APPLICATION FOR DEVELOPMENT PLAN APPROVAL
City of Greenfield
Plan Commission

Date Filed_____ **Docket #PC**_____

Development Plans shall be filed in accordance with the City of Greenfield Zoning Code Chapter 155.045

1. Premises Affected

Address, or location from major streets_____

Key Parcel # _____

Attach or enter Legal Description_____

Present Zoning_____ Proposed Zoning _____ Total Acreage_____

Current Use_____

Use of Adjacent Properties: North:_____ South:_____

East: _____ West_____

Proposed Use_____

2. Applicant Info

Name _____

Street Address _____

City, State, Zip _____

Primary Contact Person regarding this petition _____

Telephone, Fax, E-Mail _____

Signature of Applicant _____

Applicant is (circle one): Sole owner Joint Owner Tenant Agent Other (specify) _____

3. Property Owner

Name _____

Street Address_____

City, State, Zip _____

Telephone, Fax, E-Mail _____

Signature of Owner _____

Documentation Required: (2) 24"x36" copies (12 copies if Tech Review required) and (12) 11" x 17" copies.

Site Plan_____ Photographs _____Building Plans _____ Samples_____ Drawings_____ Other_____

City of Greenfield, Planning Department 10 S. State Street, Greenfield, IN 46140
Phone: 317-477-4320 Fax: 317-477-4321 E-mail: planning@greenfieldin.org www.greenfieldin.org

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INSTRUCTIONS FOR NOTICE OF PUBLIC HEARING:

For each application, the applicant shall assume the expense of notification and publication of notice as required by the Rules of Procedure of the City of Greenfield Advisory Plan Commission, by Ordinance, or by State Law.

a. Public Notice (Newspaper)
For every application which is to be heard by the Plan Commission, notice shall be given in a newspaper of general circulation in Greenfield, Indiana, in the form prescribed by the Plan Commission. The applicant shall cause the notice to be published at least fifteen (15), but not more than thirty (30), days prior to the date set for the hearing.

b. Personal Notice (U.S. Mail)
For all applications for rezoning and the platting of subdivisions, the Petitioner shall notify all abutting and adjoining legal land owners within two (2) property depths, or 660 feet of the subject property, whichever is satisfied first. Such personal notice shall be made by 'certified mail' or by 'certificate of mailing' at least fifteen (15) days before the date of the hearing. A copy of the public notice published in the newspaper shall be adequate for using in the personal notice mailed to abutting and adjoining land owners.

c. Proof of Notice

1. Proof of publication of the **Public Notice** must be made by an Affidavit of the publisher and attached to a copy of the notice taken from the paper in which it was published and filed with the Secretary of the Plan Commission before the hearing. Such Affidavit must specify the City, the time, and the paper in which the notice was published.

2. The certified mail receipts or the certificate of mailing of the **Personal Notice** shall be filed with the Plan Commission Secretary before the hearing accompanied by an Affidavit signed by the applicant verifying that all persons entitled to receive notice pursuant to these rules and the ordinances of the City of Greenfield, Indiana, have been properly notified.

Certificate of mailing in lieu of certified mail receipts:

In lieu of mailing the Personal Notice by certified mail the City of Greenfield Advisory Plan Commission allows that a Certificate of Mailing (Postal Service Form 3877) is an acceptable method of mailing notice for a petition to adjoining property owners.

Form 3877 must be filled out with the addresses to which the notices will be mailed. The notice letters must be mailed at a post office and a post office employee must verify that the addresses on the notice letters match those listed on the Form. The post office employee will stamp each Form page with a postmark.

If the petitioner desires proof of delivery in addition to the proof of mailing, certified mail will continue to be accepted as proof of notification.

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NOTICE OF PUBLIC HEARING:

The Advisory Plan Commission of Greenfield, Indiana will conduct a public hearing on an application, Docket # PC_____ for a development plan approval to the City of Greenfield on the _____ day of _____, 20_____ at 7:00 P.M., at City Hall, Council Chambers, 10 S. State St., Greenfield, Indiana 46140.

Generally the property is located at_____

_____

_____

The property is within the following described area: (Insert Legal Description):

_____

_____

The nature of the proposed Development Plan is as follows: _____

_____

_____

The proposed name of property:_____

The application and all submitted documentation are available for review Monday through Friday 8 a.m. to 4 p.m. at the Planning Department located in City Hall, 10 S. State Street, Greenfield, IN.

Written suggestions or objections concerning this application may be filed with the Secretary of the Commission at/or before this hearing and will be read aloud at this hearing. Interested persons desiring to present their views upon the application will be given the opportunity to be heard. Said hearing may be continued from time to time as may be necessary.

Persons with disabilities or non-English speaking persons who wish to attend the public hearing and need assistance should contact the Commission Secretary, 10 South State Street, Greenfield, IN, 46140, 317-477-4320, at least forty-eight (48) hours prior to the meeting. Every effort will be made to make reasonable accommodations for these persons.

_____

Secretary, Advisory Plan Commission

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AFFIDAVIT:

STATE OF INDIANA) SS

COUNTY OF HANCOCK)

TO THE GREENFIELD PLAN COMMISSION

_____, verifies and states that he/she, at least fifteen (15) days prior to the scheduled hearing, has mailed notice by certified mail/certificate of mailing to all of the adjoining legal landowners within two property depths or 660 feet of the property which is the subject matter of Docket #PC_____, with an address of _____

filed by _____ on the _____ day of _____, 20____ to the addresses obtained from the Office of the Auditor of Hancock County, Indiana. Said return receipts are attached hereto.

Further affiant sayeth not.

_____

Signed

_____

Printed name

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

_____

Notary Public

_____

Printed Name

Commission Expires:_____

County of Residence:_____

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CONSENT FORM:

The undersigned, _____, being the owner of the property commonly known as _____ hereby authorizes _____ to file land development petitions or request the applicable permits for the aforementioned address.

This consent shall:

- ❑ Remain in effect until revoked by a written statement filed with the Engineering and Planning Department of the City of Greenfield, or
- ❑ Remain in effect until _____

_____	_____
Property Owner	Property Owner
_____	_____
Address	Address
_____	_____
Phone, Email	Phone, Email
_____	_____
Date	Date

STATE OF INDIANA
COUNTY OF HANCOCK, SS:
Subscribed and sworn to before me
this ____day of _____,_____.

_____
Notary Public

_____
Printed Signature

My Commission Expires:
_____,_____

_____
County of Residence

STATE OF INDIANA
COUNTY OF HANCOCK, SS:
Subscribed and sworn to before me
this _____day of _____,_____.

_____
Notary Public

_____
Printed Signature

My Commission Expires:
_____,_____

_____
County of Residence