Greenfield Plan Commission Planned Unit Development Checklist

The following items must be submitted before a petition to the Plan Commission can be scheduled for public hearing. Any questions regarding these items should be directed to the Plan Commission office at 317-477-4320.

☐ Application Form - One completed petition form with original signature.

☐ Legal Description.

☐ Official Stamped and Signed Survey.

☐ Copy of the property deed or contract.

Note: Any application filed by any person other than the legal owner of the real estate involved shall be accompanied by a notarized consent to permit the filing of such application.

☐ Land Use and Development Plan.
  - Major circulation patterns with complete street concepts
  - General locations of land uses and estimated acreage
  - Generalized proposal for built pattern including buildings, structures, and parking areas/locations
  - Open space, buffer yards, preservation areas, and recreational facilities
  - Areas in which structures may be built (buildable area), including areas for cluster type residential development without lot lines
  - Phasing of the proposed development
  - Other details to indicate unique features and character of the proposed development

☐ Statement of Development Standards
  - Lot and Floor Area minimums
  - Ratios of floor space to land area
  - Minimum open space required for different use types
  - Setback lines and minimum yards, including perimeter yards when abutting a lower density use
  - Building separations
  - Height of structures
  - Signs
  - Off-street parking and loading/unloading areas
  - Architectural Design requirements
  - Other provisions being modified from the UDO or applicable to the proposed Planned Unit District
  - Must designate a zoning district as a default for the purpose of any development standard omitted or not established in the Statement of Development Standards for the PUD

☐ Plan Submittal:

  - Tech Review:
    o 1 digital and 8 physical preliminary sets of civil plans including landscape plans, lighting plans (sized 24 x 36) for distribution to Technical Review Committee members
    o 1 digital and 2 physical sets of color architectural elevations for Planning.
  - Revised Response to Tech Review:
    o 1 digital and 6 physical sets of revised civil plans including landscape plans, lighting plans (sized 24x36) and all responses to department comments
  - Plan Commission: (to be submitted with revised response plans for Tech Review)
    o 1 digital and 12 physical sets of final development plan, landscape plan, lighting plan, and color architectural elevations (size 11x17) for staff reports.

☐ Required fee of $ 500.00 + $25.00 per lot.
APPLICATION FOR A PLANNED UNIT DEVELOPMENT
City of Greenfield
Plan Commission

Date Filed_________________ Docket # _____________

Planned Unit Development requests shall be filed in accordance with the City of Greenfield Zoning Code Chapter 155.030 “General Performance Standards” and 155.019 “PUD – Planned Unit Developments”

1. Premises Affected

Address, or location from major streets__________________________________________________________

Key Parcel # ____________________________________________________________

Attach or enter Legal Description_____________________________________________________________

Present Zoning____________ Proposed Zoning ______________ Total Acreage_______________________

Current Use

Use of Adjacent Properties: North:_______________________________ South:__________________________________

East: ____________________________________   West______________________________________________________

Proposed Use

Is this a Preliminary Planned Unit Development ______ or a Final Planned Unit Development ______

2. Applicant Info

Name _________________________________________________________________________________________

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: See Checklist under Plan Submittal for size and number.

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   www.greenfieldin.org

Revised 2023
INSTRUCTIONS FOR NOTICE OF PUBLIC HEARING:

For each application, the applicant shall assume the responsibility and expense of notification and publication of notice as required by the Rules of Procedure of the City of Greenfield Advisory Plan Commission, by Ordinance, or by State Law.

Staff will prepare Legal Notice of Public Hearing and provide to petitioner the approved notice, signed by the Planning Director a minimum of 5 business days prior Notice Deadline.

**a. Public Notice (Newspaper)**

For every application which is to be heard by the Plan Commission, the Legal Notice of Public Hearing 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.

The Daily Reporter asks that all notices for publication be emailed. The paper is published Tuesday through Saturday. Tuesday - Friday's deadline: previous day by Noon. Saturday deadline: Thursday by Noon. Contact Dee Berge at DRlegals@greenfieldreporter.com Tel: 317-477-3243

**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. For the purpose of determining names and addresses of legal land owners, the Applicant shall reference the records of the Hancock County Assessor. Such Legal Notice of Public Hearing shall be mailed ‘certified mail/return receipt’ or by ‘certificate of mailing’ (Postal Service Form 3877) at least fifteen (15), but not more than thirty (30), days before the date of the hearing.

**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 Form 3877 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.
AFFIDAVIT:

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

_________________________________________________, verifies and states that he/she, at least fifteen (15), but not more than thirty (30), 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 #___________, 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:____________________________
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

COUNTY OF HANCOCK, SS:

Subscribed and sworn to before me
this ___ day of ________,_____.

______________________    _________________________
Notary Public               Notary Public

_________________________    ___________________________
Printed Signature            Printed Signature

My Commission Expires:
_________________________    ___________________________

County of Residence          County of Residence