

## WAIVER OF DEVELOPMENT/DESIGN STANDARDS APPLICATION

Filing Fee: \$1,332.50 for first waiver, plus \$615.75 for each additional (Fee is due after docket number is assigned.)

Docket No: \_\_\_\_\_ Date Received: \_\_\_\_\_  
(Office Use Only )

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Eplan Review Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

TAX PARCEL ID NO: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Overlay Zone: \_\_\_\_\_

Section of Unified Development Ordinance for which waiver is being requested:

State explanation of why waiver is being requested:

State reasons supporting waiver request:

**NOTE:** THIS APPLICATION MUST BE SUBMITTED AT THE TIME OF THE PRIMARY PLAT APPLICATION. WAIVER REQUEST MUST BE INCLUDED WITH THE PUBLIC NOTICE FOR THE PRIMARY PLAT.

### **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 Commission**

White Letters on  
PMS 288 Blue

(Application Type)

**6:00 P.M.**

(Date)

**Carmel City Hall**

**For Info: 317-571-2417**

Black Metal Frame

Black Letters  
on White



[www.carmel.in.gov](http://www.carmel.in.gov)

## PETITIONER'S AFFIDAVIT OF NOTICE OF PUBLIC HEARING

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  
(County in which notarization takes place)

Public for \_\_\_\_\_ County, State of Indiana, personally appeared  
(Notary Public's county of residence)

\_\_\_\_\_ and acknowledged 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:

\_\_\_\_\_

*(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

<p>EXAMPLE ONLY: Formal list request sheet &amp; official list may be acquired from the Hamilton County Auditor's Office (317-776-8401).</p>	
<p>Specifically, the Hamilton Co. Real Property Dept.( 770-4412) or <a href="http://www.Hamiltoncounty.in.gov">www.Hamiltoncounty.in.gov</a></p>	

Hamilton County Auditor

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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 \_\_\_\_\_ P.M. in the City Hall Council Chambers, 1 Civic Sq., 2<sup>nd</sup> Flr,  
(Time)

Carmel, Indiana 46032 will hold a Public Hearing upon a/an \_\_\_\_\_  
(Application Type)

in order to:

The application is identified as Docket No. \_\_\_\_\_.

The property address is: \_\_\_\_\_.

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, include a **location map**, too.)*

**WAIVER OF DEVELOPMENT STANDARDS**  
**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 of quantitative standards of this Chapter (up to 35%), the Plan Commission should consider the following requirements:

- (1) The proposal shall be in harmony with the purposes and the land-use standards contained in Section 9.16: Waiver of Development Standard.
- (2) The proposal shall enhance the overall Development Plan, the adjoining streetscapes and neighborhoods, the surrounding area.
- (3) The proposal shall not produce a Site Plan or street/circulation system that would be impractical or detract from the appearance of the Development Plan, the surrounding area, and shall not adversely affect emergency vehicle access or deprive adjoining properties of adequate light and air.
- (4) The proposal exhibits extraordinary site design characteristics, including, but not limited to: Increased landscape treatment, tree preservation, public art, provisions for bicycles, and/or mass transit, reduced surface parking coupled with provisions for above or below ground parking facilities.

☐

Based on all the evidence presented by the petitioner, I **approve** of the requested waiver.

☐

In granting a waiver, the Commission may impose such **conditions** that will, in its judgment, secure the purposes of this Chapter. (*List Conditions on back.*)

☐

I hereby **disapprove** of the waiver request for the following reasons:

- 1.
- 2.
- 3.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Commission Member