

REZONE/PUD PRELIMINARY PLAN APPLICATION INFORMATION

PROCEDURE

A. Pre-Filing

Prior to applying, the petitioner shall meet with the Planning Administrator to review the zoning classification of the site, the regulatory Ordinances and materials, and review the procedures. The Planning Administrator will assist and advise the petitioner in preparing the application and supportive documents as necessary.

B. Filing

Submit a filled out application, application packet and payment to the Clerk of Town of Thorntown. Also, email the application packet to planning@thorntown.in.gov. When emailing the packet, please send scanned files of the documents that are signed and notarized. A list of required documents can be found in this document under the "Required Documents at Filing" section.

C. Review

The Planning Administrator will review the application and communicate with the applicant and preferred point(s) of contact regarding the completeness of the application, revisions, the date of the public hearing and any other matters related to the submittal.

TAC Review. If the Planning Administrator or Plan Commission finds a need for a TAC review, the Planning Administrator will notify the applicant about it. TAC review would need to happen before the public hearing to allow sufficient time for the applicant to revise the submittal per TAC comments before the public hearing.

D. Public Hearing Notice

Newspaper Notice

Once the Planning Administrator sets a public hearing date, (s)he will create and send a notice for publishing in the Lebanon Reporter. Applicant's contact information will be provided to the newspaper, so that the latter can contact the applicant regarding the payment. The applicant is responsible for the payment of the published notice.

Mailed Notice

Once the Planning Administrator sets a public hearing date, (s)he will provide a notice template for the applicant to fill out and mail to the adjoining property owners. The applicant is responsible for mailing the notice at least 15 days prior to the public hearing date via Certificate of Mailing. The applicant shall obtain a list of names and last known addresses of the property owners of property adjacent to the subject property to a depth of two properties or 660 feet, whichever is less, of the subject tract(s). This list shall be obtained from the Boone County Auditor's Office.

E. Public Hearing

Plan Commission shall review the submittal at a public hearing meeting and send its recommendation as well as any commitments/conditions to the Town Council. If there is a need for revisions to the submittal before going to the Town Council, the applicant shall accomplish them in timely manner. Town Council will make a final decision at one of its public meetings. The calendar of these meetings is under "Filing Deadline" section of this document.

REQUIRED DOCUMENTS AT FILING

Please, submit a complete application packet that includes the following:

- Application.** Completely filled out application including the pages with notarized signatures of the applicant.
- Property Owner Consent.** If the applicant is different than the owner of the property, then a property owner's consent is required found on page 4 of the application form. If there is a different legal instrument that shows property owners' consent for the applicant to act on behalf of every property owner at various application stages of the project, it may serve in lieu of the "Owner Affidavit" page.
- Legal Description.** If the project site includes several parcels, the legal description of every parcel shall be included.
- Copy of the Deed.** A copy of the latest recorded deed for every parcel within the project shall be provided.
- Filing Fee Payment.** The payment can be provided in cash or by check. The check shall be payable to "The Town of Thorntown". The fee is non-refundable. The fees are:
 - Rezone: \$500 plus \$25 per acre.
 - Zoning commitments modification: \$300.
 - PUD Preliminary Plan: \$800 plus \$25 per acre (residential); \$1000 plus \$50 per acre (non-residential).
 - PUD Preliminary Plan amendment: \$500 (text only) or \$500 plus \$50 per acre (all other amendments).
- Vicinity Map.** The vicinity map shall show the subject property as well as adjacent properties surrounding the project site on all sides and located within a 660-foot distance of the project site. The map should include the zoning and use of the surrounding properties.
- Project Narrative.** The narrative should describe the proposed project explaining why a rezone/PUD is needed, what development and use is proposed, describe development character, and what principles are going to be used for development of the project site. If the application is for a rezone, then you can use statements in the zoning ordinance *§152.11.D Standards for Amendments* as a guide of points to cover in the narrative. If the application is for a PUD Preliminary Plan, you can use statements in the zoning ordinance *§152.27.A.7 PUD Principles*.

If the application is for a PUD, the following additional documents are required:

- PUD Ordinance.** The ordinance shall include the zoning standards
- Preliminary Architectural Drawings.** The Preliminary Architectural Drawings shall show the architectural style(s) of the structures to be built at the subject property. The approved preliminary architectural drawings shall represent the architectural standards for the PUD District when the construction plans are submitted for review and approval.
- Concept Plan.** The Concept Plan shall show in general terms the following: major traffic circulation; generalized location of lots, location and dimensions of buildings, structures, parking areas, and landscaping; Open Space and/or community amenity areas; and other details to indicate the character of the proposed development.

REQUIRED DOCUMENTS DURING REVIEW PROCESS

- Revisions. Any documents revised during the review process shall be submitted electronically at least two (2) weeks before the public hearing date.
- A list of surrounding property owners. The applicant shall submit this list to the Planning Administrator or his/her designee at least fifteen (15) days before the public hearing.
- Affidavit of mailed notices. The applicant shall submit a notarized affidavit of notice of public hearing to the Planning Administrator at least three (3) days before the public hearing.
- Certificates of mailing. The applicant shall provide copies of the certificates of mailing together with the affidavit mentioned above at least three (3) days before the public hearing.
- Proof of newspaper publication. The applicant shall provide a copy of the proof of publication from Lebanon Reporter to the Planning Administrator at least three (3) days before the hearing.

FILING DEADLINE

The application packet shall be submitted at least 50 days before the Plan Commission public hearing date.

Calendar of Public Hearings (Plan Commission and Town Council)

Visit <https://townofthorntown.com/applications-information> for an up-to-date Filing Calendar or contact the Planning Administrator to obtain the calendar at planning@thorntown.in.gov.