

DOCKET NO. _____ TAC DATE RECEIVED: _____

TECHNICAL ADVISORY COMMITTEE

APPLICATION & PROCEDURES

^FEE: (Due after docket no. assignment) \$437.25

Property Information

Tax Parcel ID*: _____ Area (acres): _____

Property Address: _____

Zoning District: _____ Overlay District (If applicable): _____

Legal Description: (To be typewritten separately.)

** Please attach a separate list for projects with multiple parcels.*

Contact Information

Name: _____

Address: _____

Phone: _____ Email: _____

Engineer Information

Name: _____

Address: _____

Phone: _____ Email Address: _____

Eplan Review Contact Person: _____ Phone: _____

Email: _____

Owner Information

Name: _____

Address: _____

Phone Day: _____ Evening: _____

Email Address: _____

Project Description

Please include a brief summary/history of the project:

Affidavit: I, hereby swear that I am the owner/contract purchaser of 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 knowledge and belief. I, the undersigned, authorize the applicant to act on my behalf with regard to this application and subsequent hearings and testimony.

Signature of Owner: _____ Printed: _____ Date: _____

TAC Review Instruction Sheet

1. Initial discussion with staff regarding applicable zoning ordinances, design standards, capacity of infrastructure, and availability of utilities. Please contact us at 317-571-2417 to schedule a pre-submittal meeting.
2. Allow plenty of time for the Dept. of Community Services (DOCS) staff review and the Technical Advisory Committee (TAC) review process (approximately 30-45 days). (*See the Plan Commission Calendar for TAC Meeting filing deadlines.*)
3. As of January 1, 2019, electronic-only submittals are accepted. An electronic application is to be submitted in [Carmel's Public Portal, our on-line application website](#). After a docket no. is assigned, 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 TAC authorities by the applicant, by the filing deadline.
4. INFORMATION NEEDED for formal DOCS staff and TAC review:
 - One electronic copy of the completed TAC application with Legal Description attached (email to DOCS).
 - One electronic copy of location map showing location of site in question, zoning, and existing land use of all adjacent properties (upload to ProjectDox).
 - One electronic copy of plans drawn to scale with all dimensions and depicting all existing and proposed structures, exterior architectural building elevations, landscaping, drainage, Stormwater Pollution Prevention (SWPPP), lighting, signage, and any other supporting documentation to fully understand the proposal. All documents must be legible (upload to ProjectDox).
5. After DOCS staff review, the petitioner will be notified of the Docket Number, Meeting Date, Fees, and any outstanding information needed to process the application.
6. No public notice is required for this petition type.
7. **Filing Deadline:** A complete application package of the above-referenced information must be submitted to DOCS and to the TAC Members (see members list online) **approximately 30 days prior to receiving the first round of comments.** (see **Plan Commission & TAC calendar**). The determination of a complete application submittal is at Staff discretion.
8. **Filing Fee:** The filing fee, as determined by staff, must be paid **before** a Letter of Grant is issued. Failure to pay the filing fee by this time will hold up final approvals and the ability to apply for building permits.
9. The Technical Advisory Committee (TAC) reviews are conducted online through ProjectDox (ePLANS) and no in person meetings are held. Some members do not use ProjectDox and require plans to be emailed to them. Please refer to the TAC Member List for their submittal preference.
10. All comments should be worked out with each TAC member. The petitioner may follow up with each TAC member, individually, after the initial round of comments are made in order to address any concerns.

DOCS Contact Info:
1 Civic Sq. 3rd Flr., Carmel, IN 46032
P: 317-571-2417 | W: www.carmeldocs.com