

DEVELOPMENT PLAN APPLICATION

OFFICE USE ONLY

DOCKET #: _____ FILING DATE: _____
 FILING FEE: \$ _____ FEE PLUS \$ _____ PER ACRE (@ _____ ARCES)= \$ _____

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): _____

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
 - Draft Public Notice
 - TAC Delivery Affidavit
 - Property Owner Consent
 - Copy of Property Deed
 - 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)
 - Legal Description
 - List of Adjoining Property Owners (as provided by County)
 - Narrative Statement (describing nature of development)
 - Vicinity Map (including property within 500 feet)
- C. **Filing Fee Check:** After the filing of an application, the Department will advise the applicant of the applicable filing fee amount, which is due and payable (checks made out to “City of Westfield”) within two (2) weeks of filing.
- D. **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.
- E. **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 Hamilton County Reporter and The Times. The Department will handle the newspaper publication requirement.
 2. **Mailed Public Notice:** The applicant is responsible to send public notice by first class mail to all interested parties, 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.
- F. **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”).
- G. **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.
- H. **Resource:** Please see the Plan Commission’s [Rules of Procedure](#) for more detailed procedural information.