

APC Application Packet



Boone County Area Plan Commission

This application packet is for petitions under the jurisdiction of the Boone County Area Plan Commission and includes:

- **Development Plan** - a review of any new construction, exterior alteration, relocation, demolition, occupancy, or change or expansion in use of a commercial, industrial, or certain residential uses (condominiums, multi-family, etc.)
- **Zone Map Change** - a change from one zoning district to another
- **Planned Unit Development (PUD)** - a customized zoning district that includes a detailed PUD District Ordinance.
- **Subdivisions** - division of a lot into two or more lots.
 - **Minor Residential Subdivision** (since 1999, the creation of 4 lots or less, including the parent parcel)
 - **Major Subdivision** (Commercial, Industrial, or Residential - 5 lots or more, including the parent parcel)
 - Concept Plan - internal review of a subdivision before applying for Primary Plat
 - Primary Plat - preliminary approval of a subdivision layout.
 - Secondary Plat & Construction Drawings - final approval of a subdivision layout including detailed construction drawings and the plat for recording.
- **Modification or Termination of Commitments** - applies to commitments made as part of a decision made by the APC.

STEP 1: Pre-Application Review.

Pre-Application review is required for all APC applications. Please email your entire draft application, forms, and attachments by the Pre-App Review date on the Application Schedule to the Executive Director at nschell@co.boone.in.us. Be sure to note "APC Application for ____" in the subject line along with the applicant's last name. Questions can be sent to this email or call (765) 482-3821. Note that the application **DOES NOT** have to be notarized at this time.

STEP 2: APC Submittal Checklist

	Development Plan	Zone Map Change	Planned Unit Development	Major Subdivision - Concept Plan	Major Subdivision - Primary Plat	Major Subdivision - Secondary Plat or Plat Amendment	Minor Residential Subdivision or Plat Amendment	Modification/Termination of Commitments
Application Fee	\$1,000	\$1,000	\$1,000 + \$100 /pg of Ord	\$800	\$1,000	\$1,500	\$1,000	\$275
1. Application Form	✓	✓	✓	✓	✓	✓	✓	✓
2. Narrative (part of App. Form)	✓	✓	✓	✓	✓	✓	✓	✓
3. County Location Map	✓	✓	✓	✓	✓	✓	✓	✓
4. Aerial Map of Site	✓	✓	✓	✓	✓	✓	✓	
5. Site Plan	✓	✓	✓	✓	✓	✓	✓	✓
6. Drainage Calculations	✓				✓	✓		
7. Plat Plans	✓				✓	✓	✓	
8. Construction Plans	✓					✓		
9. Deed and Legal Description	✓	✓	✓	✓	✓	✓	✓	✓
10. Proof of Sewer/Water Service	✓				✓	✓		
11. PUD District Ordinance and Detailed District Comparison Chart			✓					
12. Existing Commitments and Proposed Edits to Commitments								✓
13. Draft Ordinance for Consideration			✓					
Attachment A: Consent of Property Owner (if applicable)	✓	✓	✓	✓	✓	✓	✓	✓
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: Request for Waiver from Subdivision Standards					✓	✓		

Explanation and Format of Application Submittal Materials

If materials are submitted electronically, they must be in the format shown. If items on the checklist are sent in separate PDFs, they must include a file name that corresponds to the checklist item. Image files will not be accepted (jpg, tiff, etc.). (For example: 01 Application.pdf; 04 Aerial Map.pdf; 06 Narrative.pdf; etc.).

1. **Application Form:** All items must be fully completed and signed by the applicant(s). The form does not need to be notarized until your final filing. Information about the parcel number, zoning, and surrounding land uses can be found on the Boone County GIS website at: [Boone County GIS Map Viewer](#).
2. **Narrative:** Provide a detailed narrative describing the nature of the application, the history of lot splits, the desired land use, and the details of the proposed development including information such as 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 (rezoning, platting, amendments, other approvals, etc.)
3. **County Location Map:** Using the map on page 14 of this packet, indicate where the property is generally located in the county with a star.
4. **Aerial Map of the Site:** Provide an aerial map of the subject parcel formatted for 8 ½" x 11" in size that zooms in on the subject parcel. The map can be obtained from Google Maps, Boone County GIS, or other similar aerial mapping programs. Be sure to outline the subject parcel.
5. **Site Plan:** Provide a basic site plan formatted for 8 ½" x 11" in size, showing the basic layout of the proposed development.
6. **Drainage Calculations:** Provide preliminary drainage narrative for primary plats and a full drainage plan and calculations for all other applications.
7. **Plat Plans:** Submit a set of plans that are formatted for 11"x17". Plans **MUST** be prepared in accordance with the county's ordinances and current Document and Drawing Specifications.
8. **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 in accordance with the county's ordinances and current Document and Drawing Specifications.
9. **Deed and Legal Description:**
 - Deed - This is evidence of property ownership as well as any restrictions associated with the property. A copy of the recorded deed for the property with the Recorder's Stamp, available from the Boone County Recorder's Office, 202 Courthouse Square, Lebanon, IN 46052, (765) 482-3070.
 - Legal Description - **Only required if the lot does not have its own tax parcel ID number.* The legal description is 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.
10. **Proof of Sewer/Water Service:** If applicable, 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.
11. **PUD District Ordinance and Detailed District Comparison Chart:**
 - The PUD District Ordinance language shall be submitted in Word and drafted to independently and exclusively regulate the PUD. This comprehensive ordinance shall be organized into the following chapters: 1) Introduction and Administration; 2) PUD Districts with uses and development standards; 3) Standards for Specific Uses; 4) Site Development Standards; 5) PUD Procedures; 6) Definitions.
 - Provide a chart that compares all of the permitted uses and development standards of the most similar Boone County zoning district(s) with the proposed PUD district(s) so that the character of the PUD can be understood for review.
12. **Existing and Proposed Commitments:** Provide a copy of the existing commitments as well as a separate mark-up copy clearly showing the requested modifications.
13. **Draft Ordinance for Consideration:** Provide a draft ordinance in Word for consideration by the legislative body.
14. **Attachments A - F:** Complete necessary attachments per the respective instructions contained on each form.

STEP 3: Completing the Filing Application.

You will receive an email confirmation when the Executive Director has completed the Pre-Application Review and you are ready to complete the filing of this application. This email will include instructions for making an appointment to complete the filing and schedule the Technical Advisory Committee Meeting (TAC). Filings submitted or completed after the posted submittal deadline may be placed on the application cycle for the next regular meeting. Questions about completing the filing of the application can be directed to the Administrative Assistant at (765) 482-3821 or aelliott@co.boone.in.us.

At this time our office can only accept payment by cash or checks made out to the “Boone County Treasurer”. Our office will NEVER request payment by wire transfer.

Permit Fees and Other Fees

APC Petitions	
Minor Residential Subdivision (or Plat Amendment)	\$1,000
Subdivision - Concept Plan	\$800
Subdivision - Primary Plat	\$1,000
Subdivision - Secondary Plat (or Plat Amendment)	\$1,500
Development Plan (or Amendment)	\$1,000
Zone Map Change or PUD	\$1,000
PUD District Ordinance	\$100/page
Modification/Termination of Commitments	\$275
Fines	
Construction Error Requiring Variance	When construction occurred that did not meet the approved Development Plan. The fine is 5X the initial Development Plan fee in addition to the cost of the Variance.

STEP 4: Notifying the Public

State Law and the Rules and Procedures for the Boone County APC and BZA 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.

Staff will prepare the notices and provide a list of surrounding property owners. The Application is responsible for publication/mailing as well as the associated costs.

Notification by Newspaper

Publish the newspaper notification prepared by the Administrator/Staff one time in each of the newspapers 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 and provide a copy of this Form prior to the hearing to show proof of newspaper notification.

- Lebanon Reporter - 117 E Washington Street, Lebanon, IN 46052, (765) 482-4650.

Surrounding Property Owner Notification

The Petitioner must notify all property owners within 660 feet of the subject property. A list of property owners that need to be notified will be provided by staff.

The surrounding property owner notification is to be mailed by First Class Certificate of Mailing (NOT certified mail with green cards). Certificate of Mailing provides evidence that mail has been presented to the post office for mailing. Use *USPS Form 3665: Certificate of Mailing Firm* provided by staff and follow the instructions for mailing.

After being stamped by the Post Office, provide a copy of this Form prior to the hearing to show proof of mailing notification. All letters must be postmarked by the Public Notice Deadline on the Application Schedule.

2027 Application Schedule

The following table depicts the deadlines for petitions before the Boone County Area Plan Commission. Deviations from this schedule are not permitted.

Pre-App Review	Filing Completion	TAC Meeting	Deadline for Submitting Additional Info/Revisions	Public Notice Deadline	Staff Report Published	PC Hearing or Meeting
Nov. 13, 2026	Nov. 20, 2026	Dec. 2, 2026	Dec. 11, 2026	Dec. 23, 2026	Dec. 30, 2026	Jan. 6
Dec. 21, 2026	Dec. 28, 2026	Jan. 6	Jan. 15	Jan. 20	Jan. 27	Feb. 3
Jan. 15	Jan. 22	Feb. 3	Feb. 12	Feb. 17	Feb. 24	March 3
Feb. 12	Feb. 19	March 3	March 12	March 24	March 31	April 7
March 22	March 29	April 7	April 16	April 21	April 28	May 5
April 16	April 23	May 5	May 14	May 19	May 26	June 2
May 14	May 21	June 2	June 11	June 23	June 30	July 7
June 18	June 25	July 7	July 16	July 21	July 28	Aug. 4
July 16	July 23	Aug. 4	Aug. 13	Aug. 18	Aug. 25	Sept. 1
Aug. 13	Aug. 20	Sept. 1	Sept. 10	Sept. 22	Sept. 29	Oct. 6
Sept. 17	Sept. 24	Oct. 6	Oct. 15	Oct. 20	Oct. 27	Nov. 3
Oct. 15	Oct. 22	Nov. 3	Nov. 12	Nov. 17	Nov. 24	Dec. 1

- **Pre-App Review:** See “STEP 1” on page 1 of this application packet.
- **Filing Completion:** See “STEP 3” on page 4 of this application packet.
- **TAC Meeting:** The Technical Advisory Committee (TAC) Meetings are held at the APC Office, 116 W Washington Street, Room 101, Lebanon, IN 46052, (765) 482-3821. **The engineer preparing plans for a subdivision or development plan application MUST attend the meeting.**
- **Deadline for Submitting Additional Info/Revisions to the File:** At the TAC meeting, revisions or additions to the plans and/or file must be submitted by 12:00pm noon on the date indicated in order to remain on the current application schedule.
- **Public Notice Deadline:** Deadline to publish public notice in the newspapers and postmark mailings to surrounding property owners.
- **Staff Report Published:** On or after the date indicated, Staff Reports will be emailed directly to the APC members and the Applicant/Owner.
- **Submit Proof of Public Notice:** Prior to the hearing date, submit *Form 1: Affidavit of Notification* (provided by staff) as proof of adequate public notice of the hearing. Forms shall be emailed with a cover letter to the attention of the Administrative Assistant at aelliott@co.boone.in.us or to the Executive Director at nschell@co.boone.in.us.
- **APC Hearing:** Unless otherwise noticed, APC Hearings are held at 6:00pm in the Connie Lamar Room at the Boone County Office Building, 116 W Washington Street, Lebanon, IN 46052. The Applicant or their representative is required to attend.

For Office Use Only

File #

APC Application

This application is being submitted for:



- | | | |
|---|---|---|
| ☐ Development Plan | ☐ Zone Map Change | ☐ PUD |
| ☐ Concept Plan | ☐ Minor Residential Subdivision | ☐ Modification of Commitments |
| ☐ Primary Plat | ☐ Secondary Plat & Construction Drawings | ☐ Waiver from subdivision standard |

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 (Check one): ☐ Sole owner ☐ Joint Owner ☐ Tenant ☐ Agent ☐ Other (specify):	

Premises Affected

10-digit County Parcel Number		Acreage		
Actual or Approximate address:		Township:		
Subdivision Name:		Lot Number(s):		
Zoning of Subject Property:	Use of Subject Property:		Flood Zone on Site:	
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_____.

APC Application Narrative and History

Provide a detailed narrative describing the nature of the application, the history of lot splits, the desired land use, and the details of the proposed development including information such as 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 (rezoning, platting, amendments, other approvals, etc.)

Narrative

History of the Project

Provide additional sheets if needed.

Attachment A: Consent of Property Owner

Complete and submit ONLY if the 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 improvements do you anticipate submitting performance guarantees?

- ☐ Streets
- ☐ Signs and Monuments
- ☐ Sanitary Sewers
- ☐ Off-Site Sewers
- ☐ Storm Sewers
- ☐ Off-Site Drainage
- ☐ Sidewalks
- ☐ Other _____
- ☐ 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 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 APC's recommendation and the County Commissioners or 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 identifies this area for future land use as _____.

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. *(Explain in detail how changing the zoning will not have a negative effect on surrounding properties or the character of the area and what you will do to mitigate this.)*

3. The requested zoning change will result in the most desirable use for which the land is adapted. *(Explain in detail how changing the zoning will complement the other land uses in the area and what you will do to achieve this.)*

4. The requested zoning change will not affect the property values throughout the Boone County community. *(Explain in detail how changing the zoning will not have a negative impact on property values in the county and what you will do to achieve this.)*

5. The requested zoning change promotes responsible development and growth. *(Explain in detail how changing the zoning will logically fit in with the current and future land use patterns, provide proper access, and connect to utilities where appropriate.)*

Attachment F: Request for Waiver from Subdivision Standards

Where the APC finds that extraordinary hardships or practical difficulties may result from strict compliance with the subdivision 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 the subdivision regulations. Note that a waiver request from the standards for public infrastructure should require a favorable recommendation from the TAC Committee before being considered by the APC.

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

Ordinance Citation:
Subdivision standard(s) 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...

County Location Map

Add a ★ to this map indicating the general area of where the subject property is located.

