Greenfield Plan Commission Conditional Zone Designation upon Annexation 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 477-4320.

- Application Form - One completed petition form with original signature.
- Legal Description and Survey
- Copy of the property deed or contract.
- Location or area map
- Proposed Annexation and Conditional Zoning Designation Timeline (see attached form)

Plan Submittal:
- Tech Review:
  - 1 digital and 8 preliminary sets of land use plans including surrounding zoning and land uses, and known utility connection locations (sized 24 x 36) for distribution to Technical Review Committee members
- If Required, Revised Response to Tech Review: 1 digital and 6 sets of land use plans including surrounding zoning and land uses, and known utility connection locations (sized 24x36) and all responses to department comments.
- Plan Commission: (to be submitted using revised response plans for Tech Review)
  - 12 sets of final land use plans including surrounding zoning and land uses, and known utility connection locations (size 11 x 17) for staff reports.

*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.
Annexation Filing Checklist & Proposed Timeline

Case Number: __________________________

Location: __________________________

Applicant: __________________________

<table>
<thead>
<tr>
<th>Date Received/Completed</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Pre-filing meeting with City Planning Director, Engineer, Attorney</td>
</tr>
<tr>
<td>2.</td>
<td>File Initial Zoning Application for a Conditional Zoning Map Amendment Recommendation (Conditional Rezoning Recommendation)</td>
</tr>
<tr>
<td>3.</td>
<td>Affidavit and Consent of Property Owner</td>
</tr>
<tr>
<td>4.</td>
<td>Copy of Property Deeds &amp; Up to date survey</td>
</tr>
<tr>
<td>5.</td>
<td>Exhibits/ Aerial Maps/Conceptual plans</td>
</tr>
<tr>
<td>6.</td>
<td>Copy of Receipt ($400.00 Filing Fee) Initial Zoning upon Annexation</td>
</tr>
<tr>
<td>7.</td>
<td>Technical Review Committee (TRC) Meeting Date if applicable</td>
</tr>
<tr>
<td>8.</td>
<td>TRC Response Letters from Departments and Utilities</td>
</tr>
<tr>
<td>9.</td>
<td>TRC Revised Plan Submittal Date if applicable</td>
</tr>
<tr>
<td>10.</td>
<td>Planning prepares notice for mailing and publication. Petitioner shall mail notice and cause to be published in the Greenfield Reporter.</td>
</tr>
<tr>
<td>11.</td>
<td>Proof of public notice advertisement for Plan Commission Mtg. to Greenfield Reporter</td>
</tr>
<tr>
<td>14.</td>
<td>Planning Staff Report one week prior to Plan Commission meeting</td>
</tr>
<tr>
<td>15.</td>
<td>Plan Commission Meeting Date</td>
</tr>
<tr>
<td>16.</td>
<td>Plan Commission shall certify conditional recommendation to City Council</td>
</tr>
<tr>
<td>17.</td>
<td>Preparation of Recommended Zoning Commitments for recording</td>
</tr>
<tr>
<td>18.</td>
<td>Completed Annexation Petition and request Fiscal plan</td>
</tr>
<tr>
<td>19.</td>
<td>Copy of Receipt ($400.00 Filing Fee) Change of Zone Map</td>
</tr>
<tr>
<td>20.</td>
<td>City Attorney notifies petitioner of Council readings and provides Notice for publication</td>
</tr>
<tr>
<td>21.</td>
<td>Date of City Council Introduction – First Reading and adoption of</td>
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<tr>
<td></td>
<td>Fiscal Plan prepared and adopted by Council</td>
</tr>
<tr>
<td>22.</td>
<td>Copy of signed resolution for fiscal plan</td>
</tr>
<tr>
<td>23.</td>
<td>Proof of Public Notice advertisement of Council Annexation and Zoning Hearing to Greenfield Reporter <em>(Must be published 20 days before the public hearing (held with second Council reading)</em>)</td>
</tr>
<tr>
<td>24.</td>
<td>City Council Public Hearing for Annexation and Zone Adoption – Second Reading <em>(Council may not adopt an ordinance sooner than 14 days from the date of public hearing (2nd Reading)</em></td>
</tr>
<tr>
<td>25.</td>
<td>City Council Vote – Third Reading <em>(Fiscal Plan must be adopted first. Annexation Ordinance may take effect no sooner than 30 days following the date of adoption for potential Appeals process)</em></td>
</tr>
<tr>
<td>26.</td>
<td>Copy of filed and recorded ordinance and commitments by the Clerk-Treasurer's Office</td>
</tr>
<tr>
<td>27.</td>
<td>Legal Notice of the advertisement of the passage of the annexation ordinance by Clerk-Treasurer’s Office <em>(Published Ordinance and Publisher’s Affidavit)</em> The ordinance may take effect no sooner than 30 days following the date of adoption.</td>
</tr>
<tr>
<td>28.</td>
<td>Effective date of Annexation and Zoning Designation</td>
</tr>
<tr>
<td>29.</td>
<td>Correspondence</td>
</tr>
<tr>
<td>30.</td>
<td>Public Comment</td>
</tr>
</tbody>
</table>
APPLICATION FOR CONDITIONAL ZONE RECOMMENDATION
City of Greenfield
Plan Commission

Date Filed_________________ Docket #PC______________

1. Premises Affected

Address, or location from major streets_________________________________________________________

Key Parcel #________________________________________________________

Attach or enter Legal Description_______________________________________________

Present County Zoning______________ Proposed City 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: (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__________
INSTRUCTIONS FOR NOTICE OF PUBLIC HEARING:

For each application, the applicant shall assume the 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.

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.
APPLICATION FOR CONDITIONAL ZONE RECOMMENDATION
City of Greenfield
Plan Commission

NOTICE OF PUBLIC HEARING FOR AN APPLICATION

FOR A CONDITIONAL ZONE DESIGNATION AND ZONE MAP CHANGE:

The Advisory Plan Commission of Greenfield, Indiana will conduct a public hearing on an application, Docket # __________ for a request of conditional zoning designation and zone map change to 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.

The request is to designate ______ acres to the __________________ Zoning District and ______ acres to the __________________ Zoning District upon Annexation into the official city boundary limits.

Generally the property is located at ______________________________________

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

_________________________________________________________________________

_________________________________________________________________________

The nature of the proposed zoning designation and zone change is as follows: _________________

_________________________________________________________________________

_________________________________________________________________________

The proposed name of the property is ______________________________________

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

AFFIDAVIT:
STATE OF INDIANA   
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:___________________
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  Subscribed and sworn to before me
this ___day of _______,____.
this ___day of _______,____.

___________________________  ___________________________
Notary Public  Notary Public

___________________________  ___________________________
Printed Signature  Printed Signature

My Commission Expires:  My Commission Expires:
_________________________  ___________________________

_________________________
County of Residence  County of Residence