

ORDINANCE AMENDMENT APPLICATION
Petition to Modify the Carmel Unified Development Ordinance or PUD

Fee: \$1,104.00 plus \$149 per acre

(Note: fees are due after the application receives a docket number, and not before.)

Date: _____ Docket No.: _____

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

Owner's Address: _____

Owner's Email: _____

Contact Person Name and Company: _____

Contact Person's Phone No.: _____ Email: _____

Contact Person's Address: _____

Eplan Review Contact Person: _____ Phone: _____

Email: _____

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

Project Tax Parcel ID #: ____ - ____ - ____ - ____ - ____ - ____ . ____

Legal Description (Use additional page[s] if necessary): _____

Common Address of Property Involved (or General Description if no Address Exists):

Docket Number associated with original PUD: _____

Detailed Description of the requested Modification of the UDO or PUD requirements:

APPROVAL PROCESS

The following is a chronological listing of the steps required for processing an ordinance amendment application.

1. Pre-submittal meeting and initial discussion with staff regarding applicable changes to the ordinance text or exhibits. Please contact us at 317-571-2417 to schedule a meeting.
2. Electronic application submitted in [Carmel's Public Portal, our on-line application website](#).
3. Developer submits (electronically) required material to be placed on the Plan Commission docket, if public hearing is required. You will receive an email invite from Avolve/ePlan to upload all plans and documents electronically through ProjectDox, Carmel's electronic plan review software. Please see the [ProjectDox PC & BZA user guide](#) for more info on the process & what needs to be submitted.
4. If applicable, submit plans to TAC (Technical Advisory Committee members) for their review.
5. Administrative review by the Department of Community Services staff.
6. The Technical Advisory Committee reviews the plan and offers review comments and recommendations.
7. Petitioner obtains list of all property owners within a 660 foot radius (or 2 properties deep, whichever is less) of the subject property from the Hamilton County Transfer & Mapping Office (in Noblesville).
8. Petitioner prepares legal notices for property owner notification and newspaper advertisement and advises staff.
9. Petitioner submits newspaper advertisement to newspaper of general circulation in Hamilton County (**Current in Carmel**) to be published at least 21 days prior to the public hearing.
10. Petitioner mails first class mail (with certificate of mailing) notice to all property owners within 660 foot radius at least 21 days prior to the public hearing and places a notice of public hearing sign on the site.
11. Petitioner prepares information packets for the Plan Commission, to be submitted no later than noon, 10 days prior to the first public hearing. The following is a 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. Old and New Ordinance(s)
 4. Location Map
 5. Any other supporting information
12. Plan Commission Meeting Agenda is posted 10 days prior to meeting by Staff, and staff reports are released 5 days prior to meeting.
13. Plan Commission holds public hearing and gathers information from public.
14. The Plan Commission refers project to a Sub-Committee for further review and suggestions.
15. The Committee will forward the project to the full Plan Commission with a recommendation. Upon return, the Plan Commission will either approve or deny at this time.
16. If approved, the Petitioner is responsible for recording the amended ordinance at the Hamilton County Recorder's Office and also providing the Planning Dept. with a copy of that recorded document.

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

Signature

(typed or printed)

(typed or printed)

Address

Address

City, State, ZIP

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
(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:

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.
 - 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: "Tues., 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 hearing sign to consider Docket Number _____, 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: _____.

**NOTICE OF PUBLIC HEARING
BEFORE THE CARMEL PLAN COMMISSION**

Docket Number: _____

Notice is hereby given that the Carmel Plan Commission meeting on _____
(Date)

at _____ in the City Hall Council Chambers, 1 Civic Square,
(Time)
Carmel, Indiana 46032 will hold a Public Hearing upon a _____
(Application Type)

in order to: _____

_____.

The common address of the property 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.)

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-one (21) 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

SS:

The undersigned, having been duly sworn upon oath says that the above information is true and correct and he is informed and believes.

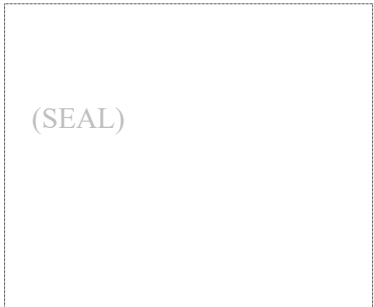
(Signature of Petitioner)

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:

(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.)

