### Boone County Area Plan Commission

standards of the Zoning Ordinance)

of the Subdivision Control Ordinance)

### Plat Amendment

#### APPLICATION PROCEDURES:

STEP ONE: PRE-APPLICATION

Before filing an application, it is recommended that the applicant meet with the Executive Director of the Area Plan Commission at least one week prior to the anticipated application submission to discuss the proposed request and to become more familiar with the applicable requirements. At this time, the Executive Director will determine approximately how long the review process will take before the application can be heard by the APC and placed on its agenda. The anticipated agenda date will be used in all public notice requirements. Call (765) 482-3821 to schedule a meeting.

#### STEP TWO: APPLICATION

1. A complete Plat Amendment Application and all required Attachments are to be submitted by 4:00pm of the posted deadline date, as shown on the Area Plan Commission Application Schedule (see page 4). Please submit the application, attachments, and associated fees to the Area Plan Commission Office, 116 Washington Street, Room 101, Lebanon, Indiana. The APC Staff shall determine whether the application is complete. If the application is not complete, the applicant will be notified of the deficiencies. Applications submitted or completed after the posted deadline date will be placed on the next month's application cycle.

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

Application Form

 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 (Payment of Required Fees Due Post TAC Approval)

 \$300 base fee plus \$100 per lot
 \$500 base fee \$50 waiver for variances and waivers for commercial/industrial uses
 Checks are to be made payable to the Boone County Treasurer.

 Secondary Plat

 Legal Description. This is the text, which describes the location and dimensions of the property.
 Secondary Plat. (10 copies). Plans shall generally be drawn at a scale of 1"=50". Drawing must be dimensioned and include property lines, existing facilities, existing structures and proposed improvements to the property.
 Copy of Secondary Plat not exceeding 11" x 17" in size.

 Covenants and Restrictions

Attachment A: Affidavit of Ownership (submit only if the applicant is not the property owner)

Attachment B: Variance Request (submit only if requesting a Variance to any development

Attachment C: Waiver Request (submit only if requesting a Waiver to any development standards

#### **PUBLIC NOTICE PROCEDURES:**

### Newspaper Advertisement

- Complete Form: Notice of Public Hearing for Newspaper.
- Publish the completed form in either the Lebanon Reporter or the Zionsville Times Sentinel at least 15
  days prior to the APC meeting, please give yourself ample time according to the Application
  Schedule (see page 4.)
  - ➤ Lebanon Reporter daily publication. (765) 482-4650. Legal notices are due by 12:00 noon five days in advance of the desired publication date.
  - Zionsville Times Sentinel Wednesday only publication. (317) 873-6397. Legal notices are due by 5:00pm on the Friday before the Wednesday publication.
- Submit proof of your newspaper advertisement to the Area Plan Commission Office according to the Application Schedule (see page 4.)
- Failure to submit proof of advertisement after the posted deadline will automatically table the application's hearing until the next meeting of the APC.

### ☐ Surrounding Property Owner Notification

- The next business day following the filing deadline, staff will contact you with the names and addresses of all property owners within 660 feet of the subject property.
- Complete Form: Notice of Public Hearing for Surrounding Property Owners.
- Mail a Certified Letter (return receipts and green cards) to each of the listed property owners at least 15 days prior to the APC meeting, please give yourself ample time according to the Application Schedule (see page 4.) Include the form and its necessary attachments.
  - > Staff can prepare the copies of the letters for a fee of \$0.10 per page. Necessary postage and timely mailing are the responsibility of the applicant.
- If your property borders or comes close to the Boone County line, it is your responsibility to locate
  properties within the 660-foot radius that fall outside of the county and their corresponding owners.
  Contact numbers for this information are as follows:
  - ➤ Hamilton County (317) 776-9624
  - Clinton County (765) 669-6330
  - Montgomery County (765) 364-6400
  - Hendricks County (317) 746-9300
  - Marion County (317) 327-3001.
- Submit proof of property owner notification (green cards and/or return receipts) to the Area Plan commission Office according the Application Schedule (see page 4.)
- Failure to submit proof of notice after the posted deadline will automatically table the application's hearing until the next meeting of the APC.

#### TECHNICAL ADVISORY COMMITTEE

The Technical Advisory Committee (TAC) reviews the technical aspects of the proposal and will meet to discuss your proposal in the APC Office according to the Application Schedule (see page 4). APC Staff will contact you with an appointment time. The TAC generally includes APC Staff, Surveyor, Board of Health, NRCS, applicable Engineer, applicable Public Utility, applicable Executive Officer of affected Town or City, applicable Highway 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 is required by the TAC in order to make a technical review of your application. This information must be submitted by the last day to submit information for the Staff Report according to the Application Schedule (see page 4).

#### 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 10 days prior to the hearing according to the Application Schedule (see page 4.) All additional documents to be studied and considered by staff for use in the Staff Report should be submitted no less than 15 days prior to the hearing according to the Application Schedule (see page 4.) Any interested party may provide support documentation to be delivered to the APC members along with the Staff Report. To do so, the party must provide 10 copies of each document, which should be submitted no less than 15 days prior to the hearing according to the Application Schedule (see page 4.)

#### The APC HEARING

#### Area Plan Commission

The APC shall follow their adopted Rules of Procedure for the hearing, a copy of which is available at the APC office. Public hearings of the APC are generally held the first Wednesday of each month at 7:00 p.m. at the Boone County Office Building Meeting Room, 116 Washington Street, Lebanon, Indiana. Always check with the APC office 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 an attorney 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. The Commission will hear your request and make a decision.

### AREA PLAN COMMISSION APPLICATION SCHEDULE -- 2024

The following table depicts the deadlines for petitions before the APC. Deviations from this schedule are not permitted without approval from the Commission. Public hearings of the APC are generally held at 7:00 p.m. at the Boone County Office Building Meeting Room, 116 Washington Street, Lebanon, Indiana. Always check with the APC office to verify the exact meeting date, place, and time should a conflict occur.

12 Days Prior to IAC	First Wednesday of the Month	15 Days Prior to Public Hearing	15 Days Prior to Public Hearing	8 Days Prior to Public Hearing	5 Days Prior to Public Hearing	5 Days Prior to Public Hearing	
						Section of done require	ritst Wednesday of the Month
Filing Deadline	TAC Meeting at 1:30PM	Last Day to Submit Info Requested Last Day for Public Notice to be	Last Day for Public Notice to be	Agenda & Staff Report Published	Agenda & Staff Report Published   Last Dav to Suhmir Info to the Eila		
		at TAC to be in Staff Report	Published by Applicant	by Staff	(not includined in staff report)	Proof of Notification	Public Hearing
Monday, November 27, 2023	Wednesday, December 6, 2023	Tuesday, December 19, 2023	Tilesday December 19 2023	T. Cook of the state of the sta			
Thursday, December 21, 2023	Wednesday, January 3, 2024	Tuesday languary 23 2024	Tuesday become 22 2023	Idesday, December 26, 2023	Friday, December 29, 2023	Friday, December 29, 2023	Wednesday, January 3, 2024
Friday, January 19, 2024	Thursday Eabruan 1 2024	Trocdor Colored Page 20, 202	Tuesday, January 23, 2024	Tuesday, January 30, 2024	Friday, February 2, 2024	Friday, February 2, 2024	Wednesday February 7 2024
Friday February 23, 2024	Modrocody, Landy 1, 2024	Treesday, rebruary 20, 2024	Inesday, February 20, 2024	Tuesday, February 27, 2024	Friday, March 1, 2024	Friday, March 1, 2024	Wednesday Wash
Friday March 22 2024	Modeocday, Intal Cl. 5, 2024	T inesday, March 19, 2024	Tuesday, March 19, 2024	Tuesday, March 26, 2024	Friday, March 29, 2024	Friday, March 29, 2024	Wednesday April 2 202
Friday April 10 2024	Wednesday, April 3, 2024	i uesday, April 16, 2024	Tuesday, April 16, 2024	Tuesday, April 23, 2024	Friday, April 26, 2024	Friday April 26 2024	Modeocdes, April 3, 2024
Eriday, Mars 24, 2024	wednesday, May 1, 2024	Tuesday, May 21, 2024	Tuesday, May 21, 2024	Tuesday, May 28, 2024	Friday, May 31, 2024	Friday May 31 2024	Wednesday, May 1, 2024
FILIDAY, INIAY 24, 2024	Wednesday, June 5, 2024	Tuesday, June 18, 2024	Tuesday, June 18, 2024	Tuesday, June 25, 2024	Friday lupo 28 2024	Leiden the 20 2024	wednesday, June 5, 2024
Friday, June 21, 2024	Wednesday, July 3, 2024	Tuesday, July 23, 2024	Tuesday, July 23, 2024	Tuesday, July 30, 2024	Friday August 2 2024	Friday, June 28, 2024	Wednesday, July 3, 2024
Friday, July 26, 2024	Wednesday, August 7, 2024	Tuesday, August 20, 2024	Tuesday, August 20, 2024	Tipeday Aignet 27 2024	Friday, August 2, 2024	Friday, August 2, 2024	Wednesday, August 7, 2024
Friday, August 23, 2024	Wednesday, September 4, 2024	Tuesday, September 17, 2024	Tuesday September 17, 2024	Tuesday Contambas 24 2024	rilday, August 30, 2024	Friday, August 30, 2024	Wednesday, September 4, 2024
Friday, September 20, 2024	Wednesday, October 2, 2024	Tuesday, October 22, 2024	Tilesday October 22 2024	Treader, October 24, 2024	Friday, September 27, 2024	Friday, September 27, 2024	Wednesday, October 2, 2024
Friday, October 25, 2024	Wednesday, November 6, 2024	Tuesday November 19 2024	Tronder November 12, 2024	Tuesday, October 29, 2024	Friday, November 1, 2024	Friday, November 1, 2024	Wednesday, November 6, 2024
		1707 (07 1701)	desady, inoverliber 19, 2024	luesday, November 26, 2024	Monday, December 2, 2024	Monday, December 2, 2024	Wednesday, December 4, 2024
Deadline Changed Due to Office Closure (Holiday or Weekend)	Sure (Holiday or Weekend)						
ticle 5.2.3 Information to be	** Article 5.2.3 Information to be delivered with the staff report should be submitted no lace than fifton visit demonstration to	he submitted no less than fifteen (15	All and the second second second				
icle 5.3 All parties shall be all	** Article 5.3 All parties shall be allowed to submit documents into public record up to no less than five (5) days prior to the meeting	ic record up to no less than five (5) da	avs prior to the meeting				
C Bules of Drocodure ctate th		** ADC Bullot of Decoration - 1-1-1 for the first of Decoration - 1-1-1 for the Deco	יום וווכ ווויכרווופ				

Version Dated November 15, 2023

Boone County Area Plan Commission
116 Washington Street, Room 101
Lebanon, IN 46052
Phone (765) 482-3821 \* Fax (765) 483-5241
www.boonecounty.in.gov/apc

For Office Use O	mly: FILE NUME	BER	
		-25-	
Year	Twp	File #	_

1. Petitioner(s) Check one: □ owner □ agent □ lessee □ Name:	contract purchaser
Address:	
Phone Number: Fax Number:	E-Mail Address:
2. Property Owner(s) If Applicant is not the Owner, attach completed Attachment A: Affin	davit of Ownership
Address:	
Phone Number: Fax Number:	E-Mail Address:
3. Applicant's Contact Person or any) Contact Person/Attorney Name:	Attorney and Project Engineer (if Project Engineer:
Address:	Address:
Phone Number:	Phone Number:
Fax Number:	Fax Number:
E-Mail Address:	E-Mail Address:
4. Site Information  If only part of a parcel is requested for the Pla Parcel Identification Number(s).  Boone County Parcel Identification Number(s):	t Amendment, then write "PART" after the Boone County
Address:	
General street location from the closest street intersection:	
Township	Section Twp Range
Existing Use of the Property:	Area (acres or square feet):
Number of Proposed Lots:	Area of Dedicated Open Space (acres)
Current Zoning:	Current Comprehensive Plan designation:

5. Attachments to Include With Appl:  □ Application Fee: \$300 plus \$100 per lot  □ \$500 base fee \$50 waiver for variances & waivers for commercial And industrial uses  □ Legal Description  □ 10 Secondary Plat Plans (include copy 11"x17" or smaller)  □ Covenants and Restrictions	ication  ☐ Clear Transparency ☐ Attachment A: Affidavit of Ownership (if applicable) ☐ Attachment B: Variance Request (if applicable) ☐ Attachment C: Waiver Request (if applicable)
The undersigned states the above information is to Signature(s) of Applicant(s):	rue and correct as (s)he is informed and believes.  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:	
	te Use Only
Date Filed: Public Notice:	Newspaper Ad:
Date of APC Hearing:	
Decision of APC: □ unfavorable □ favorable □ favorable v	with conditions
Conditions:	

### Attachment A: Affidavit of Ownership

If the owner(s) of the subject property are giving authorization for someone else to apply for the Plat Amendment, this Attachment is to be completed and submitted at the time of application.

I (WE),	ne(s) of owner(s) of subject property)		, do hereb	y certify that I (V	Ve) am
(nam	ne(s) of owner(s) of subject property)		•		,
(are) the owner(s) of the pro-	operty legally described as _				,
-		(Be	oone County Parcel Identification	on Number)	
and hereby certify that I (W	e) have given authorization t	.0			, to
,	, 0	(N	ame of Petitioner and Represen	tative (if any))	
apply for the Plat Amendm	ent for My (Our) property.				
11 7	, (,,				
Name of Owner(s):	Parcel Identification Number	Signature:		Date:	
	I	)		Date.	
· ·					
					· · · · · · · · · · · · · · · · · · ·
Notary Statement	.1				
Sworn to and subscribed before m			Notary Public / Printe	ed	
day of Notary Public in and for the State	, 20		And the second of the second o		
Notary Public in and for the State	of Indiana.		Seal		
My commission expires:					

### Attachment B: Variance Request

If the applicant requires a Variance to any of the development standards of the Zoning Ordinance, this Attachment is to be completed and submitted at the time of application.

Development Standard for Variance Request | Description of Proposed Alternative

1.			
2.			
3.			
4.			
5.			
Standards for Evaluating Varia In accordance with the Boone County Zoning Ordinance, <u>all</u> of the following Ordinance, all of	<b>nces</b> owing conditions must be met in order to grant a Variance:		
1. The Variance will not be injurious to the public health, safety, mo			
2. The use or value of the area adjacent to the property included i because	n the variance will not be affected in a substantially adverse manner		
3. The strict application of the terms of the Ordinance will continue the usual and unnecessary hardship as applied to the property for which the variance is sought because			

### **Attachment C: Waiver Request**

If the applicant requires a Waiver to any of the development standards of the Subdivision Control Ordinance, this Attachment is to be completed and submitted at the time of application.

Development Standard for Waiver Request	Description of Proposed Alternative
1.	
2.	
3.	
4.	
5.	

## Form: Notice of Public Hearing for Newspaper

This information along with the Legal Description is to be published one time in either the Lebanon Reporter or the Zionsville Times Sentinel. The publication is to be at least 15 days prior to the public hearing of the APC according to the Application Schedule. Contact each newspaper for their individual deadlines for publication submittals.

- Lebanon Reporter daily publication. (765) 482-4650. Legal notices are due by 12:00 noon five days in advance of the desired publication date.
- Zionsville Times Sentinel Wednesday only publication. (317) 873-6397. Legal notices are due by 5:00pm on the Friday before the Wednesday publication.

This is to inform you that the Boone County Area Plan Co	mmission will hold a Public Hearing on
(date)	he
The application submitted by acres of property located in	requests a Plat Amendment to
(property address/location) in the following legal description. The request is for the regarding this application can be viewed at the Boone C Street, Lebanon, Indiana on or before such hearing. Writte may be filed up to five days prior to the hearing. Intereste be given the opportunity to be heard at the above mentione	ounty Area Plan Commission Office, 116 Washington on suggestions or objections relevant to the application ed persons desiring to present their views workally will
Applicant:	

# Form: Notice of Public Hearing for Surrounding Property Owners

This information along with the legal description, site plan, and Notice of Public Hearing brochure is be mailed to each of the surrounding property owners on the list supplied by staff. The notices are to be postmarked at least 15 days prior to the public hearing of the APC according to the Application Schedule.

This is to inform you that the Boone County Area Plan Commission w	vill hold a Public Hearing on
, 20 at 7:00p.m. at the	
Lebanon, Indiana. Call (765) 482-3821 f	or the exact location should a conflict occur.
The application submitted by	requests a Plat Amendment to
acres of property located in	Township at
(property address/location)	nd which is more specifically described
in the following legal description. The request is for the purpose of regarding this application can be viewed at the Boone County Area	allowing a Plat Amendment. Information a Plan Commission Office, 116 Washington
Street, Lebanon, Indiana on or before such hearing. Written suggesti may be filed up to five days prior to the hearing. Interested persons	ons or objections relevant to the application desiring to present their views verbally will
be given the opportunity to be heard at the above mentioned time and	d place.
Applicant:	