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 477-4320.

- Application Form - One completed petition form with original signature.
- Legal Description and Survey
- Location or area map
- Plot Plan/Sketch
  - location/key map
  - property dimensions
  - existing buildings
  - adjacent roads and thoroughfares and ingress/egress to the site
  - setbacks
  - parking areas
  - proposed changes
  - existing easements
  - North arrow
  - address of property or location

Plan Submittal:

- Tech Review: (if applicable)
  - 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
  - 1 digital and 2 physical sets of color architectural elevations for Planning.
- Revised Response to Tech Review:
  - 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)
  - 1 digital and 12 physical sets of final development plan, landscape plan, lighting plan, and color architectural elevations (size 11x17) for staff reports.

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.

- Required fee of $400.00.
APPLICATION FOR REZONING
City of Greenfield
Plan Commission

Date Filed_______________        Docket #______________

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 ______________________________________________________________

________________________________________________________________________________

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: 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 DRlegal@greenfieldreporter.com Tel: 317-477-3243

b. Personal Notice (U.S. Mail)

For all applications for rezoning and the platting of subdivisions, the Applicant 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:                                        My Commission Expires:

_________________,_______      __________________,________
_________________________                  ___________________________