

PLANNED UNIT DEVELOPMENT

CHECKLIST

HANCOCK COUNTY AREA PLAN COMMISSION

Filing Deadline is 11:00 AM

The following items must be submitted before a PUD petition can be scheduled for a public hearing. Any questions regarding these items should be directed to the Plan Commission office at (317) 477-1134.

- Application Form with original signatures (attached):**
If the petitioner is not the land owner, then the petition shall include a notarized affidavit and consent of the property owner(s) bearing the owner's original signature.
- Preliminary Plan - 8 Stapled Sets (24" x 36") and 8 Stapled Sets (11" x 17"):**
The preliminary plan submission shall include information per Section 156.052(C) of the Hancock County Code as follows:
 - Cover Page and Index pursuant to HCC 156.052(C)(1)
 - Site Description pursuant to HCC 156.052(C)(2)
 - Common Holdings Map pursuant to HCC 156.052(C)(3)
 - Sewerage Verification pursuant to HCC 156.052(C)(4)
 - Existing Site Conditions pursuant to HCC 156.052(C)(5)
 - Proposed Development pursuant to HCC 156.052(C)(6)
 - Supplemental Information pursuant to HCC 156.052(C)(7)
 - Location of Existing Cemeteries.
- Affidavit of Notice of Public Hearing with list of adjoining land owners (attached):**
The petitioner must publish the public hearing in a local newspaper at least ten days before the hearing date. The Proof of Publication and Certificate of Mailing Receipt must be submitted to the Plan Commission office by the petitioner no less than 24 hours before the hearing date.
- Notice of Public Hearing (attached):**
Notice of the public hearing must be sent to all owners of property for all adjoining parcels of land to a depth of two ownerships or 600 feet, whichever is less.
- Warranty Deed, Quitclaim Deed, or Contract:**
The deed or contract must be executed and recorded.
- Letter of Intent:**
A statement of how the proposed amendment relates to the county's comprehensive plan, and a statement of the reason for the rezoning request.
- Filing Fee: \$ _____**
Cash, Check, or Money Order payable to the Hancock County Area Plan Commission or HCPC. The filing fee is not refundable.
- Preliminary Plan Approval Process:**
After submittal of the complete application as determined by the Planning Director, the PUD will be scheduled for review/comment by the county's Technical Review Committee. The Committee comments will be forwarded to the Plan Commission for final action.

Please Note: The public hearing for this project will be continued to the following month if supplemental information exceeding two pages (8.5" x 11") is submitted less than 10 days prior to the hearing date. Projects without Technical Review Committee sign-offs will be continued for two months.

PLANNED UNIT DEVELOPMENT

**APPLICATION
HANCOCK COUNTY AREA PLAN COMMISSION**

Petitioner's Contact Information:

Petitioner's Name _____ Phone _____

Address / City / Zip _____

Email Address: _____

Project Description:

I (We), the above listed petitioner, request a rezoning of _____ acres from _____ to "Planned Unit Development" for property described according to the attached legal description and generally located at:

Name of Development: _____ Number of lots: _____

Township Name: _____ (Section _____ Township _____ Range _____)

Present Use of Property: _____

Owner's Contact Information: *If the petitioner is not the land owner, then the petitioner must provide a notarized affidavit and consent of the property owner(s) bearing the owner's original signature.*

Name: _____ Phone: _____

Address / City / Zip: _____

Registered Engineer or Surveyor Contact Information:

Name: _____ Phone: _____

Address / City / Zip: _____

Email Address: _____

Petitioner or Agent Signature **Date**

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

HANCOCK COUNTY AREA PLAN COMMISSION

Legal Notice: I (We) understand that a public hearing will held by the Plan Commission to consider this petition and that I (we) will prepare and pay for a legal notice consistent with the requirements of IC 5-3-1 for publication in the local newspaper. The legal notice shall appear in the newspaper no less than one time at least ten days prior to the public hearing, not including the date of the hearing. The legal notice shall include the information pursuant to HCC 156.101(A).

Notice to Interested Parties: In addition, I (We) will prepare, pay for, and distribute written notice of the application to all interested parties. The written notice shall be distributed at least ten days prior to the public hearing, not including the date of the hearing. In no instances shall streets, alleys, streams, or other features be considered boundaries for precluding notification. The notice shall contain the same information as the legal notice that is published in the newspaper as outlined in HCC 156.101(A). The notices will be sent by certificate of mailing no later than the _____ day of _____, 20____, being at least ten (10) days prior to _____, 20____, the date of the public hearing.

Notification Requirements: I (We) will provide notification to owners of all parcels of land adjoining the subject property to a depth of two ownerships or 600 feet, whichever is less, from the exterior boundaries of the subject property. The most current list of property owners will be obtained from the Plan Commission office and verified through the County Auditor's Office. Where any adjacent parcels of land are owned by me (us), subject property will include adjacent land owned by me (us). Attached is the list of the land owners.

Signature of Petitioner or Agent

Signature of Petitioner or Agent

Printed Signature

Printed Signature

Dated this _____ day of _____, 20_____.

Subscribed and sworn before me, a Notary Public, in and for said County and State, this _____ day of _____, 20_____.

Notary Public

County

Commission Expires

PLANNED UNIT DEVELOPMENT

**NOTICE OF PUBLIC HEARING
HANCOCK COUNTY AREA PLAN COMMISSION**

Hearing Information: Notice is hereby given that on the _____ day of _____, 20____ at 6:30 P.M. a public hearing will be held by the Hancock County Area Plan Commission in the Hancock County Annex, 111 American Legion Place, Greenfield, Indiana, for the purpose of considering a petition to Rezone the following described real estate:

Attach copy of legal description

Property Location: The subject site is located on the N/S/E/W side of _____ between roads _____ and _____ in _____ Township with a street address/city/zip of _____. The purpose of the petition is to rezone the site from _____ to "Planned Unit Development".

Petitioner's Contact Information: (Name / Mailing Address / Phone Number) _____

Available Plans: The project plans are available for examination at the office of the Hancock County Area Plan Commission.

Written Comments: Written comments on the application will be accepted prior to the public hearing and may be submitted to the Planning Director.

All interested persons desiring to present their views on the petition will have an opportunity to be heard. Pursuant to the Americans With Disabilities Act, any individual interested in attending the hearing should contact the Hancock County Area Plan Commission and advise what, if any, accommodation is needed to attend the hearing. Said hearing may be continued from time to time without further notice.

For more information, contact the Hancock County Plan Commission at (317) 477-1134. The Commission office is located at 111 American Legion Place, Suite 146, Hancock County Annex Building, Greenfield, IN 46140.

Note to Publisher: This notice must appear at least one (1) time not less than ten (10) days prior to the hearing date.

CONSENT OF PROPERTY OWNERS

Comes now _____,

being the owners in fee simple of the real estate located at _____

Hancock County, Indiana, and by my (our) signature(s) below consent to granting of the

petition of _____

currently pending before the Hancock County Area Wide Plan Commission.

Dated: _____

Dated: _____

Subscribed and sworn to before me, a Notary Public, this ____ day of _____,
200__.

My Commission Expires: _____, Notary
Residing in _____ County

Examples

PS Form 3817, January 2001

U.S. POSTAL SERVICE
CERTIFICATE OF MAILING
 MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT PROVIDE FOR INSURANCE-POSTMASTER

Received From:
 MARION D THOMAS
 4671 Mohr Estates S.D.
 New Palestine IN 46163

One piece of ordinary mail addressed to:
 JOHN CAUDELL
 4676 Mohr Estates S.D.
 New Palestine IN 46163

U.S. POSTAGE
 PAID
 NEW PALESTINE, IN
 MAY 01 2008
 \$1.05
 00028856-02



VARIANCE NOTICE OF PUBLIC HEARING HANCOCK COUNTY AREA PLAN COMMISSION

Notice is hereby given that on the 28th day of May, 2008 at 2:30 PM a public hearing will be held by the Hancock County Area Board of Zoning Appeals in the Hancock County Annex, 111 American Legion Plaza, Greenfield, Indiana, for the purpose of considering a Variance petition for the following described real estate:

Lot Number Seven (7) in Mohr Estates, First Section, as the same appears in Plat Book 5, page 117, in the Office of the Recorder of Hancock County, Indiana. ALSO, an archived 120 interest in Lot "A" of the above described subdivision as provided by the provision of the plat of said subdivision.

The subject site is located on the South side of Mohr Estates Dr. between roads E 450 W and S 500 W in Super Creek Township with a street address of 4671 Mohr Estates Dr. New Palestine, IN 46163. The purpose of the petition is to build a detached garage 7 feet from the property line versus the required 10 feet in the R1 zone.

The supporting information is available for examination at the office of the Hancock County Area Board of Zoning Appeals.

Written comments on the application will be accepted prior to the public hearing and may be submitted to the Planning Director.

All interested persons desiring to present their views prior to the public hearing, or, accommodation is needed to attend the hearing. Said hearing may be continued from time to time without further notice.

For more information, contact the Hancock County Area Board of Zoning Appeals at (317) 477-1193. The Board office is located at 111 American Legion Plaza, Suite 148, Hancock County Annex Building, Greenfield, IN 46140.

Marion D. Thomas
 4671 Mohr Estates S. Dr.
 New Palestine, IN 46163
 May 2, 2008

PROOF OF PUBLICATION
 STATE OF INDIANA, }
) SS:
 HANCOCK COUNTY }

BE IT REMEMBERED, That on this 2nd day of May, 2008, personally came the undersigned, Emily J. Strickland of the DAILY REPORTER, a daily newspaper of general circulation in said County and State, printed and published in the City of Greenfield, County and State aforesaid, whom on her oath, says the notice hereunto attached was published in said paper once each week for one Weeks the first of said publication being on the 2nd May, 2008. And further deponent says not.

Emily J. Strickland
 EMILY J. STRICKLAND

Subscribed and sworn to before me this 2nd day of May, 2008.

Carol Edge

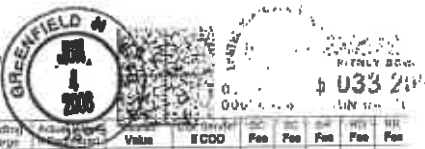
Carol Edge, Notary
 My Commission Expires January 3, 2014
 My County of Residence is Hancock



Name and Address of Recipient:
 FRITZKE & DAVIS, LLP
 728 NORTH STATE STREET
 P.O. BOX 39
 GREENFIELD, IN 46140

Check type of mail or service:
 Certified
 COD
 Delivery Confirmation
 Express Mail
 Insured
 Recorded Delivery (International)
 Registered
 Return Receipt for Merchandise
 Signature Confirmation

Affix Stamp Here
 (If issued as a certificate of mailing or for additional copies of this bill)
 Postmark and Date of Receipt



Article Number	Address (Name, Street, City, State, & ZIP Code)	Postage	Fee	Merchandise Charge	Actual Postage	Value	ICOD	Fee	Fee	Fee	Fee	Fee	Fee
1	Andis, Maurice E. & Mckerle R. 8124 N. White Tail Tr. McCordsville IN 46055												
2	Aspen Self Storage, LLC 4110 Leeward Dr. Indle IN 46036												
3	Pearl Creek of Geist Homeowners Assn 11711 N. College Ave. Carmel IN 46032												
4	Pain, Christine Ann 15325 Sycamore Dr. Dungan Hill, CA 95032												
5	Cam, Dale E. 6200 W. 900 N. McCordsville, IN 46055												
6	Callie, Kelly A. & Luis Gable Candano 5316 W. Georgetown Blvd McCordsville IN 46055												
7	Centex Homes 9440 Hilltop about Blvd. Ste 600 Indle IN 46030												
8	Coonigle, Scott & John 8840 N. White Tail Tr. McCordsville, IN 46055												

Total Number of Pieces Listed by Sender
 Total Number of Pieces Received at Post Office

See Privacy Act Statement on Reverse

**Customer Procedure
for Recording Major Subdivision Plats,
Final Detailed Plans, & Minor Subdivision Plats**

Prior to recording the plat, the customer must first obtain the required signatures on the subdivision review routing sheet. The Transfer Department is the first signature to be obtained on the routing sheet. To accomplish this, the customer will deliver a full-scale paper copy of the plat to the Transfer Department located in the County Auditor office (County Annex, Suite 217). The Transfer Department will then draw the legal description to verify its accuracy and sign the routing sheet. This process will require at least two business days. Afterward, the customer will proceed with obtaining the remaining signatures on the routing sheet.

Upon completing the routing sheet, the customer will present one set of as-built construction plans, one (1) Mylar copy of the plat, and three (3) paper copies of the plat to the Plan Commission office for final signatures. The Plan Commission office will retain the construction plans and one paper copy of the plat, and the customer will present the Mylar plus two (2) paper copies of the fully signed plat to the County Auditor office (Annex, Suite 217). Each copy of the plat must bear all of the required signatures. The Auditor will then verify payment of taxes and affix a "duly entered" stamp on each copy of the plat. Afterward, the customer must distribute copies of the signed plat as follows:

1. One (1) paper copy of the plat to the County Recorder office for recordation (at least one of these must be an original signed copy).
2. One (1) CD-ROM copy of the plat to the County GIS Department (Annex, Suite 171) in ESRI shapefile or AutoCAD format. The plat must be projected using Indiana State Plane East NAD 83. Boundary, parcels, streets, and as-builts shall be shown as separate layers.
3. One (1) Mylar copy of the plat to the County Plan Commission office (Annex, Suite 146).
4. One (1) paper copy of the recorded plat is retained by the customer for his/her personal records. (The customer is advised to write the document, cabinet, and slide numbers on the retained copy.)

For more information, please contact the County Plan Commission office at 317-477-1134.

Hancock County Subdivision Review Routing Sheet

Subdivision Name: _____

Subdivision Location: _____

This form must be attached to one set of as-built construction documents. The Planning Director will retain an original signed paper copy of the plat and construction documents and issue the final authorized signature on this form.*

According to my records, the owner(s) of the real estate is/are _____
I have approved the plat and street names, and I have received a copy of the documents in electronic format. (Suite 217)

Dated: _____ Transfer Department: _____

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval. (Suite 171)

Dated: _____ Hancock County Surveyor: _____

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval. (921 W. Osage St.)

Dated: _____ Hancock County Highway Engineer/Supervisor: _____

I have reviewed the subdivision plat and as-built construction documents submitted and recommend approval. Approval does not waive the permit process, the analysis of each lot, or any other requirements by the Health Department for on-site sewage disposal systems. (Suite 148)

Dated: _____ Hancock County Sanitarian: _____

I have reviewed the subdivision plat and as-built construction documents submitted, and I have received a copy of the documents in electronic format and recommend approval.

Dated: _____ Town Manager/Engineer: _____

I have reviewed the subdivision plat and street names submitted and recommend approval. (Suite 146)

Dated: _____ Hancock County Address Coordinator: _____

I have reviewed the subdivision plat and recommend approval. (Suite 146)

Dated: _____ Hancock County Plan Director: _____

* The signatures of county and/or town officials are not warranties or guarantees of compliance; the subdivider is responsible to insure compliance with all county laws, rules and regulations.