

# Jamestown PC Application Packet

Contact: Administrator (317) 258-8046, [DLuzier@INcodecrafters.com](mailto:DLuzier@INcodecrafters.com)

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This application packet is for petitions under the jurisdiction of the Town of Jamestown Plan Commission and includes:

- **Concept Plan** – conceptual review and site analysis of a proposed subdivision.
- **Primary Plat** – preliminary approval of a subdivision layout.
- **Secondary Plat & Construction Drawings** – final approval of a subdivision layout including detailed construction drawings.
- **Minor Residential Subdivision** – preliminary and final approval of a subdivision with four or less lots.
- **Development Plan** – a specific plan for new development of a property including new commercial, industrial, and multi-family projects.
- **Administrative Development Plan** – a specific plan for additions and new accessory structures for EXISTING commercial, industrial, and multi-family projects.
- **Zone Map Change** – a change from one zoning district to another.

## Step 1: Pre-Application.

At least one week prior to the intended filing of the petition, the applicant must discuss the potential application with the Administrator for the purpose of becoming familiar with requirements, submittals, procedures, deadlines, and hearings. Contact the Administrator by calling (317) 258-8046 or emailing [DLuzier@INcodecrafters.com](mailto:DLuzier@INcodecrafters.com).

## Step 2: Making Application.

The applicant must make an appointment with the Administrator to file an application by calling (317) 258-8046 or emailing [DLuzier@INcodecrafters.com](mailto:DLuzier@INcodecrafters.com). A complete application and all required attachments are to be submitted by the date shown on the Application Schedule. At this time, the Administrator will review the application to determine whether the application is complete. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

### Step 3: PC Submittal Checklist\*

	Concept Plan Amend Commitment	Primary Plat & Minor Residential Subdivision	Secondary Plat	Development Plan & Administrative Development Plan	Zone Map Change
1. Application Fee	\$700	\$1,200	\$1,300	\$1,500	\$1,300
2. Application Form	✓	✓	✓	✓	✓
3. Town Location Map	✓	✓	✓	✓	✓
4. Aerial Map of the Site	✓	✓	✓	✓	✓
5. List of Adjacent Property Owners	✓	✓			✓
6. Basic Site Plan	✓	✓	✓	✓	✓
7. Narrative	✓	✓	✓	✓	✓
8. Drainage Calculations and Report			✓	✓	
9. Plat Plans		✓	✓	✓	
10. Construction Plans			✓	✓	
11. Legal Description with Drawing		✓	✓		✓
12. Proof of Sewer/Water Service		✓	✓	✓	
Attachment A: Consent of Property Owner	✓	✓	✓	✓	✓
Attachment B: Detail Data Sheet		✓	✓	✓	
Attachment C: Certificate of Sufficiency			✓	✓	
Attachment D: Obligation to Observe			✓	✓	
Attachment E: Standards for Evaluating a Zone Map Change					✓
Attachment F: Waiver Request	✓	✓	✓		

1. Application Fee. Make checks payable to "Town of Jamestown."
2. Application Form. All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
3. Town Location Map. Submit a map of the Town formatted for 8 ½"x11" in size, showing where the property is generally located in Town of Jamestown, making sure major streets are labeled.
4. Aerial Map of Site. Submit an aerial map of the subject parcel formatted for 8 ½" x 11" in size, showing all properties adjacent to the parcel. The map can be obtained from Google Earth or other similar aerial mapping programs. Be sure to outline the subject parcel.
5. List of Adjacent Property Owners. Obtain a list of all surrounding property owners whose property is within 600 feet and at least two (2) parcels deep from all portions of the subject parcel. The list can be obtained from either:
  - Boone County Auditor's Office, 201 Courthouse Square, Lebanon, IN 46052; (765) 482-2940
  - Hendricks County Auditor's Office, 355 S Washington St, Danville, IN 46122; (317) 745-9300
6. Basic Site Plan. Submit a basic site plan formatted for 8 ½" x 11" in size, showing the basic layout of the proposed development for duplication purposes.
7. Narrative. A Narrative describing the nature of the application, land use, and proposed development including number of lots, hours of operation, number of employees, anticipated traffic generation, and the dates/details of previous construction/permits if applicable. Also include a bulleted statement of the history of the project (annexation, rezoning, platting, amendments, approvals, etc.)
8. Drainage Calculations. Provide preliminary drainage narrative for primary plats and a full drainage plan and calculations for all other applications.
9. Plat Plans. Submit a set of plans that are formatted for 11"x17". Plans **MUST** be prepared on a sheet-by-sheet basis in accordance with *Chapter 7, Section C of the Unified Development Ordinance* for Document and Drawing Specifications.
10. Construction Plans. Submit a full-size set of plans as well as a full set of plans that are formatted for 11"x17". Plans **MUST** be prepared on a sheet-by-sheet basis in accordance with *Chapter 7, Section C of the Unified Development Ordinance* for Document and Drawing Specifications.
11. Legal Description and Drawing. A land description of the written words delineating the property and a corresponding drawing with dimensions and bearings. For the electronic version, the legal description should be a PDF generated directly from a Word document so that the text is crisp and clear.
12. Proof of Sewer/Water Service. Provide written verification that sewer and water service are available for the site and that the utility is willing to serve the site under current/future capacity.

Attachments A - F. Complete necessary attachments per the respective instructions contained on each form.

#### **Step 4: Notifying the Public (*not applicable to Secondary Plat or Development Plan*)**

State Law and the Rules and Procedures for Jamestown's PC require you to notify the public of the hearing in two separate ways: by newspaper and by notifying property owners that surround the subject property. The Administrator will prepare the notices, and the applicant is responsible for publishing/mailing as well as the associated costs.

##### ***Notification by Newspaper***

Publish the newspaper notification prepared by the Administrator one time in the newspaper listed below per the Public Notice Deadline on the Application Schedule. Failure to meet the publishing deadline will delay the hearing of your petition. Be certain to obtain a "Proof-of-Publication" affidavit from the newspaper for your advertisement. This affidavit and *Form 1: Affidavit of Notification* must be turned in to the Administrator prior to the hearing.

- Boone County - Lebanon Reporter. Published daily. (765) 482-4650.
- Hendricks County - The Republican. Published weekly. (317) 745-2777.

##### ***Surrounding Property Owner Notification***

The Petitioner must notify all property owners within 600 feet of the subject property.

The surrounding property owner notification prepared by the Administrator must be mailed by First Class Certificate of Mailing (NOT certified mail). Certificate of Mailing provides evidence that mail has been presented to the post office for mailing. Use *Form 2: Adjacent Property Owners Notified by Mail* for listing those notified. All letters must be postmarked by the Public Notice Deadline on the Application Schedule. A copy of Form 2 with the Post Office stamp along with *Form 1: Affidavit of Notification* must be turned in to the Administrator prior to the hearing.

## 2025 Application Schedule

The following table depicts the deadlines for petitions before the Jamestown PC. Deviations from this schedule are not permitted without requesting approval from the PC to waive their *Rules and Procedures*.

Application Submittal	TAC Meeting	Deadline for Submitting Additional Info or Revisions to the File	Public Notice Deadline	Staff Report Published	PC Hearing
Nov 18, 2024	Nov 27, 2024	Dec 16, 2024	Dec 18, 2024	Dec 24	<b>Jan 2</b>
Dec 23, 2024	Jan 2	Jan 20	Jan 22	Jan 30	<b>Feb 6</b>
Jan 20	Jan 30	Feb 17	Feb 19	Feb 27	<b>Mar 6</b>
Feb 17	Feb 27	Mar 17	Mar 19	Mar 27	<b>Apr 3</b>
Mar 17	Mar 27	Apr 14	Apr 16	Apr 24	<b>May 1</b>
Apr 21	May 1	May 19	May 21	May 29	<b>Jun 5</b>
May 19	May 29	Jun 16	Jun 18	Jun 26	<b>Jul 3</b>
Jun 23	Jul 3	Jul 21	Jul 23	Jul 31	<b>Aug 7</b>
Jul 21	Jul 31	Aug 18	Aug 20	Aug 28	<b>Sept 4</b>
Aug 18	Aug 28	Sept 15	Sept 17	Sept 25	<b>Oct 2</b>
Sept 22	Oct 2	Oct 20	Oct 22	Oct 30	<b>Nov 6</b>
Oct 20	Oct 30	Nov 17	Nov 19	Nov 26	<b>Dec 4</b>

- Application Submittal: The filing deadline is 3:00pm on the date indicated. Call (317) 258-8046 or email [dluzier@INcodecrafters.com](mailto:dluzier@INcodecrafters.com) to make an appointment to file your application. Application meetings are generally done electronically.
- TAC Meeting: When required and conducted in person, the Technical Advisory Committee Meetings are held at the Jamestown Town Hall, 421 E Main St, Jamestown, IN on the dates indicated.
- Deadline for Submitting Info/Revisions to the File: After a complete application has been received and given a file number, revisions or additions to the plans and/or file must be submitted by 3:00pm on the date indicated in order to remain on the current application schedule. Revisions shall be submitted electronically with a cover letter noting the file number and an explanation to the attention of the Administrator at [dluzier@INcodecrafters.com](mailto:dluzier@INcodecrafters.com).
- Public Notice Deadline: Deadline to publish public notice in the newspaper and postmark mailings to surrounding property owners.
- Staff Report Published: On the date indicated, Staff Reports will be emailed directly to the Jamestown PC and the Applicant/Owner.
- Submit Proof of Public Notice: Submit Forms 1 and 2 as proof of adequate public notice of the hearing. Forms shall be submitted electronically with a cover letter to the attention of the Administrator at [dluzier@INcodecrafters.com](mailto:dluzier@INcodecrafters.com).
- PC Hearing: Unless otherwise noticed, PC Meetings are held at 6:30pm (or immediately following the BZA meeting if later) at the Jamestown Town Hall, 421 E Main St, Jamestown, IN 46147.

# PC Application

This application is being submitted for (check all that apply):

- ☐ Concept Plan      ☐ Development Plan  
☐ Primary Plat      ☐ Secondary Plat  
☐ Zone Map Change   ☐ Waivers included

## Applicant Info

Name	
Street Address	
City, State, Zip	
Primary Contact Person regarding this petition	
Phone	E-Mail
Engineer Preparing Plans	E-Mail
Others to be Notified	E-Mail

## Property Owner

Name	
Street Address	
City, State, Zip	
Phone	E-Mail
Applicant is (circle one):    Sole owner    Joint Owner    Tenant    Agent    Other (specify)	

## Premises Affected

10-digit Parcel Number				
Actual/approximate address or location from major streets				
Subdivision			Lot Number(s)	
Total Acreage		Flood Zone on Site?		
Zoning of Subject Property		Use of Subject Property		
Proposed Zoning		Proposed Land Use		
Zoning of Adjacent Properties	North:	South:	East:	West:
Land Use of Adjacent Properties	North:	South:	East:	West:

## Notarization

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant	
Notary Public's Name (printed)	Signature of Notary
My Commission Expires State County	Subscribed and sworn to before me this ____ day of _____, 20_____.

## Attachment A: Consent of Property Owner

***Complete and submit if applicant is different from property owner.***

I (we)

NAME(S)

After being first duly sworn, depose and say:

- That I/we are the owner(s) of the real estate located at I (we)

ADDRESS

- That I/we have read and examined the Application and are familiar with its contents.
- That I/we have no objection to, and consent to such request as set forth in the application.
- That such request being made by the applicant (\_\_\_\_is) (\_\_\_\_is not) a condition to the sale or lease of the above referenced property.

(AFFIANT)

[illegible]

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

, Notary Public

My Commission expires: \_\_\_\_\_ County of Residence: \_\_\_\_\_

# Attachment B: Detail Data Sheet

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**1. Acreage**

Total Acreage \_\_\_\_\_

Proposed Private Acreage \_\_\_\_\_

Proposed Public Acreage \_\_\_\_\_

**2. Densities**

Number of Lots/Units \_\_\_\_\_

Units per Acre \_\_\_\_\_

Estimated Population \_\_\_\_\_

**3. Utilities to Serve the Development**

☐ Sanitation

\_\_\_\_\_

☐ Water

\_\_\_\_\_

☐ Electric

\_\_\_\_\_

☐ Other

\_\_\_\_\_

☐ Other

\_\_\_\_\_

☐ Other

\_\_\_\_\_

**4. Private Ownership:** List any improvements that are to be owned and maintained privately (and by whom):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. Performance Guarantees:** For which of the following improvements do you anticipate submitting performance guarantee?

☐ Streets

☐ Signs and Monuments

☐ Sanitary Sewers

☐ Off-Site Sewers

☐ Storm Sewers

☐ Off-Site Drainage

☐ Sidewalks

☐ Other \_\_\_\_\_

☐ Other \_\_\_\_\_



# Attachment C: Certificate of Sufficiency

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*This is a sample letter to be submitted on **Engineer's letterhead** at the time of application. This actual attachment should not be submitted.*

RE: Certificate of Sufficiency

DATE: \_\_\_\_\_

FILE #: \_\_\_\_\_

ADDRESS WHERE LAND ALTERATION IS OCCURRING: \_\_\_\_\_

DATE OF PLANS: \_\_\_\_\_

I hereby certify that to the best of my knowledge and belief:

The drainage plan for this project is in compliance with drainage requirements as set forth in the applicable ordinances pertaining to this class of work.

The calculations, designs, reproducible drawings, master, and original ideas reproduced in this drainage plan are under my dominion and control and they were prepared by me and my employees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed or Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_ Surveyor      \_\_\_\_ Engineer      \_\_\_\_ Architect Indiana Registration Number \_\_\_\_\_

## Attachment D: Obligation to Observe

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*This is a sample letter to be submitted on **Engineer's letterhead** at the time of application. This actual attachment should not be submitted.*

RE: Obligation to Observe

DATE: \_\_\_\_\_

FILE #: \_\_\_\_\_

ADDRESS WHERE LAND ALTERATION IS OCCURRING: \_\_\_\_\_

DATE OF PLANS: \_\_\_\_\_

I will perform periodic observations of this project during construction to determine that such land alteration is in accordance with both the applicable drainage requirements and the drainage plan for the project submitted for a drainage permit to the Town of Jamestown Plan Commission and/or the Boone County Surveyor's Office.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed or Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_ Surveyor      \_\_\_\_ Engineer      \_\_\_\_ Architect Indiana Registration Number \_\_\_\_\_

## Attachment E: Standards for Evaluating a Zone Map Change

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The PC's recommendation and the Town Council's decision shall be based upon how each of the following statutory requirements is justified in the request. Use this form or attach a separate sheet that thoroughly itemizes, explains, and justifies each of the following criteria:

1. The requested zoning change is consistent with the Comprehensive Plan because...

2. The requested zoning change will not have a negative impact on the current conditions and the character of current structures and uses in each district because...

3. The requested zoning change will result in the most desirable use for which the land is adapted because...

4. The requested zoning change will not affect the property values throughout the Town of Town of Jamestown because...

5. The requested zoning change promotes responsible development and growth because...

# Attachment F: Waiver Request

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Where the PC finds that extraordinary hardships or practical difficulties may result from strict compliance with the regulations of the UDO and/or the purpose and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers so that substantial justice may be done and the public interest secured. Waivers shall not have the effect of nullifying the intent and purpose of these regulations. Waivers may only be requested from the Subdivision Standards of Chapters 5-7 of the UDO.

Use the form below for each waiver requested. Attach a separate sheet if necessary.

Ordinance Section:
Ordinance Language to be waived:
Alternative/Substitute to be offered:
1. The approval of the waiver request will not be detrimental to the public safety/health/welfare or injurious to property within a reasonable proximity to the subject property involved in the waiver request because...
2. The strict application of the applicable ordinance standard will result in practical difficulties in the development due to the particular physical surroundings, unique constraints, or topographical conditions of the subject property. These conditions will not substantially alter the character of the subject district or neighborhood because...
3. The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives because... <i>(Note: financial hardship does not constitute grounds for a waiver)</i>
4. The waiver request is necessary and represents a minimal deviation from explicit ordinance standards because...

# Form 1: Affidavit of Notification

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***Submit this Form two days prior to the hearing along with proof of publication and proof of mailing.***

I (we)

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After being first duly sworn, depose and say:

- That I have notified in person or by First Class U.S. Mail all owners of property located within a 600-foot radius of my property located at \_\_\_\_\_.
- That the said property owners were informed by me of the filing of the petition and of the nature of said application, as directed in the application packet "Notifying the Public," which is part of the Rules and Procedures of the PC and/or BZA as described;
- That the said property owners were notified that the BZA/PC will hold a public hearing regarding this application on the date of \_\_\_\_\_, at 6:00pm/6:30pm; and
- That the names and addresses of said property owners so notified are listed on a separate paper which is a part of this Affidavit.

And further the Affiant sayeth not.

\_\_\_\_\_  
(AFFIANT)

STATE OF INDIANA    )  
                                  ) SS:  
COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
, Notary Public

My Commission expires: \_\_\_\_\_ County of Residence: \_\_\_\_\_

## Form 2: Adjacent Property Owners Notified by Mail

*If property owners are to be notified by mail, either complete this form or provide a list with the same information. Make additional copies if necessary.*

Name and Address of Sender			Type of Mail: <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certificate of Mailing ONLY	
Line	Name & Address	Postage	Fee	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total number of pieces listed by sender:		Total number of pieces received at Post Office:	POSTMASTER (name of receiving employee):	
Affix stamp here if issued as certificate of mailing or for additional copies of this bill. POSTMARK AND DATE OF RECEIPT:			Page _____ of _____	