



PLAN COMMISSION

Site Development Plan Review

Provisions for Filing:

I) APPLICANT SUBMITTAL REQUIREMENTS:

- A) A completed application form, including notarized signatures of applicant and owner. The application must be accompanied by the following information:
- 1) A copy of the deed for the property involved.
 - 2) A vicinity map showing and clearly identifying the subject property and showing all land within 500 feet of the subject property. This map should identify the current zoning and use of all property within 500 feet of the subject property.
 - 3) A property survey drawn to a scale of not more than 1 inch = 100 feet showing the following existing features for the subject property and all land within 200 feet of the property lines of the subject property:
 - (a) the boundary line and dimensions of the subject property;
 - (b) all structures (specifically indicating any historic structures);
 - (c) topography;
 - (d) significant wooded areas and other isolated trees;
 - (e) floodplain boundaries and base flood elevations;
 - (f) public and private streets, rights-of-way, and easements;
 - (g) building setback and build-to lines;
 - (h) all known drainage areas, tiles, pipes, and structures;
 - (i) utility services (including fire hydrants);
 - (j) street accesses; and
 - (k) any other paved or otherwise improved areas.
 - 4) A site plan, drawn to scale of not more than 1 inch = 100 feet, showing all proposed aspects of the property and all features relevant to the site development plan, including:
 - (a) setbacks and buffer yards;
 - (b) topography with elevation contour lines at 2 foot intervals;
 - (c) structures (including buildings, fences, and walls), including heights, dimensions, and floor areas;
 - (d) areas of outdoor storage;
 - (e) permanent dumpsters and trash areas;
 - (f) locations, dimensions, and design features of road accesses, interior drives, parking spaces, accessible ramps, parking lots, loading docks or areas, sight visibility triangles, and interior side walks;
 - (g) open spaces and specific landscaped areas;
 - (h) locations of public and private utilities;
 - (i) water meter clean out locations and elevations and top of casting elevations;
 - (j) sanitary sewer invert elevations;
 - (k) the location, width, and purpose of all easements;
 - (l) the use of each structure and the amount of parking spaces allocated for those uses;
 - (m) public improvements including sidewalks, street trees, and right-of-way dedications; and
 - (n) locations for temporary uses, such as seasonal sales areas.
 - 5) A landscaping plan, drawn to a scale of not more than 1 inch = 100 feet, and showing the following:
 - (a) required and proposed landscaping in buffer yards and street trees;
 - (b) existing and proposed elevation contour lines at 2 foot intervals;
 - (c) floodplain boundaries and base flood elevations;

- (d) existing and proposed public and internal sidewalks and other pedestrian ways;
 - (e) the size and spacing of the plantings at the time of installation and the species proposed to be used; and
 - (f) all existing trees and vegetation to be preserved, and the driplines for such trees.
- 6) A sign plan showing the location, height, method of illumination (if any) and dimension of all permanent signs and indications of appropriate locations, heights, and sizes of any temporary signs.
 - 7) A drainage plan that includes the following:
 - (a) all natural streams, regulated drains, and watercourses;
 - (b) floodplain boundaries and base flood elevations;
 - (c) all marshes, wetlands, and wooded areas; and
 - (d) all drainage area features as described in the drainage calculations.
 - 8) A lighting plan, drawn to scale of not more than 1 inch = 100 feet, showing the type and location of all exterior lighting fixtures.
 - 9) A site construction plan, drawn to a scale of not more than 1 inch = 100 feet, showing:
 - (a) proposed erosion and sediment control measures; - the location of any proposed construction trailer and worker parking;
 - (b) the location, height, and dimensions of any temporary construction-related signage;
 - (c) any temporary site accesses to be used during construction;
 - (d) any temporary utility connections;
 - (e) the location of any stockpiles of dirt, construction materials, and construction waste dumpsters or storage areas.
- B) Filing Fee
- 1) Applicants must submit a \$500 non-refundable filing fee. Amendments to an approved Site Development Plan will require a non-refundable filing fee of \$200 plus \$50 per each additional amendment included in the same application.
 - 2) The Planning Department accepts cash, credit cards, or check. Please make checks payable to the "Town of Pendleton".
 - 3) 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.

II) 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.

- III) AFTER THE PUBLIC HEARING: In the event the Site Development Plan is approved, the Petitioner must file a copy of the approved site plan with the Planning Department.



Site Development Plan Application

1. PROPERTY INFORMATION

Property Address

Proposed Name of Development

16-digit Parcel ID

Current Use

Proposed Use

Acreage

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

**Plan Commission
2021 Meeting Schedule
7 p.m. at Town Hall**

MEETING DATES	FILING DEADLINES
January 6, 2021	December 7, 2020
February 3, 2021	January 4, 2021
March 3, 2021	February 1, 2021
April 7, 2021	March 8, 2021
May 5, 2021	April 5, 2021
June 2, 2021	May 3, 2021
July 7, 2021	June 7, 2021
August 4, 2021	July 6, 2021
September 1, 2021	August 2, 2021
October 6, 2021	September 7, 2021
November 3, 2021	October 4, 2021
December 1, 2021	November 1, 2021