

PC Application Packet



Contact: Planning and Zoning (317) 535-7500, permits@newwhiteland.in.gov

This application packet is for petitions under the jurisdiction of the Town of New Whiteland 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.
- **Development Plan** – a specific plan for new development of a property including new commercial, industrial, and multi-family projects.
- **Modification of Commitments** – a modification of commitments made as part of a PC decision.
- **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. A complete draft application and all required attachments are to be submitted by the date shown on the Application Schedule Contact the Administrator by calling (317) 535-7500 or emailing permits@newwhiteland.in.gov for more information.

Step 2: Making Application.

The applicant must make an appointment with the Administrator to file an application by calling (317) 535-7500 or emailing permits@newwhiteland.in.gov. 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

	Subdivision Concept Plan	Primary Plat	Secondary Plat	Development Plan	Modify Commitment	Zone Map Change
1. Application Fee	\$500	\$1.00 + \$15 per lot		\$1,000	\$500	\$1,000
2. Application Form	✓	✓	✓	✓	✓	✓
3. Town Location Map	✓	✓	✓	✓	✓	✓
4. Aerial Map of the Site	✓	✓	✓	✓	✓	✓
5. List of Adjacent Property Owners	✓	✓		✓		✓
6. 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		✓	✓		✓	
13. Existing Commitments and Proposed Modification	✓			✓		
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 Zone Map Change						✓
Attachment F: Waiver Request	✓	✓	✓			

The following provides details about the information needed to complete your application. This information is required to not only complete the application, but to assist Staff with preparing your public notices and the Staff Report. If you have any questions about what is required, please reach out to the Administrator.

1. Application Fee. Make checks payable to "Town of New Whiteland."
2. Application Form. All items must be fully completed and signed by the applicant(s) and notarized.
3. Town Location Map. Using the map included in this packet, indicate where the property is generally located with a star.
4. Aerial Map of Site. Submit a color aerial map of the subject parcel formatted for 8 ½" x 11" in size, showing the properties adjacent to the parcel. The map can be obtained from the Johnson County GIS website, 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 200 feet and at least two (2) parcels deep (whichever is greater) from all portions of the subject parcel. The list can be obtained from:
 - o Johnson County Auditor's Office, 86 W Court St #2, Franklin, IN, 46131; (317) 346-4310.
6. Site Plan. Submit a basic site plan formatted for 8 ½" x 11" in size, showing the basic layout of the site, the existing structures, and/or the proposed development.
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 relevant history of the project (such as annexation, rezoning, platting, amendments, approvals, permits, construction, etc.)Drainage Calculations. Provide preliminary drainage narrative for primary plats and a full drainage plan and calculations for all other applications.
8. Drainage Calculations and Report. Provide preliminary drainage narrative for primary plats and a full drainage plan and calculations or all other applications.
9. Plat Plans. Submit a set of plans that are formatted for 11"x17".
10. Construction Plans. Submit a full-size set of plans as well as a full set of plans that are formatted for 11"x17".
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.
13. Existing Commitments and Proposed Modifications. Provide a copy of the existing commitments and a separate copy showing the proposed changes.

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

Step 4: Notifying the Public (not applicable to Secondary Plats or Development Plans)

State Law and the Rules and Procedures for New Whiteland'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.

- *Johnson County Daily Journal* (317) 736-2737, cwarren@dailyjournal.net

Surrounding Property Owner Notification

The surrounding property owner notification will be prepared by the Administrator and 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 *Postal Service Form PS3665: Certificate of Mailing* for your mailing. All letters must be postmarked by the Public Notice Deadline on the Application Schedule. A copy of Form PS3665 with the Post Office stamp along with *Form 1: Affidavit of Notification* must be turned in to the Administrator prior to the hearing.

PC Hearing Schedule

PC Hearings will be held at 6:00pm on the 4th Tuesday of every month unless otherwise noticed

- **Application Submittal:** The filing deadline is 3:00pm 45 days prior to PC Hearing. Call (317) 535-7500 or email permits@newwhiteland.in.gov to make an appointment to file your application and pay the application fee.
- **TAC Meeting:** When required and conducted in person, the Technical Advisory Committee Meetings are held at the New Whiteland Town Hall, 540 Tracy Road, Suite A, New Whiteland, IN 46184.
- **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 no later than 20 days prior to PC Hearing. Revisions shall be submitted electronically with a cover letter noting the file number and an explanation to the attention of the Administrator at permits@newwhiteland.in.gov.
- **Public Notice Deadline:** Deadline to publish public notice in the newspaper and postmark mailings to surrounding property owners 15 days prior to PC Hearing.
- **Submit Proof of Public Notice:** Submit Forms 1 and a copy of Postal Service Form PS3665 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 permits@newwhiteland.in.gov.
- **PC Hearing:** Unless otherwise noticed, PC Meetings are held at 6:00pm on the 4 Tuesday of every month at the New Whiteland Town Hall, 540 Tracy Road, Suite A, New Whiteland, IN 46184.

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

For Office Use Only	
File #	Fee
Filing	TAC
Hearing/Meeting	
<input type="checkbox"/> Reviewed	<input type="checkbox"/> w/ conditions
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved
<input type="checkbox"/> Favorable	<input type="checkbox"/> Unfavorable <input type="checkbox"/> No Recommendation

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

18-digit Parcel Number with dashes				
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}

STATE OF INDIANA)
) SS:
COUNTY OF _____)

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

, Notary Public

My Commission expires: _____ County of Residence: _____

Attachment B: Detail Data Sheet

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 public improvements do you anticipate submitting a performance guarantee for?

- Streets
- Signs and Monuments
- Sanitary Sewers
- Off-Site Sewers
- Storm Sewers
- Off-Site Drainage
- Sidewalks
- Other _____

Attachment C: Certificate of Sufficiency

*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

*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 New Whiteland 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

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 Comprehensive Plan describes this area as _____.
The requested zoning change is consistent with this designation 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 New Whiteland because...

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

Attachment F: Waiver Request

Where the PC finds that extraordinary hardships or practical difficulties may result from strict compliance with the regulations of the Ordinance 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 the Ordinance.

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

Subdivision Ordinance Section:
Subdivision 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

Submit this Form prior to the hearing along with

- **Proof of newspaper publication and**
- **Copy of PS3665 with postmark as proof of mailing**

I (we) _____

After being first duly sworn, depose and say:

- That I have published the Public Notice by Newspaper prepared by the Administrator;
- That I have notified all property owners located within a 200-foot radius and at least two properties of my property (whichever is greater) by First Class U.S. Mail 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 Public Notice Packet prepared by the Administrator;
- That the said property owners were notified that the PC will hold a public hearing regarding this application on the date of _____, at the time of _____; and
- That the names and addresses of said property owners so notified are listed on a copy of PS3665 which is a part of this Affidavit.

And further the Affiant sayeth not.

(AFFIANT)

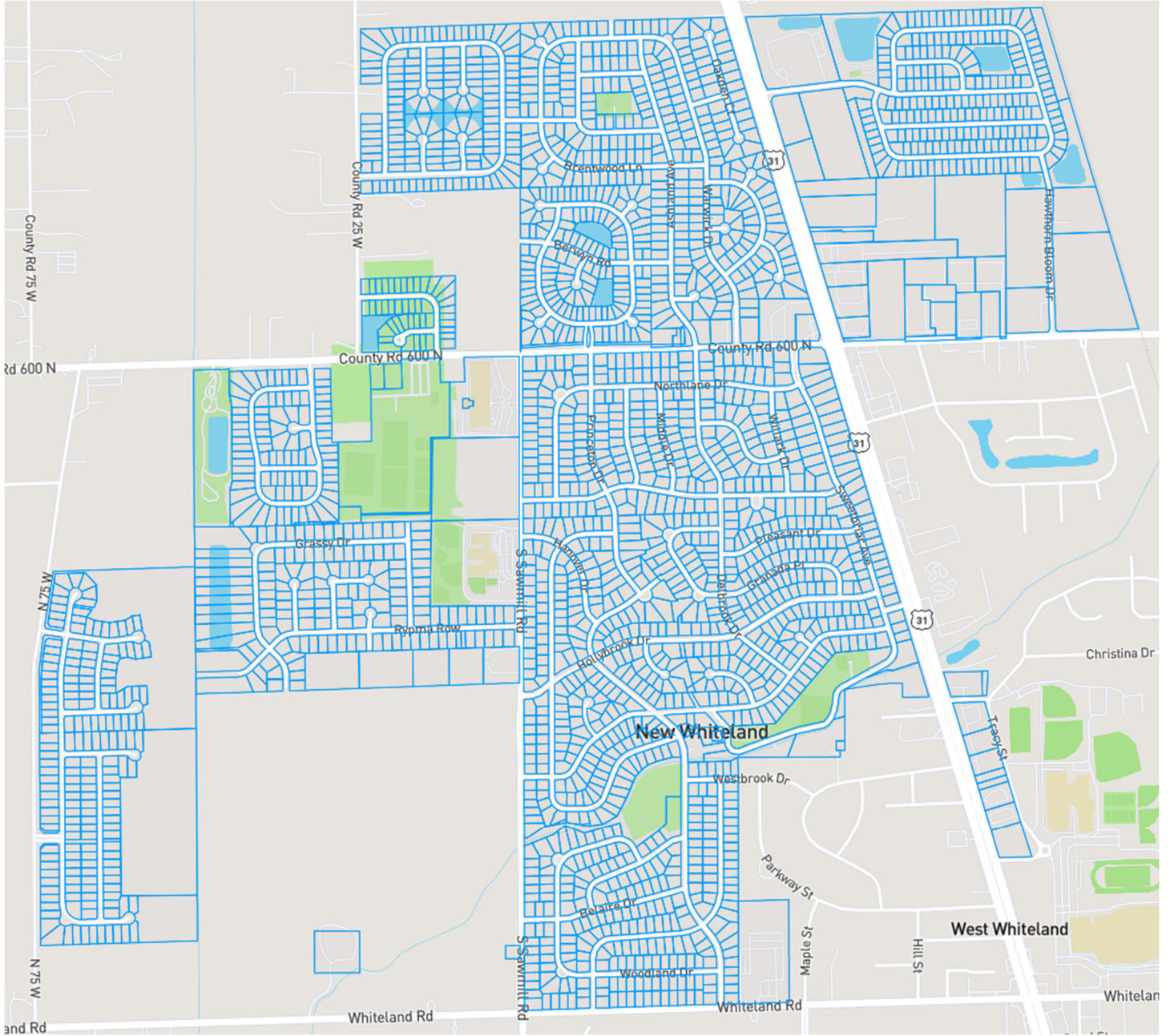
STATE OF INDIANA)
) SS:
COUNTY OF _____)

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

 , Notary Public

My Commission expires: _____ County of Residence: _____

Town Location Map – New Whiteland





Certificate of Mailing — Firm

Name and Address of Sender

TOTAL NO.
of Pieces Listed by Sender

TOTAL NO.
of Pieces Received at Post Office™

Affix Stamp Here
Postmark with Date of Receipt

Postmaster, per (name of receiving employee)

USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
1.					
2.					
3.					
4.					
5.					
6.					

Instructions for Certificate of Mailing — Firm

This service provides evidence that the mailer has presented individual items to the Postal Service™ for mailing, and is available for the following products:

- Domestic services: First-Class Mail®, First-Class Package Service®, Priority Mail®, Media Mail®, Library Mail, Bound Printed Matter, Merchandise Return Service, Parcel Return Service, and USPS Retail Ground™.
- International services: First-Class Mail International® (unregistered items), First-Class Package International Service® (unregistered items), Free Matter for the Blind, and Airmail M-bags®.

The following instructions are for the preparation and use of PS Form 3665, *Certificate of Mailing – Firm* (including USPS-approved facsimiles):

1. Complete and print all forms in ink or ball point pen.
2. Enter the name and address of the sender at the top of the form.
3. Enter a complete return address on each article.
4. Ensure the articles are properly packaged.
5. In the appropriate column, enter the applicable postage and fees.
6. Insert a firm-specific identifier or account number if desired. (This number is for the sender's use only, and the Postal Service will not use it for identification.)
7. When describing and listing three or more individual pieces but not presenting the pieces in the order shown on the sheet, consecutively number each entry line on the sheet and number each piece to show both the corresponding sheet and line number.
8. Enter the total number of articles in the proper space at the top of the form.
9. Obliterate all unused portions of the "Address" column by drawing a diagonal line through the unused portion on the form.
10. When the number of articles presented exceeds the allotted space on the form, use multiple sheets, and in the provided blank spaces in the lower left of the form, number them consecutively to show sheet number and total number of sheets (such as "Page 1 of 4," "Page 2 of 4," etc.).

11. Present PS Form 3665 and the mailing as follows:

- When the mailing has fewer than 50 mailpieces and less than 50 pounds, present the form and mailing at a retail Post Office™ location.
- When the mailing has at least 50 mailpieces or at least 50 pounds, present the form and mailing at a business mail entry unit (BMEU) or USPS-authorized detached mail unit (DMU).

Privately Printed Forms: The Postal Service allows mailers to use USPS-approved privately printed or computer-generated firm sheets that are nearly identical in design elements and color to the USPS-provided PS Form 3665. See DM1 503 for details on the approval process.

The mailer must retain the original written approval granted by the Postal Service as evidence that the privately printed facsimile of PS Form 3665 has been approved by the Postal Service. The Postal Service does not retain records on the facsimile approvals. A mailer using privately prepared forms must periodically verify them against the USPS-provided version and, if necessary, make routine updates and obtain approval of the updated facsimile form.

A mailer using an approved privately printed form and wanting the form sheets postmarked by the Postal Service must present the forms with the articles to be mailed at a Post Office facility. The forms become the mailer's only receipt (the Postal service does not retain a copy).