

2012 CARMEL PLAN COMMISSION

TIMELINE: FILING AND NOTICE DEADLINES, DISTRIBUTION DATES¹

MEETING DATES*: Third Tuesday	PUBLIC HEARING ITEMS & TAC FILING DEADLINES: 60 days prior	TECHNICAL ADVISORY COMMITTEE (TAC) MEETING**: Third Wednesday	PUBLIC NOTICE DEADLINE ² : 25 days prior	PACKET/ FEE DEADLINE: Mailed 11 days prior by NOON	DEPARTMENT REPORTS: Mailed 5 days prior
Wed, Jan 18	November 19	December 21	December 24	January 07	January 13
February 21	December 24	January 18	January 27	February 10	February 16
March 20	January 20	February 15	February 24	March 09	March 15
April 17	February 17	March 21	March 23	April 06	April 12
May 15	March 16	April 18	April 20	May 04	May 10
June 19	April 20	May 16	May 25	June 08	June 14
July 17	May 18	June 20	June 22	July 06	July 12
August 21	June 22	July 18	July 27	August 10	August 16
September 18	July 20	August 15	August 24	September 07	September 13
October 16	August 17	September 19	September 21	October 05	October 11
November 20	September 21	October 17	October 26	November 09	November 15
December 18	October 19	November 21	November 23	December 07	December 13

2012 CARMEL PLAN COMMISSION COMMITTEES

SPECIAL STUDIES & SUBDIVISION

TIMELINE: FILING DEADLINES & DISTRIBUTION DATES¹

MEETING DATES*: First Tuesday	COMMITTEE ONLY ITEMS - FILING DEADLINE: 18 days prior by 5pm	PACKET/FEE DEADLINE: 11 days prior, by NOON	DEPARTMENT REPORTS: Mailed 5 days prior
February 07	January 20	January 30	February 02
March 06	February 17	February 24	March 01
Mar 29, Thurs.	12-Mar	March 16	March 23
May 01	April 13	April 20	April 26
June 05	May 18	May 25	May 31
July 03	June 15	June 22	June 28
August 07	July 20	July 27	August 02
September 04	August 17	August 24	August 30
October 02	September 14	September 21	September 27
Wed, Nov 07	October 19	October 26	November 02
December 04	November 16	November 26	November 29
Wed, Jan 02	December 14	December 21	December 28

¹All scheduled dates are subject to change or cancellation.

Additional Notes:

* The Plan Commission and its Committees meet at 6 PM. The above Committee dates are those that follow the Plan Commission meeting dates displayed on the top chart.

** Technical Advisory Committee (TAC) meets the 3rd Wednesday of the month at 9 AM in the DOCS Conference Room. The above TAC meeting dates are those that must be attended to proceed to the Plan Commission meeting displayed at the left of each row.

Carmel Common Council meets the 1st and 3rd Monday of each month at 6:00 p.m.

Board of Public Works meets the 1st and 3rd Wednesday of each month at 10:00 a.m.

For additional information contact the Department of Community Services at (317) 571-2417.

CARMEL PLAN COMMISSION PUBLIC NOTICE REQUIREMENTS

The Commission requires the Petitioner to notify by Certified Letter all persons deemed by State Statute and the Commission to be Interested Parties as defined in the Rules of Procedure. Notice of all Public Hearings shall be published* or sent not less than *twenty-five (25) days* prior to the Public Hearing date (including the date of the hearing). The parties designated in the Rules of Procedure will be the persons designated by the Commission as the party responsible for causing the notice to be published. For the purposes of consideration, a newspaper or general circulation in the county in accordance with the Indiana Code is the Indianapolis Star (phone: 317-444-7163; E-mail: publicnotices@indystar.com).

The following information shall be included in both the published legal notice and the notice of interested parties:

- (a) Docket number and the substance of the matter to be heard
- (b) The legal description of the subject real estate
- (c) General location by address or other identifiable geographic characteristic of the property
- (d) Name of the person, agency or entity initiating the matter to be heard
- (e) A general description of the Petitioner's request of approval
- (f) Date, time and place of the Public Hearing
- (g) Statement that the petition may be examined at the Office of the Plan Commission (Carmel Department of Community Services)
- (h) Statement that any person may offer verbal comments at the Public Hearing or may file written comments prior to or at the hearing
- (i) Any other information that may be required by law to be contained in such Public Notice

All meetings (unless otherwise noted) begin at 6:00 PM:

Council Chambers
Carmel City Hall, 2nd Floor
One Civic Square
Carmel, IN 46032

Written comments may be sent to:

Carmel Plan Commission
c/o Ramona Hancock, Secretary
Carmel City Hall
One Civic Square
Carmel, IN 46032

Files may be examined at:

Department of Community Services
Division of Planning & Zoning
Carmel City Hall, 3rd Floor
Carmel, IN 46032
317-571-2417

² **The IndyStar public notice ad deadline is noon, 2 days prior to the actual public notice deadline.**