

PUD Concept Plan

Town of Pittsboro, Indiana Advisory Plan Commission

*This application is the first step in the PUD process. The Concept Plan Application is to establish a PUD zoning district, its regulating ordinance, and its regulating map. A PUD Concept Plan does **NOT** allow for development of a property to begin. A PUD Master Plan is required before development of any part of the project can begin construction.*

Attachments Required: A, B, C, D, E

Application Procedures:

STEP ONE: PRE-APPLICATION

Before filing an application, it is recommended that the applicant meet with the Administrator at least one week prior to the anticipated application submission to discuss the proposed request, and to become more familiar with the applicable requirements. The anticipated agenda date will be used in all public notice requirements. Call (317) 892 - 3326 to schedule a meeting. Applicants will be responsible for all fees associated with the review of the application by the Town's Consultants.

STEP TWO: CONCEPT PLAN APPLICATION

Applications must be received at least 30 days before the desired hearing of the Plan Commission. Staff will notify petitioner when an application is considered complete and is accepted. Any deficiencies will be explained to the applicant. Applications submitted or completed after the posted deadline date will be placed on the next month's application cycle.

Applications, fees, and all required documentation must be submitted by 4:00 pm on the deadline date. These documents are to be submitted to the Town of Pittsboro Town Hall, P.O. Box 185, Pittsboro, Indiana, 46167.

The items below are required in order to complete your Concept Plan application and shall be submitted when your application is filed (please refer to Section 13.5 of the Zoning Ordinance).

Application Form

- All items must be completed fully and either typewritten or printed in ink.
- The application must be signed by the applicants and notarized.

- Application Fee**
 - Please refer to Attachment B for the fee schedule. PUD Concept Plan applications require fees for both a Zoning Ordinance Amendment and the Concept Development Plan.
 - Checks are to be made payable to the Town of Pittsboro and submitted to the Clerk-Treasurer.
- Attachment A: Affidavit of Ownership** (submit only if the applicant is not the property owner).
- Attachment B: Application Fees**
- Attachment C: Review Fees**
- Attachment D: Newspaper Notice**
- Attachment E: Neighbor Notice**
- Written Commitments** (if required by the Town)
- Memorandum of Understanding** (if required by the Town)
- Aerial Location Map**
 - Aerial maps can be obtained from the Hendricks County Surveyor's Office, 355 South Washington Street, Danville, Indiana, 46122. (317) 745-9237 or an internet mapping source.
 - Draw property lines of the site plan on the map.
- Legal Description**
- Drainage Review**
 - All applications will need a determination from the Hendricks County Surveyor's Office, whether the existing drainage conditions on the property necessitate a drainage review.
- Final Covenants and Restrictions** (*if any*)
- Electronic Files**
 - The above documentation should be submitted in hard copy as well as electronically (as both PDF and DWG) for the Town's files. If electronic copies are not possible, Town Staff can scan paper copies.
- Existing Conditions**
 - Information and characteristics related to the existing conditions of the site. See Town of Pittsboro Zoning Ordinance 13.5 for more information.
- Project Design Features**
 - The developer shall provide written development standards. Refer to the Town of Pittsboro Zoning Ordinance 13.5 for the minimum required information.
- PUD Zoning Designation Ordinance**

- A written PUD Ordinance shall be adopted by reference, attached as an exhibit to the master plan submittal, and made part of the PUD Zoning Ordinance. Refer to the Town of Pittsboro Zoning Ordinance 13.5.A.4 for details.

Concept Plan Map

- 15 full-sized (24x36) plans
- 12 half-sized (11x17) plans
- All sets of drawings must be folded
- Date of preparation of original drawing and the date of any revisions.
- Please refer to Section 13.5 of the Zoning Ordinance for complete details.

STEP THREE: STATUTORY GUIDELINES FOR ZONING AMENDMENTS

In accordance with IC 36-7-4-603 and with Section 11.6 of the Town of Pittsboro Zoning Ordinance, when considering a proposal for rezoning, the Plan Commission must pay reasonable regard to the following:

1. Whether the proposed amendment is consistent with the goals, objectives, and policies of the Comprehensive Plan, as adopted and amended from time to time by the Town Council;
2. Whether the proposed amendment is compatible with current conditions and the overall character of existing development in the immediate vicinity of the subject property;
3. Whether the proposed amendment is the most desirable use for which the land in the subject property is adapted;
4. Whether the proposed amendment will have an adverse effect on the value of properties throughout the jurisdiction; and
5. Whether the proposed amendment reflects responsible standards for development and growth.

STEP FOUR: TECHNICAL REVIEW COMMITTEE

The Technical Review Committee (TRC) has the review authority; if necessary, for the technical aspects of the application submittal. The TRC or Plan Commission staff will meet to discuss your proposal in the Town Hall approximately three (3) weeks before the desired hearing date. Plan Commission Staff will contact you with an appointment time. The TRC generally includes Plan Commission Staff; Engineer; Public Utility; Town Manager; Street Department, applicable School Superintendent; and applicable Safety Services. You or a designated representative with technical information regarding your submittal should attend. In some instances, additional information may be required by the TRC in order to complete a technical review of your application. This information must be submitted by the last day to submit information for the Staff Report.

STEP FIVE: STAFF REPORT AND AGENDA

After a thorough examination of information in the public record and findings from additional research, staff shall release the Staff Report and Agenda providing analysis of each agenda item. Such report shall be released along with the agenda a minimum of seven (7) days prior to the hearing. All documents, including revisions, to be studied and considered by staff for use in the Staff Report should be submitted no less than ten (10) days prior to the hearing. Any interested party may provide support documentation to be delivered to the Plan Commission members along with the Staff Report. To do so, the party must provide ten (10) copies of each document, which should be submitted no less than ten (10) days prior to the hearing.

STEP SIX: PUBLIC NOTICE PROCEDURES:

Proof of newspaper advertisement and surrounding property owner notification must be provided seven (7) days before the hearing date. Failure to provide proof of notice by this deadline may result in rescheduling of the hearing date.

- Newspaper Advertisement (Attachment D)**
- Surrounding Property Owner Notification (Attachment E)**

STEP SEVEN: PLAN COMMISSION HEARING

The Plan Commission shall follow their adopted Rules of Procedure for the hearing, a copy of which is available at the Town Hall. Public hearings of the Plan Commission are generally held the fourth Tuesday of each month at 7:00 p.m. at the Pittsboro Town Hall. Always check with the Town Hall or Town Staff to verify the exact meeting date, place, and time should a conflict occur.

When your request comes up on the agenda, you will be asked to present your request to the Commission. You may employ a representative for this purpose or do it yourself. You may use any maps or graphics that will assist in the presentation. If the Commission members need additional information, they will ask questions regarding your request. Following any questions, the Commission will take action on your application. They may recommend to approve, approve with conditions, or deny the application. The recommendation of the Plan Commission is then sent to the Town Council for a final hearing.

STEP EIGHT: LEGISLATIVE BODY HEARING

After the Plan Commission Hearing, the petitioner must contact the President of the Town Council to place their petition on the Town Council meeting agenda. The applicant or a representative is required to attend the hearing of the Legislative Body.

- If the concept plan is approved by the Town Council, it shall adopt a PUD zoning district designation approving said concept plan and plat, if applicable, with conditions as specified and authorizing the preparation of the master plan and plat, if applicable. If a PUD concept plan is approved, it shall become effective and its location shall be shown on the Zoning Map. Upon such amendment of the zoning Map, the use and development of the site shall be governed by the PUD Concept Plan, subject to approval of a PUD Master Plan.
- All conditions imposed as part of any PUD shall run with the land and shall not lapse or be waived as a result of a subsequent change in tenancy or ownership of any or all of said areas, provided, however, that nothing herein shall be construed to limit the right of the developer, his successors or assignee to sell property in said PUD, except for such conditions imposed upon said common open space areas.
- Approval of the concept plan by the Town Council does not constitute development approval, but authorizes submission of a master plan for approval. Approval of the concept plan shall be valid for a period of two (2) years from the date of Town Council approval. If a master plan approval is filed in phases, each subsequent phase shall be filed for within two (2) years of the prior phase's approval. If an application for master plan approval for all or a part of a geographic portion of the preliminary plan has not been filed within the two (2) years period, or if a developer has not requested and received approval of a one (1) year extension from the Town Council, then a resubmission of the concept plan shall be required, in accordance with the process of this section, if the applicant intends to file for master plan approval. In no case shall a building permit be issued prior to master plan approval.

Pittsboro Plan Commission

PLANNED UNIT DEVELOPMENT (PUD) CONCEPT PLAN

1. Applicant(s)

Check One: <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Lessee <input type="checkbox"/> Contract Purchaser <input type="checkbox"/> Other:_____		
Name:		
Address:		
Phone:	Fax:	Email:

2. Property Owner(s)

If Applicant is not the Owner, attach completed **Attachment A: Affidavit of Ownership**

<input type="checkbox"/> Check if owner and applicant are same party.		
Name:		
Address:		
Phone:	Fax:	Email:

3. Applicant's Contact Person, Attorney, and/or Project Engineer/Surveyor (if any)

Any persons identified within this section are authorized to act on behalf of the petitioner.

Check One: <input type="checkbox"/> Attorney <input type="checkbox"/> Agent <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Other:_____		
Name:		
Address:		
Phone:	Fax:	Email:

Check One: <input type="checkbox"/> Attorney <input type="checkbox"/> Agent <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Other:_____		
Name:		
Address:		
Phone:	Fax:	Email:

4. Site Information

If only part of a parcel is requested for the Zoning Amendment, then write "PART" after the Tax Parcel Identification Number(s).

Tax Parcel Identification Number(s):
Address: (Number and Street):
Address: (City, Zip Code, State):
If no address, please provide a general street location from the closest street intersection:

Current Use of Property: <input type="checkbox"/> Agriculture <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other: _____	
Current Zoning District:	Comprehensive Plan Designation:
Project Area (acres):	Overlay District (if applicable): _____

5. Descriptions of Proposed Use

Use of Property: <input type="checkbox"/> Single-Use (all residential or all commercial) <input type="checkbox"/> Mixed Use (residential and commercial)
Briefly describe type of use(s):
Is road serving paved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: _____
Number of Entrances / Exits? Entrances _____ Exits _____
Will site have sewer and water utilities? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: _____
Hours of Operation (if other than residential):
Briefly describe area traffic impact, if any:
Types of vehicles utilizing site:

Is property annexed into Town:
How will water and sewer be provided:
How Many Lots:
Hours of Operation (if applicable):

6. Standards for Evaluating Zoning Amendments

1. The proposed amendment is consistent with the goals, objectives, and policies of the Comprehensive Plan, as adopted and amended from time to time by the Town Council because...
2. The proposed amendment is compatible with current conditions and the overall character of existing development in the immediate vicinity of the subject property because...
3. The proposed amendment is the most desirable use for which the land in the subject property is adapted because...
4. The proposed amendment will not have an adverse effect on the value of properties throughout the jurisdiction because...
5. The proposed amendment reflects responsible standards for development and growth because...

The undersigned states the above information is true and correct as (s)he is informed and believes.

Signature(s) of Applicant(s):

Date:

Notary Statement

Sworn to and subscribed before me the

_____ day of _____, 20_____

Notary Public in and for the State of Indiana.

Notary Public / Printed

Seal

My Commission expires: _____

For Office Use Only

Date Filed:

Public Notice:

Newspaper Ad:

Date of PC Hearing:

Complete and Accepted on:

Decision of PC

Unfavorable

Favorable

Favorable with Conditions

Conditions: