



## PLAN COMMISSION

### Primary Plat Application

#### Provisions for Filing:

#### I) APPLICANT SUBMITTAL REQUIREMENTS:

- A) A completed application form, including notarized signatures of owner(s) and applicants(s).
- B) A non-refundable filing fee as determined by the Town of Pendleton Fee Schedule. The Planning Department accepts cash, credit cards, or check. Checks can be made payable to the "Town of Pendleton".
- C) One (1) complete set of the proposed scaled drawings (no larger than 24" by 36") and one reproducible 11" by 17" drawing that includes the following:
  - 1) The proposed name of the subdivision, followed by the words "Primary Plat".
  - 2) Name and address of owner and subdivider, north arrow, scale, and date.
  - 3) A site location map showing the location of streets and utilities in reference to the subdivision.
  - 4) Names and addresses of the owner of the land, the subdivider, planner, architect, engineer, land survey or, or other persons who prepared the plan.
  - 5) Land use adjacent to proposed subdivision and owners' names.
  - 6) Contours at vertical intervals of two feet or less if the general slope of the site is less than 10 percent and at vertical intervals of five feet if the general slope of the site is 10 percent or greater.
  - 7) Tract boundary lines showing dimensions, bearing, angles, and references to Section, Township, and Range lines.
  - 8) The location and size of all existing utilities.
  - 9) Streets and rights-of-way on and adjoining the site of the proposed subdivision, with names of streets (which shall not duplicate names of other streets in the community except in cases of extensions of existing streets), roadway locations and widths, approximate gradients, curbs, sidewalks, and other pertinent data.
  - 10) The layout of lots, showing dimensions and square foot area of each non-rectangular lot.
  - 11) Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds, or other public, semi-public, or community purposes.
  - 12) Building setback lines and dimensions.
  - 13) Easements, including locations, widths, and purpose.
  - 14) Statement concerning the location and approximate size or capacity of utilities to be installed.
  - 15) Other relevant features or conditions which could affect the subdivision.

#### II) NOTICE REQUIREMENTS:

- 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 local newspaper 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 a 300-foot radius of the subject tract(s) in subdivisions and a 150-foot radius of the subject tract(s) for all other areas.

**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) Meetings start promptly at 7 pm 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 President 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 President 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) Commission votes on the agenda item.

IV) AFTER THE PUBLIC HEARING If approved by the Plan Commission, a Secondary Plat must be prepared and approved by the Plan Commission. Contact the Planning Department at (765) 778-8370 or visit the Town of Pendleton website ([www.town.pendleton.in.us](http://www.town.pendleton.in.us)) to obtain the filing application.

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

<b>MEETING DATES</b>	<b>FILING DEADLINES</b>
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



### Primary Plat Application

#### 1. PROPERTY INFORMATION

Property Location

Circle one: RESIDENTIAL

NON-RESIDENTIAL

Proposed Name of Subdivision Plat

16-digit Parcel ID

Township Name

Present Zoning

Proposed Zoning

Acreage

Proposed Number of Lots

Acreage of Open Space

Proposed Open Space %

#### 2. APPLICANT INFORMATION

Name of Applicant

Applicant Email Address

Applicant Phone Number

Applicant Address

City/Town

State

Zip code

#### 3. OWNER INFORMATION

Name of Property Owner

Property Owner Email Address

Property Owner Phone Number

Property Owner Address

City/Town

State

Zip code

**4. ATTORNEY INFORMATION**

Name of Company

Contact Name

Contact Email Address

Contact Phone Number

Attorney Address

City/Town

State

Zip code

**5. ENGINEER INFORMATION**

Name of Company

Contact Name

Contact Email Address

Contact Phone Number

Engineer Address

City/Town

State

Zip code

**6. SURVEYOR INFORMATION**

Name of Company

Contact Name

Contact Email Address

Contact Phone Number

Surveyor Address

City/Town

State

Zip code

**7. ATTEST AND SIGNATURES**

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



**Petitioner's Affidavit of Notice of Public Hearing**

STATE OF INDIANA )  
COUNTY OF MADISON )

I, \_\_\_\_\_, being first duly sworn upon oath according to law, deposes and says that after a diligent search of the records of Madison County, Indiana, a list was compiled of the names and addresses of all property owners of the real estate within a 300-foot radius of the subject tract(s) in subdivisions and a 150-foot radius of the subject tract(s) for all other areas for which a Primary Plat is sought; that said legal owners of the land are the persons set forth on the transfer book in the office of the Auditor of Madison County, that a notice of public hearing was sent to all of said property owners by certified mail, that receipts for said certified mail and list of legal owners are listed below and made a part hereof.

Owner's Names

Addresses


Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Petitioner or Authorized Representative

Type or Print Name

SUBSCRIBED AND SWORN TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

MY COMMISSION EXPIRES

NOTARY'S SIGNATURE

A RESIDENT IN THE COUNTY OF

TYPE OR PRINT NAME