

## ADLS / ADLS Amendment Application

(ARCHITECTURE, DESIGN, LIGHTING/LANDSCAPING, and SIGNAGE)

**ADLS Fee:** \$1,150 (plus \$149/acre when not accompanied by a Development Plan App.)  
**ADLS Amend Fees:** Sign only: \$117, plus \$28.50/sign  
Building/Site: \$763, plus \$71/acre  
(Fees are due after the docket number is assigned.)

Date: \_\_\_\_\_ Docket No. \_\_\_\_\_

\_\_\_\_\_ ADLS \_\_\_\_\_ ADLS Amend

\_\_\_\_\_ DP Attached Previous DP? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Project: \_\_\_\_\_

Type of Project: \_\_\_\_\_

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

Project Tax Parcel ID #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ . \_\_\_\_

Legal Description: *(Please use separate sheet and attach)*

Name of Applicant: \_\_\_\_\_

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

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

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

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

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

Landowner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Plot Size: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_ Overlay Zone: \_\_\_\_\_

Present Use of Property : \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

New Construction? Yes \_\_\_\_\_ No \_\_\_\_\_ New/Revised Sign? Yes \_\_\_\_\_ No \_\_\_\_\_

Remodeled Construction?: Yes \_\_\_\_\_ No \_\_\_\_\_ New Parking? Yes \_\_\_\_\_ No \_\_\_\_\_

New Landscaping? Yes \_\_\_\_\_ No \_\_\_\_\_ (If Yes, an engineered and to-scale Landscape Plan must be submitted; see below.)

Review **PARKING**

No. of Spaces Provided: \_\_\_\_\_

No. Spaces Required: \_\_\_\_\_

**DESIGN INFORMATION**

Type of Building: \_\_\_\_\_ No. of Buildings: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Height: \_\_\_\_\_ No. of Stories \_\_\_\_\_

Exterior Materials: \_\_\_\_\_ Exterior Colors: \_\_\_\_\_

Maximum No. of Tenants: \_\_\_\_\_ Type of Land Uses: \_\_\_\_\_

Water by: \_\_\_\_\_ Sewer by: \_\_\_\_\_

**LIGHTING**

Type of Fixture: \_\_\_\_\_ Height of Fixture: \_\_\_\_\_

No. of Fixtures: \_\_\_\_\_ Additional Lighting: \_\_\_\_\_

*\* Plans to be submitted showing **Foot-candle** spreads at property lines, per the ordinance.*

**LANDSCAPING**

*\* To-scale engineered Landscape Plans to be attached/submitted showing **plant types, sizes, and locations**.*

**SIGNAGE**

No. of Signs: \_\_\_\_\_ Type of Signs: \_\_\_\_\_

Location(s): \_\_\_\_\_

Dimensions of each sign: \_\_\_\_\_

Square Footage of each sign: \_\_\_\_\_

Total Height of each sign: \_\_\_\_\_

Colors of each sign: \_\_\_\_\_

**AFFIDAVIT**

I the undersigned, to the best of my knowledge and belief, submit the above information as true and correct.

Signature of  
Applicant: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

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  
(Property Owner, Attorney, or Power of Attorney)

instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(day) (month) (year)



\_\_\_\_\_  
Notary Public--Signature

\_\_\_\_\_  
Notary Public--Please Print

My commission expires:  
\_\_\_\_\_

\*\*\*\*\*

**Review/Approval Procedure**  
**For ADLS / ADLS Amendment Petitions**

1. Allow plenty of time for review and approval process (approximately 2-4 months). Discuss proposed project with DOCS staff (please call for an appointment to discuss review procedure and appropriate dates). The first week of the month works the best to begin a project.
2. 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.
3. INFORMATION NEEDED for formal DOCS staff and Plan Commission review:
  - a. Electronic copy of formal application with required information submitted by email.
  - b. Legal description
  - c. Location map showing location of subject site, zoning and existing land uses of all adjacent properties.
  - d. A detailed site development plan (Submitted electronically through ProjectDox) showing:
    - 1) Drainage: Detailed drainage plan with drainage calculations. If project is in Clay Township, take to Kent Ward, County Surveyor's Office (776-8495). If project is in City of Carmel, discuss with John Thomas, Storm Water Administrator (571-2441).
      - 1a) The Hamilton County Surveyor's Office requires all Erosion Control Plans be labeled as "Stormwater Pollution Prevention Plans," aka SWPPP Plan.
    - 2) Lighting plan
      - Footcandle limits
      - Size of fixture
      - Type of fixture
      - Images of fixtures
    - 3) Landscaping plan (showing easements, setbacks, and bufferyards)
      - Location of plantings
      - City standard planting details
      - Type and sizes of plantings
      - Mounding locations and details
      - Planting legend
    - 4) Signage plan and details: Size, location, materials, and colors
    - 5) Parking plan: show disabled parking spaces, total spaces needed per zone, spaces proposed, and also show/label the Bicycle Parking areas.
    - 6) Site plan, to-scale, with:
      - Side, rear and front yard setbacks
      - Dimensions of building
      - Location of mechanical equipment, gas/electric meters, and trash receptacle with
      - Perimeter drainage and utility easements
      - Pavement and curbing details
      - Sewer and water line locations
      - Proposed road improvements
      - Sidewalks
      - Special setbacks or greenbelts
      - Loading and dock areas
      - Fire hydrant and siamese locations
      - Building square footage

7) Soils map and Floodplain information

- e. Building Elevations: (show all sides, and be to-scale)
    - Dimensions
    - Materials and colors
    - Bring Samples of materials to the Plan Commission meeting
    - Signage location(s)
  - f. Prepare an estimated construction cost to comply with the Thoroughfare Plan & Alternative Transportation Plan per UDO Section 1.07. (Contact the Carmel Engineering Dept. for more detail; 571-2441.)
  - g. Technical Advisory Committee (TAC) correspondence, if received outside of ProjectDox.
  - h. If public hearing is required, list of adjacent property owners two properties deep or 660 feet, whichever is less, to be obtained from Hamilton County Transfer & Mapping Dept.
4. Once the application is emailed to DOCS, a docket number will be released and you will receive an email from ePlans ProjectDox to upload the site plans and other drawings. The filing fee and info packets are due by noon at least 10 days prior to the meeting, at which time the item will be placed on the meeting agenda. The following is list of items that should be included in each Plan Commission Member's info packet:
- 1. Cover page
  - 2. Brief description of the project
  - 3. Location Map
  - 4. Legible plans (site, landscaping, elevations, etc.)
  - 5. Site plan laid over aerial view of property
  - 6. Any other supporting information
5. Petitioner or representative must appear at the Carmel Plan Commission meeting and give a presentation. The presentation may include information relative to the project and may be presented on a poster board so that it can be seen from 20 feet. However, an opaque projector is available, if the meeting takes place in the Council Chambers.
6. Petitioner or representative must attend the Technical Advisory Committee (TAC) meeting, which occurs several weeks prior to the Plan Commission meeting.
7. Petitioner or representative must attend the Special Studies Subcommittee to further review all pertinent information (when applicable).
8. Petitioner or representative must attend the second Plan Commission meeting (when applicable) for final vote (questions may need to be answered).
9. Once Plan Commission has voted on the project, and a Letter of Grant is issued, it is up to the petitioner to work with the Building Permits Dept. staff to obtain proper building/sign permits.

**CONTACT INFO: PLANNING/ZONING DIVISION, DEPT. OF COMMUNITY SERVICES (DOCS), 1 Civic Square, Carmel, IN 46032. Phone: (317) 571-2417 Web: [www.carmeldocs.com](http://www.carmeldocs.com)**