

AMENDMENT TO ZONING COMMITMENT

PETITION CHECKLIST HANCOCK COUNTY AREA PLAN COMMISSION *Filing Deadline is 11:00 AM*

The following items must be submitted before an Amendment to Zoning Commitment petition can be scheduled for a public hearing. Any questions regarding these items should be directed to the Plan Commission Office at (317) 477-1134. All information must be typed or printed in ink.

- ❑ **Application Form with original signatures (attached):**
If the petitioner is not the landowner, then the petition shall include a notarized affidavit and consent of the property owner(s) bearing the owner's original signature.
- ❑ **Affidavit of Notice of Public Hearing with list of adjoining landowners (attached):**
The petitioner must publish the public hearing in a local newspaper at least ten days before the hearing date. The Proof of Publication and Certificate of Mailing Receipt must be submitted to the Plan Commission office by the petitioner no less than 24 hours before the hearing date.
- ❑ **Notice of Public Hearing (attached):**
Notice of the public hearing must be sent to all owners of property for all adjoining parcels of land to a depth of two ownerships or 600 feet, whichever is less.
- ❑ **Supporting Information– 1 Full Size Set (18"x24"), 11 Stapled Sets (11"x17") and 1 pdf:**
Applications for zoning map amendments must include the following information:
 - Site Plan. A conceptual site plan, drawn to scale, showing all features relevant to the site and application.
 - Vicinity Map. A vicinity map, drawn to scale, showing the use and zoning of all properties within 500 feet of the property subject to the rezoning request, in addition to the following:
 - ❑ Property Dimensions and Property Lines
 - ❑ Other items that may be required by the Planning Director.
- ❑ **Warranty Deed, Quitclaim Deed, and/or Contract, including legal description:**
The deed and/or contract must be executed and recorded.
- ❑ **Letter of Intent:**
A letter of intent to the Plan Commission stating the reasons for the rezoning, including a detailed description of any proposed development for which the rezoning is sought, any written commitments being made by the applicant, and a statement of how the proposed rezoning relates to the county's comprehensive plan.
- ❑ **Filing Fee: \$ _____**
Cash, Check, or Money Order payable to the Hancock County Area Plan Commission or HCPC. The filing fee is not refundable.

Please Note: The public hearing for this project will automatically continue to the following month if supplemental information exceeding two pages (8.5" x 11") is submitted less than 10 days prior to the hearing date.

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**APPLICATION
HANCOCK COUNTY AREA PLAN COMMISSION**

Petitioner's Contact Information:

Petitioner's Name _____ Phone _____

Address / City / Zip _____

Email Address _____

Project Description:

I (We), the above listed petitioner, request an amendment to zoning commitment for property described according to the attached legal description and generally located at:

_____.

Present Use of Property: _____

Township Name: _____ (Section _____ Township _____ Range _____)

Owner's Contact Information: *If the petitioner is not the land owner, then the petitioner must provide a notarized affidavit and consent of the property owner(s) bearing the owner's original signature.*

Name: _____ Phone: _____

Address / City / Zip: _____

Registered Engineer or Surveyor Contact Information:

Name: _____ Phone: _____

Address / City / Zip: _____

Email Address _____

**Petitioner or Agent Signature
Signed and Printed**

Date

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

HANCOCK COUNTY AREA PLAN COMMISSION

Legal Notice: I (We) understand that a public hearing will held by the Plan Commission to consider this petition and that I (we) will prepare and pay for a legal notice consistent with the requirements of IC 5-3-1 for publication in the local newspaper. The legal notice shall appear in the newspaper no less than one time at least ten days prior to the public hearing, not including the date of the hearing. The legal notice shall include the information pursuant to HCC 156.101(A).

Notice to Interested Parties: In addition, I (We) will prepare, pay for, and distribute written notice of the application to all interested parties. The written notice shall be distributed at least ten days prior to the public hearing, not including the date of the hearing. In no instances shall streets, alleys, streams, or other features be considered boundaries for precluding notification. The notice shall contain the same information as the legal notice that is published in the newspaper as outlined in HCC 156.101(A). The notices will be sent by certificate of mailing no later than the _____ day of _____, 20____, being at least ten (10) days prior to _____, 20____, the date of the public hearing.

Notification Requirements: I (We) will provide notification to owners of all parcels of land adjoining the subject property to a depth of two ownerships or 600 feet, whichever is less, from the exterior boundaries of the subject property. The most current **list of property owners will be obtained from the Plan Commission office** and verified through the County Auditor’s Office. Where any adjacent parcels of land are owned by me (us), subject property will include adjacent land owned by me (us). Attached is the list of the land owners. A “Notice of Public Hearing” card, provided by the Planning Commission, will be posted by me (us) on the property within 15 feet of the road easement and clearly visible from the road or street at least 10 days prior to the hearing.

Petitioner or Agent Signature
Signed and Printed

Date

Dated this _____ day of _____, 20_____.

Subscribed and sworn before me, a Notary Public, in and for said County and State, this _____ day of _____, 20_____.

Notary Public

County

Commission Expires

AMENDMENT TO ZONING COMMITMENTS

**NOTICE OF PUBLIC HEARING
HANCOCK COUNTY AREA PLAN COMMISSION**

Hearing Information: Notice is hereby given that on the _____ day of _____, 20____ at 6:30 P.M. a public hearing will be held by the Hancock County Area Plan Commission in the Hancock County Annex, 111 American Legion Place, Greenfield, Indiana, for the purpose of considering a petition to Amend Zoning Commitments the following described real estate:

Property Location. The subject site is located on the N/S/E/W side of _____ between roads _____ and _____ in _____ Township with a street address/city/zip of _____, Parcel No(s).

_____,
containing _____ acres. The purpose of the petition is to _____

_____.

Petitioner’s Contact Information: (Name / Mailing Address / Phone Number / Email Address)

Supporting Information: The supporting information is available for examination at the office of the Hancock County Area Plan Commission.

Written Comments: Written comments on the application will be accepted prior to the public hearing and may be submitted to the Planning Director.

All interested persons desiring to present their views on the petition will have an opportunity to be heard. Pursuant to the Americans With Disabilities Act, any individual interested in attending the hearing should contact the Hancock County Area Plan Commission and advise what, if any, accommodation is needed to attend the hearing. Said hearing may be continued from time to time without further notice.

Petitioner and all members of the public wishing to provide documents or other written information for consideration by the Board regarding a petition shall provide to the Plan Director any and all such documents intended to be considered by the Board no later than 12 o’clock noon on the Friday before the petition is scheduled for hearing. No further documents, including visual or written presentations, videos, illustrations, written evidence, or written testimony of any kind will be accepted or considered at the hearing if not provided to the Plan Director in a timely manner as set forth above.

For more information, contact the Hancock County Plan Commission at (317) 477-1134. The Commission office is located at 111 American Legion Place, Suite 146, Hancock County Annex Building, Greenfield, IN 46140.

Note to Publisher: This notice must appear at least one (1) time not less than ten (10) days prior to the hearing date.