

**HAMILTON COUNTY PLAN COMMISSION
REQUIRED INFORMATION FOR
RE-ZONE**

- Discuss procedure with Commission Staff. (Technical Advisory Committee requirements.)
- **SUBMIT** completed application. If property is jointly, owned all owners of the property are required to sign the application.
- One copy of the recorded warranty deed along with a complete legal description of the property.
- **SUBMIT** 18 copies of the site development plan showing all existing and proposed features on the property. **All copies are to be folded down into an 8 1/2 by 11 size or slightly larger for mailing.**
- Site development plan **SHALL BE APPROVED IN WRITING** by the Hamilton County Highway Department, 1700 South 10th Street, Noblesville, IN 46060; the Hamilton County Surveyor's Office, One Hamilton County Square, Suite 188, Noblesville, IN 46060; and the Hamilton County Health Department, 18030 Foundation Drive, Suite A, Noblesville, IN 46060.
- **SUBMIT** 18 copies of any drawings, sketches, photos, elevations or other supporting information that will help explain the proposed project to the Plan Commission members and staff. ***Drawings and elevations are to be large enough to read without a magnifying glass.*** **All copies are to be folded down into an 8 1/2 by 11 size or slightly larger for mailing.**
- **SUBMIT** 18 copies of the Petitioner's Findings giving a list of reasons why the Plan Commission should approve the petition.
- Submit one (1) **CERTIFIED** list of adjacent and abutting property owners two properties deep or 600 feet whichever is less. Certified list is to be obtained from the Hamilton County Auditor Tax Map Office. List must be no more than 30 days old when submitted. Subject property shall include **ALL** contiguous and bi-contiguous property (including across the road, easements, bodies of water, etc.) owned by the current property owner.

In addition, if your property abuts another County, you will need to obtain a **CERTIFIED** list of the adjacent and abutting property owners two properties deep or 600 feet whichever is less from that County's Auditors office. List must be no more than 30 days old when submitted. Subject property shall include **ALL** contiguous and bi-contiguous property (including across the road, easements, bodies of water, etc.) owned by the current property owner.

*** * It may take five to seven days to obtain these lists. Please plan accordingly.**

- Sign and date the legal notice form. Our office will fill in the rest of the verbiage. Please print your name below your signature. (Notice is to be sent by petitioner to identify adjacent property owners by certified/return receipt mail and published in two newspapers.
- You will be contacted once the paperwork has been processed and a docket number is assigned to your project.

- Once contacted you will need to bring in two checks. One for \$55.00 made out to Media-Factory as a deposit for the sign you will be required to post on the property seeking the re-zone. The other check will be made out to the Hamilton County Plan Commission for the cost of the application.
- The Legal Notice will be submitted to both newspapers and the petitioner will be billed for the cost of publication.
- **Notice must be published in The Times and the Hamilton County Reporter newspapers and mailed no less than twenty (20) days prior to the day of the Board meeting, not including the day of the meeting.**
- You are required to mail **by certified/return receipt mail** a copy of the Legal Notice and the full legal description of the property to each person identified on the property adjoiner list no less than 20 days prior to the date of the hearing but not including the day of the hearing. Please be sure to address the certified receipt and the return receipt card exactly as addressed on the property adjoiner list. (((Incorrectly addressing these items may cause a month’s delay while you re-notice everyone.)))
- Take legal notice certified/return receipt mail **IN** the post office so they can stamp your certified receipt.
- The sign you are required to post on the property seeking the Rezone is a “Notice of Public Hearing” sign. This sign will need to be posted no less than 20 days prior to the date of the hearing but not including the day of the hearing. The day of the Plan Commission hearing you may remove the sign and bring it with you to the meeting.
- **Three days prior to the board meeting** you are required to submit to the plan commission office the green and white certified receipts, the green return receipt cards from the adjacent property owners, and the proof-of-publication from the newspaper office certifying when the notice was published in the paper.
- Owners of the property, their attorney, or a representative with written power of attorney **SHALL** be present at the Board “Hearing” concerning the Re-zone petition. Please call the board office should an emergency arise.
- Once the Plan Commission has taken action on the Re-zone Application, **AN ORDINANCE** concerning the Re-zone **SHALL BE PREPARED BY AN ATTORNEY** and **SUBMITTED** to the Plan Commission Office for review and approval. The staff will then set a date for consideration by the Hamilton County Commissioners.

If you have any questions, contact the Hamilton County Plan Commission/Board of Zoning Appeals office, Charles Kiphart, Director, at One Hamilton County Square, Suite 306, Noblesville, IN 46060 or call (317) 776-8490.

The petitioner SHALL submit the information concerning the re-zone request to the following agencies prior to submitting the application and supporting documentation to the plan commission office:

- Hamilton County Surveyor's Office - Mr. Andy Conover
Hamilton County Government and Judicial Center, One Hamilton County Square, Suite 188, Noblesville, IN 46060 (317) 776-8495.
- Hamilton County Highway Department – Mr. David Lucas
1700 South 10th Street, Noblesville, IN 46060 (317) 773-7770.

OR

- If this project is located on or adjacent to a state highway you will need to contact:
Indiana State Department of Transportation – Mrs. Sandy Landrum
2152 West State Road 28, Tipton, IN 46072
(765) 675-7401 and follow the prompts.
- Hamilton County Health Department – Start with the environmentalist on duty.
18030 Foundation Drive, Suite A,
Noblesville, IN 46060 (317) 776-8500.
- Hamilton County Soil & Water Conservation Office – Mrs. Ginger Davis
1717 Pleasant Street, Noblesville, IN 46060 (317) 773-2181.

These agencies are required to submit a letter to the plan commission office indicating that they are aware of the project, have discussed this with the petitioner(s)/owner(s) of the property, and have identified any concerns their respective departments may have with regards to the project.

Information to be included on site plan:

- Scale of the site plan.
- North arrow.
- Address which includes showing the road location.
- Show any easements on the property. (drainage, utility, or gas lines.)
- Show entire parcel property dimensions in feet.
- Show floodplain, if any, water courses, or wetlands.
- Identify all current structures and their uses on the property including septic tank, finger system, well, and driveway.
- Show any proposed structures and identify their uses.
- If commercial business: show commercial septic system, outdoor storage, parking areas – customer, employee and handicap, number of parking spaces, type of surface area, proposed lighting and screening, signage – existing and proposed, and proposed landscaping - type and location, retention / detention pond if required.

RE-ZONE APPLICATION
HAMILTON COUNTY PLAN COMMISSION

LOCATION

Fee: _____

_____ Adams Existing
Zone District _____

Docket No. _____

_____ Noblesville

Parcel No. _____

_____ Wayne Proposed
Zone District _____

Reviewed by _____

_____ White River
Size of Area to be
Re-zoned _____

Date _____

Hearing Date _____

Decision Date _____

Re-zone Request, Explain: _____

Project Address/Location: _____

Owner's Name: _____

Address: _____ Phone: _____

Cell: _____

Applicant Name: _____

Address: _____ Phone: _____

Cell: _____

Contact Person: _____

Address: _____ Phone: _____

Cell: _____

Email address: _____ Fax: _____

Reason for Re-zone request: _____

Proposed Use of Re-Zoned Property: _____

Is Re-zone Request in Compliance with the Comprehensive Plan _____ Yes _____ No

Offered Conditions if Re-zone is Approved: _____

MUST HAVE ATTACHED

_____ Site Location Map/Legal
Description of Proposed
Property to be Re-zoned

Property Owner's Signature

_____ List of Affected Adjacent
Property Owners
(one copy)

Applicant's Signature

_____ Support Information (18 copies)

Attorney's Signature

_____ Complete Petitioner's Findings
(18 copies)

Contact Person's Signature

_____ Written Approval From TAC
Committee

Date

PETITIONER'S FINDINGS

State reasons why you feel your request should be approved by the Board.

Please provide 18 copies.

LEGAL NOTICE

HAMILTON COUNTY PLAN COMMISSION

The Hamilton County Plan Commission will meet on Wednesday,
at 7:00 p.m. in the *County Council / Commissioners' Courtroom of the Hamilton County Government & Judicial Building, One Hamilton County Square, Noblesville, Indiana 46060*, in order to hear the following petition:

DOCKET NO. _____

An amendment to the Hamilton County _____

_____ in order to: _____

Project Address: _____

Legal Description Attached? (Yes)

The petition may be examined at the office of the *Hamilton County Plan Commission, One Hamilton County Square, Suite 306, Noblesville, Indiana.*

Interested parties may offer an oral opinion at the Hearing or may file written comments concerning the matter to be heard prior to or at the Hearing.

The Hearing may be continued from time to time as may be found necessary.

Petitioner's Name: _____

Date: _____