WESTFIELD-WASHINGTON TOWNSHIP APPLICATION FORM

# DEVELOPMENT PLAN APPLICATION

*OFFICE USE ONLY*

**DOCKET #:** _____ **FILING DATE:** _____

**FILING FEE:** $_____ FEE PLUS $ _____ PER ACRE (@ _____ ACRES) = **$**_____

## PRE-FILING CONFERENCE

PRE-FILING CONFERENCE WITH: _____ (STAFF NAME) DATE: _____

## PRIOR OR RELATED DOCKET NUMBERS

CHANGE OF ZONING: _____ AMENDMENTS: _____ DEVELOPMENT PLAN: _____

PRIMARY PLAT: _____ SECONDARY PLAT: _____ VARIANCE(S): _____

## APPLICANT INFORMATION

APPLICANT'S NAME: _____ TELEPHONE: _____

ADDRESS: _____ EMAIL: _____

PROPERTY OWNER'S NAME: _____ TELEPHONE: _____

ADDRESS: _____ EMAIL: _____

REPRESENTATIVE'S NAME: _____ TELEPHONE: _____

COMPANY:_____ EMAIL: _____

ADDRESS: _____

## PROPERTY AND PROJECT INFORMATION

PROJECT TO BE KNOWN AS: _____

ADDRESS OR PROPERTY LOCATION: _____

ACREAGE: _____ (ATTACH LEGAL DESCRIPTION) PROPOSED LAND USE: _____

COUNTY PARCEL ID #(S): _____

EXISTING ZONING DISTRICT(S): _____ EXISTING LAND USE(S): _____

IS A WAIVER BEING REQUESTED? ☐ YES ☐ NO IF YES, DESCRIBE: _____

_____

_____

TYPE OF DEVELOPMENT PLAN: ☐ OVERALL (ODP) (PRIMARY PLAT DOCKET #: _____-SPP-_____)

NUMBER OF LOTS: _____ NEW PUBLIC WAYS PROPOSED? ☐ YES ☐ NO

AMOUNT OF OPEN SPACE: _____ ACRES

☐ DETAILED / INDIVIDUAL LOT (DDP) (SUBDIVISION: _____ LOT #: _____)

(OVERALL DEVELOPMENT PLAN DOCKET #: _____-ODP- _____)

IMPERVIOUS AREA (SQ FT): _____ BUILDING SIZE (SQ FT): _____

## APPLICANT AFFIDAVIT

*IN WITNESS WHEREOF, the undersigned, having duly sworn, upon oath says that above information is true and correct as he/she is informed and believes and that Applicant owns or controls the property involved in this application.*

_____ Applicant/Representive (signature)

_____ Applicant/Representative (printed)

*Before me the undersigned, a Notary Public in and for said County and State, personally appeared the above party, who having been duly sworn acknowledged the execution of the foregoing Application.*

*Witness my hand and Notarial Seal this ____ day of _____, 20____.*

State of _____, County of _____, SS:

_____
Notary Public Signature

_____
Notary Public (printed)

## PROPERTY OWNER AFFIDAVIT

*IN WITNESS WHEREOF, the undersigned, having duly sworn, upon oath says they are the owners of the property involved in this application and that they hereby acknowledge and consent to the foregoing Application.*

_____ Property Owner (signature)*

_____ Property Owner (printed)

*Before me the undersigned, a Notary Public in and for said County and State, personally appeared the Property Owner, who having been duly sworn acknowledged and consents to the execution of the foregoing Application.*

*Witness my hand and Notarial Seal this ____ day of _____, 20____.*

State of _____, County of _____, SS:

_____
Notary Public Signature

_____
Notary Public (printed)

**A signature from each party having interest in the property involved in this application is required. If the Property Owner's signature cannot be obtained on the application, then a notarized statement by each Property Owner acknowledging and consenting to the filing of this application is required with the application.*

# DEVELOPMENT PLAN

## GENERAL INSTRUCTIONS

A. **Pre-Filing Conference:** A pre-filing conference is required for all petitions. An appointment must be made with the Economic and Community Development Department (the "Department") to discuss a petition prior to filing. An application will not be considered filed until a pre-filing conference has occurred. An applicant should have a draft set of the proposed development plan for the pre-filing conference. Applicants are encouraged to incorporate the Department's comments into the application prior to filing.

B. **Filing Petition:** A petition shall be filed with the Department by the filing deadline in accordance with the Schedule of Meeting and Filing Dates. In order to be deemed a complete petition, a petition shall include the following:

- ☐ Completed Application
- ☐ Legal Description
- ☐ Draft Public Notice
- ☐ TAC Delivery Affidavit
- ☐ Property Owner Consent
- ☐ Filing Fee Check (made out to "City of Westfield")
- ☐ Copy of Property Deed
- ☐ List of Adjoining Property Owners (as provided by County)
- ☐ Narrative Statement (describing nature of development)
- ☐ Vicinity Map (including property within 500 feet)
- ☐ Materials Board (consisting of samples of the proposed exterior materials and colors)
- ☐ Development Plan (in accordance with the Zoning Ordinance)

(one hardcopy and one digital copy (PDF format) is required for the Department)

C. **Technical Advisory Committee (TAC):** The applicant is responsible for submitting a copy of the application and related information to Technical Advisory Committee members prior to filing. An affidavit confirming delivery of information is required to be completed and signed by the applicant and submitted with the petition. Technical Advisory Committee meetings are held in the City Services Building (2728 East 171st Street, Westfield, IN 46074) in accordance with the Schedule of Meeting and Filing Dates. A representative must be present at this meeting.

D. **Public Hearing and Notice:** All development plan applications require a public hearing by the Plan Commission. The hearing is held at the first Plan Commission meeting of the month, in accordance with the Schedule of Meeting and Filing Dates. Notice of the hearing is required in accordance with the Plan Commission's Rules of Procedure:

1. Newspaper Publication: Notice of the hearing will be published in the Indy Star and The Times. The Department will handle the newspaper publication requirement.
2. Mailed Public Notice: The applicant is responsible to send public notice by mail to all interested parties by certified mail, postmarked at least ten (10) days prior to the hearing. A list of adjacent property owners may be obtained from the **Hamilton County Auditor, Office of Transfers and Mapping** (33 North 9th Street, Noblesville, IN 46060, (317) 776-9624), and shall include all owners of property to a depth of two (2) ownerships of no direct or indirect financial or other interest to the applicant or property owner or one-eighth of a mile (1/8), whichever is less.
3. Public Notice Sign: The applicant is responsible to post a public notice sign(s) on the property at least ten (10) days prior to the public hearing. The Department will determine sign locations and will make signs available for the applicant to obtain in the office of the Department.
4. Affidavit of Notice of Public Hearing: The applicant shall deliver a copy of the mailed notice and a signed affidavit, verifying that the notices were mailed and the public notice sign(s) was posted on the subject property, to the Department at least four (4) calendar days prior to the public hearing.

E. **Revisions:** Following the hearing, the applicant will have an opportunity to make revisions to the petition as a result of the TAC review, staff comments and public hearing comments. Revisions must be submitted electronically (PDF format) to the Department pursuant to the Schedule of Meeting and Filing Dates (see "Revised Plans Submittal Deadline").

F. **Plan Commission:** Following the public hearing and submittal of revised plans (typically at the second Plan Commission meeting of the month), the Plan Commission may either approve or deny the petition.

G. **Resource:** Please see the Plan Commission's Rules of Procedure for more detailed procedural information.