

REZONE / PUD APPLICATION

PETITION TO CHANGE THE OFFICIAL ZONING MAP
INCORPORATED BY REFERENCE INTO THE CARMEL UNIFIED DEVELOPMENT ORDINANCE

FEES: Rezone = \$1,279.75 plus \$171.75 per acre or PUD = \$4,162.75 plus \$171.75 per acre
(Fees due after a docket number is assigned.)

Docket No: _____	Date Received: _____
(Office Use Only)	

Name of Owner: _____ Phone: _____

Owner’s Address: _____

Email: _____

Contact Person Name and Company: _____

Contact Person Phone: _____

Contact Person Email: _____

Contact Person Address: _____

Eplan Review Contact Person: _____ Phone: _____

Email: _____

Record of Ownership: Deed Book: _____ Page: _____ Purchase Date: _____

Legal Description (*attach additional page(s) if necessary*):

Common Address of Property Involved (or General Description if no Address Exists):

Tax Parcel ID No(s). _____

Proposed Zoning Change: From the _____ District to the _____ District, for the property shown outlined on the map attached hereto, which is made a part of this petition.

Statement of compliance with the Carmel/Clay Comprehensive Plan (use additional pages if necessary):

AFFIDAVIT

(I/We), being duly sworn, depose and say that (I/We) (am/are) the (owner(s)) of Fifty Percent (50%) or more of the property involved in this application and that the foregoing signatures, statements, and answers herein contained and the information herewith submitted are in all respects true and correct to the best of (my or our) knowledge and belief.

Signature

(typed or printed)

Address

City, State, ZIP

The applicant, correspondent, or agent (if different from owner or owners)

Name

Name

Telephone/Email

Telephone/Email

Date

Date

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
(Property Owner, Attorney, or Power of Attorney)

this _____ day of _____, 20_____.
(day) (month) (year)

(SEAL)

Notary Public--Signature

Notary Public--Please Print

My commission expires:

(date)

CHANGE OF ZONING PROCEDURE

The following is a chronological listing of the steps required for changing the zoning classification of a particular parcel or group of parcels on the Official Zoning Map.

1. Initial discussion with Planning Staff regarding rezone of property.
2. Petitioner submits sketched plans to staff.
3. Cursory administrative review by Department of Community Services (DOCS) staff.
4. Petitioner submits Rezone Application to Department of Community Services.
5. 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 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.
6. Technical Advisory Committee reviews rezone and offers review comments and recommendations.
7. Petitioner obtains list of all property owners within a 660 foot radius or two properties deep, whichever is less, of the subject property from the Hamilton County Transfer & Mapping Office.
8. Petitioner prepares legal notices for property owner notification and newspaper advertisement and advises staff. Also, petitioner places the 'notice of public hearing' sign on the subject property.
9. Petitioner prepares legal notices for property owner notification, for newspaper advertisement, and advises staff. (See Plan Commission Rules of Procedure, as well as the Plan Commission Calendar's Public Notice Requirements page 2.)
10. Petitioner submits newspaper advertisement to The Current (and/or Indianapolis Star) to be published at least 21 days prior to the public hearing. (See Plan Commission Rules of Procedure, as well as the Plan Commission Calendar's Public Notice Requirements page 2.) Petitioner mails first class mail (with Certificate of Mailing) notice to all property owners within a lying within 660 feet of the subject property, or a depth of two property ownerships deep, whichever is less, at least 21 days prior to the public hearing. Petitioner also places 'notice of public hearing' sign on the subject site.
11. Petitioner prepares an analysis of the zoning change petition describing its relationship with other properties in the area and with the Carmel Comprehensive Plan. The analysis is forwarded to Plan Commission members by Staff. The following is a list of items that should be included in the paper copies of each Plan Commission Member's Info Packet:
 1. Cover Page
 2. Brief Description of the project
 3. Location Map
 4. Analysis of the zoning change petition
 5. Any other supporting information
 6. Conceptual site plan & architecture
12. Plan Commission Agenda is posted 10 days prior to meeting. And, Planning Staff distributes a Staff Report 5 days prior to the meeting.)
13. Plan Commission holds public hearing on petition and then forwards it to Committee. The Committee reviews rezone and forwards the petition back to the full Plan Commission with either a favorable recommendation, unfavorable recommendation, or no recommendation (to the City Council).
14. Upon Plan Commission recommendation vote, petitioner submits rezone ordinance to the Carmel City Council via the Clerk-Treasurer's Office.
15. City Council considers ordinance to change zoning and either approves or denies the request.
16. If the zoning request is approved, staff makes the necessary changes to the Official Zone Map.

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 signatures if hand delivered (or just submit a copy of the list from the County.)

_____	_____
_____	_____
_____	_____
_____	_____

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:_____.

(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. _____.

OWNERADDRESS

EXAMPLE ONLY: Formal list request sheet & official list may be acquired from the Hamilton County Auditor's Office (776-8401).	
Specifically, the Hamilton County	
Real Property Dept. 776-9624 or at www.Hamiltoncounty.in.gov	

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 _____ in the City Hall Council Chambers, 2nd Flr., 1 Civic Sq., Carmel,
(Time)

Indiana 46032 will hold a Public Hearing upon a/an _____ application for;
(Application Type)

for _____

_____.

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)* _____

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, too.)

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


24"

36"

PUBLIC HEARING
Plan Commision

Rezone/PUD
Application
6:00 P.M.

(Date)
Carmel City Hall
For Info: 317-571-2417


www.carmel.in.gov

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

Rezone/PUD
Application
6:00 P.M.


Black Metal Frame

(Date)

Carmel City Hall

For Info: 317-571-2417

Black Letters
on White



www.carmel.in.gov