



PLAN COMMISSION

Change of Zoning Application

Provisions for Filing:

- I) Filing Requirements (required in order to file):
 - A) Application
 - 1) Applicant must submit a completed Change of Zoning Application.
 - 2) This application must be signed and notarized prior to submission to the Planning and Zoning Administrator.
 - B) Filing Fee
 - 1) Applicant must submit a filing fee of \$400. The filing fee is not refundable.
 - 2) The Planning Department accepts cash, credit cards, or check. Please make checks payable to the "Town of Pendleton".
 - C) Materials
 - 1) Legal Description: An accurate legal description of the property which is the subject of the request.
 - (a) Please provide the recording number and a copy of the most recent Deed of Record.
- II) Notice Requirements (required after filing, but before public hearing):
 - A) Newspaper Publication
 - 1) A legal notice of the scheduled public hearing will be prepared and submitted by the Planning and Zoning Administrator to the Anderson Herald Bulletin in sufficient time to meet the notice deadlines. A portion of your filing fee will be used to pay for this publication.
 - B) Certified Mail Notification
 - 1) Written notice shall be prepared by the Planning and Zoning Administrator.
 - 2) The applicant is responsible for the following tasks prior to the public hearing:
 - (a) Identifying Affected Property Owners: The applicant shall contact the Madison County Auditor's Office (located in the Madison County Government Center) in order to obtain the names and mailing addresses of all property owners within 300 feet of the subject property.

Madison County Government Center
Auditor's Office
16 East 9th Street
Anderson, IN 46016
Phone: (765) 641-9419
 - (b) Mailing Legal Notices
 - (i) The applicant shall mail legal notice of the public hearing, via certified mail with return receipt, to property owners of record within a distance of 300 feet of subject property.
 - (ii) The applicant is responsible for payment of certified mailing fees.
 - (iii) The applicant shall submit all certified mail return receipts and any undeliverable letters (such letters should remain unopened) to the Planning and Zoning Administrator five days prior to the scheduled public hearing.
 - (iv) Completion of Petitioner's Affidavit: An affidavit entitled "Petitioner's Affidavit of Notice of Public Hearing" is attached to this application. The affidavit shall be completed by the applicant and submitted to the Planning and Zoning Administrator five days prior to the scheduled public hearing.
- III) Public Hearing
 - A) Plan Commission meetings start promptly at 7 p.m. at the Pendleton Town Hall, located at 100 West State Street.
 - B) Applicant may appear on their own behalf or be represented by counsel or an agent.
 - C) The public hearing procedure is as follows:
 - 1) The Chairman gives a restatement of the case as an introduction to the item.
 - 2) The Staff presents evidence and offers a recommendation.

- 3) The Commission members examine the Staff.
 - 4) The Applicant presents evidence and any necessary witnesses.
 - 5) The Commission members examine the Applicant and any witnesses.
 - 6) The Chairman asks for any Objectors to present evidence.
 - 7) The Commission members examine the Objectors.
 - 8) The Applicant is given a rebuttal period.
 - 9) The Commission discusses information that has been presented and asks any additional questions.
 - 10) The Commission votes on the agenda item.
 - 11) The Commission submits its written recommendation, together with the petition, to the Town Council.
- IV) Town Council Meeting
- A) The Town Council shall either adopt or reject the recommendation of the Plan Commission or adopt some modification of the recommendation of the Plan Commission.
 - B) A zoning amendment adopted by Town Council shall become effective immediately upon adoption and approval by the Plan Commission.

**Plan Commission
Meeting Schedule
7 p.m. at Town Hall**

MEETING DATES	FILING DEADLINES
January 9, 2019	December 10, 2018
February 13, 2019	January 14, 2019
March 13, 2019	February 11, 2019
April 10, 2019	March 11, 2019
May 8, 2019	April 8, 2019
June 12, 2019	May 13, 2019
July 10, 2019	June 10, 2019
August 14, 2019	July 15, 2019
September 11, 2019	August 12, 2019
October 9, 2019	September 9, 2019
November 13, 2019	October 15, 2019
December 11, 2019	November 12, 2019



Change of Zoning Application

Property Address

Present Zoning

Requested Zoning

Acreage

Nature of Improvements Now Existing on Parcel

Detailed Description of Change of Zoning Request

Name of Applicant

Applicant Email Address

Applicant Phone Number

Applicant Address

City/Town

State

Zip code

Name of Property Owner (if different from applicant)

Property Owner Email Address

Property Owner Phone Number

Property Owner Address

City/Town

State

Zip code

The above information, to my knowledge and belief, is true and correct.

Signature of Applicant

Signature of Property Owner

State of Indiana, County of Madison

Subscribed and sworn to before me this _____ day of _____, 20__.

My Commission expires:

Notary's Signature

A resident in the County of:

Type or Print Name

Planning Department Use Only

Petition Number

Check Number

Receipt Number

Date Filed

Meeting Date

