



**APPLICATION FOR APPROVAL  
OF A SUBDIVISION  
City of Greenfield**

**Date Filed** \_\_\_\_\_

**Docket #PC** \_\_\_\_\_

**Notice:** No plat or replat of a subdivision of land located within the jurisdiction of Greenfield, Indiana, and the Hancock County Auditor shall be recorded by the Hancock County Recorder unless it has first been granted Primary and Secondary Approval by the Greenfield Advisory Plan Commission, and such approval shall have been signed and certified on the Plat by the President of the Plan Commission.

**1. Premises Affected**

Address, or location from major streets \_\_\_\_\_

Key Parcel Number(s) \_\_\_\_\_

Attach Legal Description \_\_\_\_\_

Present Zoning \_\_\_\_\_ Existing Use \_\_\_\_\_

Proposed Zoning \_\_\_\_\_ Proposed Use \_\_\_\_\_

Proposed Name \_\_\_\_\_

Total Acreage \_\_\_\_\_ Proposed number of Lots \_\_\_\_\_ Proposed number of Sections \_\_\_\_\_

Proposed length of new streets to be dedicated to the Public: \_\_\_\_\_

**2. Applicant Info**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Primary Contact Person regarding this petition \_\_\_\_\_

Telephone, Fax, E-Mail \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_

Applicant is (circle one):   Sole owner   Joint Owner   Tenant   Agent   Other (specify) \_\_\_\_\_

**3. Property Owner**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone, Fax, E-Mail \_\_\_\_\_

**Signature of Owner** \_\_\_\_\_

**Documentation Required: (2) 24"x36" copies (12 copies if Tech Review required) and (2) 8.5" x 11" copies.**

Site Plan \_\_\_\_\_ Photographs \_\_\_\_\_ Building Plans \_\_\_\_\_ Samples \_\_\_\_\_ Drawings \_\_\_\_\_ Other \_\_\_\_\_

City of Greenfield, Planning Department      10 S. State Street, Greenfield, IN 46140

Phone: 317-477-4320      Fax: 317-477-4321      E-mail: [planning@greenfieldin.org](mailto:planning@greenfieldin.org)      [www.greenfieldin.org](http://www.greenfieldin.org)



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**INSTRUCTIONS FOR NOTICE OF PUBLIC HEARING:**

For each application, the applicant shall assume the expense of notification and publication of notice as required by these rules, by Ordinance, or by State Law.

**a. Public Notice (Newspaper)**

For every application which is to be heard by the Plan Commission, notice shall be given in a newspaper of general circulation in Greenfield, Indiana, in the form prescribed by the Plan Commission. The applicant shall cause the notice to be published at least fifteen (15), but not more than thirty (30), days prior to the date set for the hearing.

**b. Personal Notice (U.S. Mail)**

For all applications for rezoning and the platting of subdivisions, the Petitioner shall notify all abutting and adjoining legal land owners within two (2) property depths, or 660 feet of the subject property, whichever is satisfied first. Such personal notice shall be made by 'certified mail' or by 'certificate of mailing' at least fifteen (15) days before the date of the hearing. A copy of the public notice published in the newspaper shall be adequate for using in the personal notice mailed to abutting and adjoining land owners.

**c. Proof of Notice**

1. Proof of publication of the **Public Notice** must be made by an Affidavit of the publisher and attached to a copy of the notice taken from the paper in which it was published and filed with the Secretary of the Plan Commission before the hearing. Such Affidavit must specify the City, the time, and the paper in which the notice was published.

2. The certified mail receipts or the certificate of mailing of the **Personal Notice** shall be filed with the Plan Commission Secretary before the hearing accompanied by an Affidavit signed by the applicant verifying that all persons entitled to receive notice pursuant to these rules and the ordinances of the City of Greenfield, Indiana, have been properly notified.

Certificate of mailing in lieu of certified mail receipts:

In lieu of mailing the Personal Notice by certified mail the City of Greenfield Advisory Plan Commission allows that a Certificate of Mailing (Postal Service Form 3877) is an acceptable method of mailing notice for a petition to adjoining property owners.

Form 3877 must be filled out with the addresses to which the notices will be mailed. The notice letters must be mailed at a post office and a post office employee must verify that the addresses on the notice letters match those listed on the Form. The post office employee will stamp each Form page with a postmark.

If the petitioner desires proof of delivery in addition to the proof of mailing, certified mail will continue to be accepted as proof of notification.



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**NOTICE OF PUBLIC HEARING FOR AN APPLICATION OF SUBDIVISION PLAT APPROVAL:**

The Advisory Plan Commission of Greenfield, Indiana will conduct a public hearing on an application, Docket # PC \_\_\_\_\_ for plat approval of a subdivision to be known as \_\_\_\_\_

dividing \_\_\_\_\_ acres into \_\_\_\_\_ lots, zoned \_\_\_\_\_, and proposed to be zoned \_\_\_\_\_ in the City of Greenfield on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 7:00 P.M., at City Hall, Council Chambers, 10 S. State St., Greenfield, Indiana 46140.

Generally the property is located at \_\_\_\_\_

The property is within the following described area: (Insert Legal Description):

\_\_\_\_\_  
\_\_\_\_\_

The application and all submitted documentation are available for review Monday through Friday 8 a.m. to 4 p.m. at the Planning Department located in City Hall, 10 S. State Street, Greenfield, IN,.

Written suggestions or objections concerning this application may be filed with the Secretary of the Commission at/or before this hearing and will be read aloud at this hearing. Interested persons desiring to present their views upon the application will be given the opportunity to be heard. Said hearing may be continued from time to time as may be necessary.

Persons with disabilities or non-English speaking persons who wish to attend the public hearing and need assistance should contact the Commission Secretary, 10 South State Street, Greenfield, IN, 46140, 317-477-4320, at least forty-eight (48) hours prior to the meeting. Every effort will be made to make reasonable accommodations for these persons.

\_\_\_\_\_  
Secretary, Advisory Plan Commission



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**AFFIDAVIT:**

STATE OF INDIANA       ) SS  
COUNTY OF HANCOCK )  
TO THE GREENFIELD PLAN COMMISSION

\_\_\_\_\_, verifies and states that he/she, at least fifteen (15) days prior to the scheduled hearing, has mailed notice by certified mail/certificate of mailing to all of the adjoining legal landowners within two property depths or 660 feet of the property which is the subject matter of Docket #PC\_\_\_\_\_, with an address of \_\_\_\_\_ filed by \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ to the addresses obtained from the Office of the Auditor of Hancock County, Indiana. Said return receipts are attached hereto.

Further affiant sayeth not.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

Commission Expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_



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CONSENT FORM:

The undersigned, \_\_\_\_\_, being the owner of the property commonly known as \_\_\_\_\_ hereby authorizes \_\_\_\_\_ to file land development petitions or request the applicable permits for the aforementioned address.

This consent shall:

- Remain in effect until revoked by a written statement filed with the Engineering and Planning Department of the City of Greenfield, or
Remain in effect until \_\_\_\_\_

Property Owner

Property Owner

Address

Address

Phone, Email

Phone, Email

Date

Date

STATE OF INDIANA

STATE OF INDIANA

COUNTY OF HANCOCK, SS:

COUNTY OF HANCOCK, SS:

Subscribed and sworn to before me
this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Subscribed and sworn to before me
this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public

Notary Public

Printed Signature

Printed Signature

My Commission Expires:

My Commission Expires:

County of Residence

County of Residence