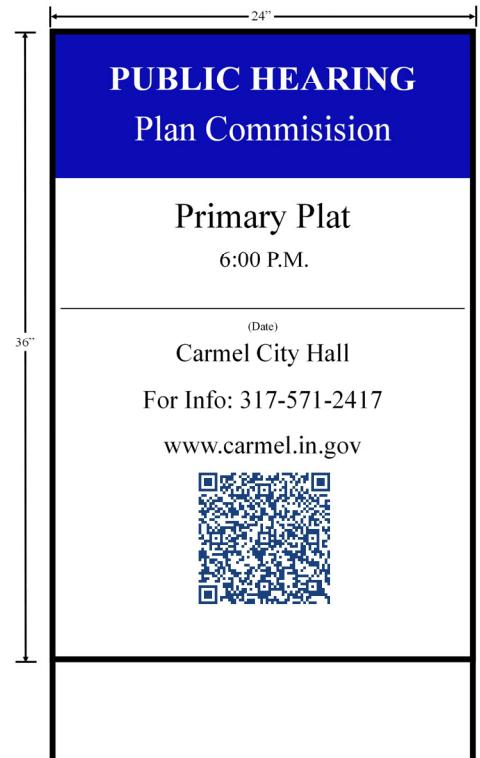
1. Initial discussion with staff regarding applicable zoning ordinances, design standards, condition/capacity of infrastructure, and availability of utilities. Developer presents plat for review by staff.
2. An electronic application is to be submitted in [Carmel's Public Portal, our on-line application website](#).
3. Required plans and documents submitted electronically. You will receive an email invite from Avolve/ePlan to upload documents through ProjectDox, Carmel's electronic plan review software. Please see the [ProjectDox PC & BZA user guide](#) for more info on the process & what needs to be submitted.
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.
7. Petitioner obtains list of all property owners within a 660 foot radius of the subject property from the Hamilton County Real Property Department (in Noblesville).
8. Petitioner prepares legal notices for property owner notification, newspaper ad, and sign placement.
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**) to be published at least 21 days prior to the public hearing.
10. Petitioner mails notice (first class mail with certificate of mailing) to all property owners lying within 660 feet of the subject property, or a depth of two property ownerships, whichever is less, at least 21 days prior to the public hearing and places public hearing sign on his/her site.
11. Petitioner prepares information packets for the Plan Commission, to be submitted no later than noon 10 days prior to the first docketed hearing. The following is a list of items that should be included in each packet:
 1. Cover Page
 2. Brief Description of the project
 3. Location Map
 4. Legible plans: primary plat or replat, landscape plan
 5. Site plan laid over aerial view of property
 6. Any other supporting information
12. Fee to be paid 10 days prior to meeting date.
13. Plan Commission Agenda is posted. Staff reports are released 5 days prior to meeting.
14. Plan Commission holds public hearing and gathers information from public.
15. The Plan Commission refers project to the Residential Committee for further review.
16. The Residential Committee will forward the project to the full Plan Commission with a recommendation. Upon return, the Plan Commission will either approve or deny at this time.
17. The next step is to file the Secondary Plat (final plat) application. This is an administrative review/approval process, along with review/approval by the Carmel BPW (Board of Public Works), for the secondary plat that will ultimately be recorded.

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: _____.

24"

36"

PUBLIC HEARING
Plan Commisision

White Letters on
PMS 288 Blue

Primary Plat
6:00 P.M.

Black Metal Frame

(Date)

Carmel City Hall

For Info: 317-571-2417

Black Letters
on White

www.carmel.in.gov

