

REZONE / PUD APPLICATION
PETITION TO CHANGE THE OFFICIAL ZONING MAP
INCORPORATED BY REFERENCE INTO THE CARMEL/CLAY ZONING ORDINANCE

FEES: Rezone = \$973 plus \$134 per acre or PUD = \$3,160 plus \$134 per acre
(Fees due after a docket number is assigned.)

Date: _____

Docket No.: _____

Name of Owner: _____ Phone No.: (____) _____

Owner's Address: _____

City, State, ZIP _____

Fax No. (____) ____ - _____ Email: _____

Contact Person Name and Company: _____

Contact Person Phone, Fax, Email: _____

Contact Person Address: _____

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

Legal Description (Use 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 in 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

Telephone

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

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



Notary Public--Signature

Notary Public--Please Print

My commission expires:

(printed or typed)

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 Zone Map.

1. Initial discussion with staff regarding rezone of property.
2. Petitioner submits sketched plans to staff.
3. Administrative review by Department of Community Services (DOCS) staff.
4. Petitioner submits Rezone Application to Department of Community Services.

5. Technical Advisory Committee reviews rezone and offers review comments and recommendations.
6. Petitioner obtains list of all property owners within a 660 foot radius or two property lines, whichever is less, of the subject property from the Hamilton County Transfer & Mapping office.
7. 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.
8. Petitioner prepares legal notices for property owner notification, for newspaper advertisement, and advises staff. (See Plan Commission Rules of Procedure Article VII, as well as the Plan Commission Calendar's Public Notice Requirements page 2.)
9. Petitioner submits newspaper advertisement to The Current (and/or Indianapolis Star) to be published at least 25 days prior to the public hearing. (See Plan Commission Rules of Procedure Article VII, 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, whichever is less, at least 25 days prior to the public hearing. Petitioner also places notice of public hearing sign on his/her site.
10. 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.
11. Plan Commission Agenda is posted 10 days prior to meeting.
12. Plan Commission holds public hearing on petition and then forwards it to the Special Studies Committee.
13. Special Studies 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. Carmel 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-five (25) days prior to the date of the public hearing to the below listed adjacent property owners:

<u>OWNER(s) NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____
_____	_____

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.)

**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, 1 Civic Square, Carmel,
(Time)

Indiana 46032 will hold a Public Hearing upon a/an _____ application
(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:

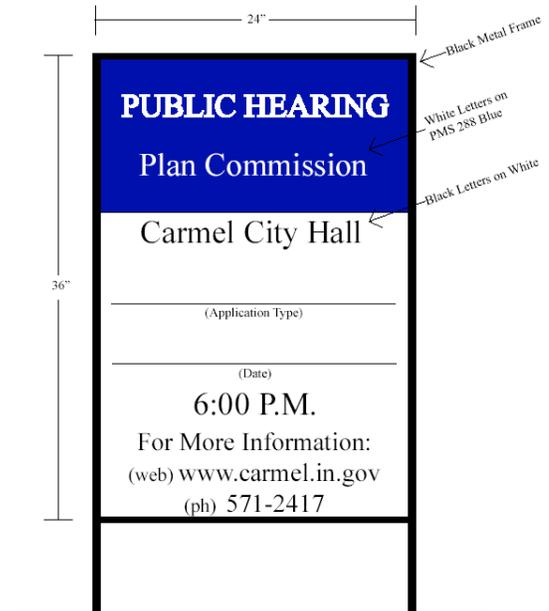
The petitioner shall incur the cost of the purchasing, placing, and removing the sign. The sign must be placed in a highly visible and legible location from the road on the property that is involved with the public hearing.

The public notice sign shall meet the following requirements:

1. Must be placed on the subject property no less than 25 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.
 - Text used in example to the right, with Application type and Date* of subject public hearing
- * The Date should be written in day, month, and date format. *Example: Tuesday, January 17*



4. The sign must be removed within 72 hours of the Public Hearing conclusion

Public Notice Sign Placement Affidavit:

I (We) _____ do hereby certify that placement of the notice public sign to consider Docket Number _____, was placed on the subject property at least twenty-five (25) 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: _____.