

Landscape Plan Review

Town of Upland, Indiana Advisory Plan Commission

This application is to be used to initiate the development review process of landscape plans.

Attachments Required: A, B, C

STEP ONE: PRE-APPLICATION

Before filing an application, it is recommended that the applicant meet with the Planning Staff 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 (765) 998 - 7439 or email uplandplanning@uplandindiana.com to schedule a meeting.

The Town Staff shall review and may approve, disapprove, or approve with modification all landscape plans for all new development, with the exception of individual single unit residential lots. All new developments are required to provide landscaping in accordance with the requirements of individual zones and the provisions of this subchapter:

- All new uses shall provide landscaping when use standards table indicates or when a particular landscape category and/or additional specific landscaping requirements are imposed as part of a discretionary permit review process;
- Remodeling or expansion of existing uses when value of new construction or alteration occurring within a two-year period is equal to or greater than 35% of the assessed value of the existing structure. In determining/deciding which of the landscaping requirements to adjust, listed in order of highest importance;
 1. Compliance with street frontage landscaping standards
 2. Compliance with perimeter landscaping standards
 3. Compliance with internal area of parking lot standards
 4. Compliance with other landscaping standards of this chapter
- When use of a structure or lot changes to another use which does not involve expansion or remodeling as provided in 153.129, the use need not provide additional landscaping except under the following circumstances
 1. Additional off-street parking is required, in which case the landscaping required by 153.506 shall be required for all new parking spaces or parking facilities provided
 2. The use is subject to review process II, III, IV, or V, in which case the review authority shall establish the minimum landscape requirements for the specific use
 3. The previous use did not comply with the requirements of the landscaping regulations in effect at the time it was established, in which case the

new use shall comply with the requirements in effect at the time of establishment of the previous use. If the location of existing buildings prevents conformance with the requirements of this subchapter, the Town Staff shall determine how the code is to be applied.

- Where there is a difference in the standards listed in this subchapter and the specific requirements listed in individual zones, the more substantial requirements shall be required. The Town Staff may permit alternative landscaping, as provided in 153.505, when the overall site development plan proposed provides equivalent or better results than required by this code.

STEP TWO: APPLICATION

Applications must be received at least 30 days before the desired hearing of the Plan Commission. At this time the Town Staff will decide to either forward the landscape plan to the Plan Commission for review and approval or conduct TRC review and approval as authorized by the Town Council. 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 Upland Town Hall, 175 North Main Street, Upland, Indiana 46989 and electronically to uplandplanning@uplandindiana.com.

The items below are required in order to complete your application and shall be submitted when your application is filed.

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 the fee schedule.
- Checks are to be made payable to the Town of Upland and submitted to the Clerk-Treasurer.

Attachment A: Affidavit of Ownership

Attachment B: Newspaper Notice

Attachment C: Neighbor Notice

Covenants and Restrictions *(if any)*

Aerial Location Map

- Aerial maps can be obtained from the Grant County Surveyor's Office, 401 South

Adams Street, Marion, Indiana, 46953, 3rd Floor. (765) 651-2407 or an internet mapping source.

- Draw property lines of the site plan on the map.

Landscaping Plan

Lighting Plan

Site Plan

The following shall be required for a Landscape Plan Review application.

1. Applicant shall submit three sets of landscape plans for review. The landscape plan may be incorporated into the site development plan or provided separately. No permit, which subject to the requirements of the zoning ordinance, shall be issued until the landscape plan for the use has been approved by the Area Plan Town Staff or the Plan Commission.
2. The landscape plan shall be drawn to a scale, which is appropriate, to accurately depict the following information:
 - a. The species names of all plants proposed to be used;
 - b. The number, size and spacing of all proposed to be used;
 - c. The lot area of the lot required to be landscaped;
 - d. The area of the lot proposed to be landscaped;
 - e. Location and dimensions of planting areas;
 - f. Details of any required berms or fences; and
 - g. The location of any proposed or required pedestrian walkways.

STEP THREE: 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 Planning Staff will meet to discuss your proposal in the Town Hall approximately three weeks before the desired hearing date. Plan Commission Staff will contact you with an appointment time. 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 FOUR: 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 five 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 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 copies of each document, which should be submitted no

less than ten days prior to the hearing.

STEP FIVE: PLAN COMMISSION HEARING

Landscape Plan applications do not always need to go before the Plan Commission. Please check with Staff to determine the requirements of your particular application.

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 third Monday of each month at 6:00 p.m. at the Upland Community Building. Always check with the Town Administration Building 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 approve, approve with conditions, or deny the application.

LANDSCAPE PLAN REVIEW APPLICATION

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:		

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:		Date TAC Review:		Date of PC Hearing:	
Decision of PC	<input type="checkbox"/> Unfavorable	<input type="checkbox"/> Favorable	<input type="checkbox"/> Favorable with Conditions	Conditions (if any):	