

DOCKET NO. _____ SDR DATE RECEIVED: _____
(Office Use Only)

**This is a PDF version of the application. The official application should be filled out online at the link below or at <https://cw.carmel.in.gov/PublicAccess/template/Login.aspx?ReturnUrl=%2ftemplate%2fHome.aspx>*



CITY OF CARMEL, INDIANA
Department of Community Services
Division of Planning & Zoning

SITE PLAN & DESIGN REVIEW (SDR) APPLICATION & PROCEDURES
(FOR SITES IN OLD TOWN OVERLAY ONLY) FILING

FEE: Residential \$209.75; Commercial \$615.75

Applicant Name: _____

Applicant Address: _____

Applicant Phone Day: _____ Evening: _____

Applicant Email Address: _____

Eplan Review Contact Person: _____ Phone: _____

Email: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone Day: _____ Evening: _____

Signature of filer: _____

(Printed Name)

SDR PREPARATION AND APPROVAL PROCEDURE FOR THE CITY OF CARMEL, INDIANA

THIS PROCESS MUST BE COMPLETE BEFORE AN IMPROVEMENT LOCATION PERMIT WILL BE ISSUED.

This checklist is to be followed in filing a petition. The Department will review each item to ensure it is complete. The application will not be considered filed with the Department until all items are complete.

Completed

Yes No Petitioners shall contact the Planning & Zoning Division of the Department of Community Services (Planning Department) to schedule a pre-filing meeting, during which the petitioners will be advised of the details of the review procedures. **It shall be the responsibility of the petitioner to become familiar with the regulations, policies, and procedures of the City.** If desired, a copy of the Carmel Unified Development Ordinance may be purchased from the Planning Department, or you can view it online. Review the document carefully. At the pre-filing meeting, **the petitioner shall designate one contact person to work with the Planning Dept. for the duration of the project.**

NEW PROCESS FOR RESIDENTIAL: Please schedule a pre-filing meeting with a Planner to discuss the development requirements in the Old Town Overlay zoning district. Then, you may create and file a Residential Building Permit in the online Public Portal. The SDR review will be done as part of that process, within the building permit review process. This SDR application does not need to be filed.

Yes No Project Information.

Address of Property: _____

Tax Parcel ID Number: _____

Legal Description: _____

Zoning District: _____

Overlay Zone: _____

Current Use: _____

Proposed Use: _____

Please check appropriate box:

- ☐ New Construction
- ☐ Renovation/Addition

Yes No Recorded deed or recorded land contract. Must be the most recent recorded deed.

Yes No Letter of consent. If you are leasing, buying on contract, or petitioning for property that is not legally in your name, the owner of the property must sign a letter giving his or her consent for the petition.

Yes No Existing Features & Site Analysis Plan. Please provide an electronic copy of your property survey and site plan, drawn to scale and legible. The site plan must illustrate:

1. The subject property;
2. The location of all existing and proposed buildings, structures and improvements to be made to the subject property, including drainage and erosion control facilities and features;
3. Accurate dimensions of the parcel, setbacks, buildings, parking areas, and ingress/egress driveways;
4. Location, owner of record, zoning, and use of adjacent properties, including the location, size and use of all structures within fifty (50) feet of the subject property;
5. Location, right-of-way, and pavement width of all streets and alleys adjacent to the subject property; and
6. Proposed connections to public utilities.
7. Location, size and type of all existing landscaping on the property, as well as lot cover percentage.

Yes No Area Map. Please provide an electronic copy of an area or context map that shows the location of the subject property, the locations of public and utility facilities, and the relationship of the subject property to the thoroughfare plans for the area.

Yes No Architectural Design, Landscaping, Lighting, and Signage Information.

For both residential *and* commercial projects:

1. An electronic copy of all sides of the exterior architectural building elevations including all dimensions, materials, colors, and signage.
2. An electronic copy of additional information as requested by the Dept.

Additional information required for commercial projects:

1. An electronic copy of the lighting plan indicating location of existing and proposed lighting standards, the type and size of fixtures, and foot-candle limits.
2. An electronic copy of the landscaping plan indicating the location of plantings, types and sizes of plantings, planting details, and mounding locations and details.
3. An electronic copy of the signage plan indicating the location, size, materials and colors of proposed signs.
4. 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.)

EVALUATING YOUR PETITION

Section 9.07(E) of the Carmel Unified Development Ordinance states:

Review.

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 (TAC) authorities by the applicant, by the filing deadline as well, if deemed applicable.

Following the receipt of the application and later the required supporting information by the Director, the Director shall review the materials for the sole purpose of determining whether the application is complete and in technical compliance with all applicable ordinances, laws, and regulations.

If the materials submitted by the applicant are not complete or do not comply with the necessary legal requirements, the Director shall inform the applicant of the deficiencies in said materials.

1. Unless and until the Director formally accepts the application as complete and in legal compliance, it shall not be considered as formally filed for the purpose of proceeding to succeeding steps toward approval as hereinafter set forth.
2. Within ten (10) days of the formal acceptance of the application by the Director, he shall formally approve, deny, or request additional information about the petition.

Approval or Denial of the Application by the "Commission".

1. An approved Site Plan and Design Review petition shall be valid for three (3) years from the date of approval. If construction of the building(s) has (have) not started at the end of the three (3) year period, the Site Plan and Design Review request shall be re-submitted to the Director of Community Services.
2. If an approved Site Plan and Design Review petition is (are) substantially altered, re-submittal to the Director of Community Services for approval is required.
3. If the petition is denied by the Director of Community Services, the Director of Community Services shall provide the applicant with a copy of said reasons, if requested.
4. The applicant may appeal the decision of the Director of Community Services, as specified in *UDO Article 9*.

Filing Fee.

1. Fees must be paid prior to the issuance of a Letter of Decision.

Contact:

Dept. of Community Services, Division of Planning & Zoning
Carmel City Hall, 3rd Floor, 1 Civic Square, Carmel, IN 46032
Phone: 317-571-2417
Web: www.carmeldocs.com