City of Greenwood Plan Commission Application Kit

Primary Plat

Residential, Commercial and Industrial Subdivisions

Step 1: Application

Pre-Application Meeting. Prior to the intended filing, the applicant must discuss the potential application with Staff for the purpose of becoming familiar with requirements, procedures, deadlines, and hearings. The legal descriptions for the petition may be reviewed at this time.

Making Application. The applicant must make an appointment with Staff to file by calling (317) 881-8698. A complete application with all required attachments must be submitted by the date shown on the Application Schedule. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

Items Required for a Complete Application:

- ❑ **Application Fee**. Make checks payable to "The City of Greenwood". Primary Plat: $1,000 base fee (includes $15 technology Fee), plus $5 per lot, plus $16 for each On-Site Notification Sign (one per street frontage).
- ❑ **Outside Review Deposit.** $500.00. Make separate check payable to "The City of Greenwood"
- ❑ **Application Form**. All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
- ❑ **Attachment B**: Notice of Public Hearing for Newspaper – staff will fill in blanks for you.
- ❑ **Attachment C**: Notice of Public Hearing for Property Owners – staff will fill in blanks for you.
- ❑ **Attachment D:** Affidavit and Consent of Property Owner. (Submit only if the owner is different from the applicant.)
- ❑ **Attachment E:** Detailed Data Sheet
- ❑ **Attachment F:** Intent to Provide Utility Service (provide transmittal letter to provider or copy of letter from provider upon filing. City must receive copies of letters from utilities prior to Plan Commission hearing)
- ❑ **Attachment J:** Waiver Request (if applicable)
- ❑ **Attachment L:** Project Routing Sign-Off Sheet – must be completed by all applicable departments
- ❑ **Attachment N:** Outside Review Agreement
- ❑ **Johnson County Drainage Board Report**. (if applicable)
- ❑ **Drainage Calculations and Watershed Map**. (two copies)
- ❑ **Reproducible Primary Plat**. Submit one basic, overall plan that is 11" x 17" or smaller in size showing where this section of the subdivision is in relation to the entire development.
- ❑ **Recorded Commitments**. Submit one copy of the recorded commitments associated with the rezoning of this property (if applicable).
- ❑ **Legal Description**. A legal description of the subject property is required.
- ❑ **Aerial Map and List of Adjacent Property Owners (8 ½" x 11").** Submit a photographic Aerial Map of the subject parcel showing all properties within 300 feet and a list of all surrounding property owners whose property is within two parcels or 300 feet of any portion of the subject land in this petition (whichever is greater). Map and list will become part of the file and will not be returned. The map and names can be obtained from the Johnson County GIS Department in the Courthouse Annex at 86 West Court Street in Franklin (317) 346-4398 or from http://beacon.schneidercorp.com/.
- ❑ **Primary Plat and Plans**. Submit **three** full sets that are 24" x 36" in size. Primary Plat plans shall be prepared in accordance with Greenwood Municipal Code Chapter 10, Article 20 (Subdivision Control Ordinance), Sec 10-505, which describes the necessary information on a sheet-by-sheet basis.
- ❑ **Electronic Copy of Plat and Plans**. Submit **one** copy of the plat and plan set in a .pdf format on compact disk or other portable media device.
- ❑ **Vicinity Map**. 8 ½"x11" in size showing where the property is located in Greenwood, making sure major streets are labeled. Scale should be approximately 1:1,000.

Step 2: Notifying the Public

State Law and Greenwood's Rules of Procedure require you to notify the public of the hearing in three different ways: by newspaper, by posting a sign on the subject property, and by notifying property owners that surround the subject property.

Notification by Newspaper

1. Attachment B: Notice of Public Hearing for Newspapers. At the application meeting, Staff will complete the attachment.
2. Publish the completed attachment one time in the newspaper listed below **at least 15 days** prior to the Hearing. Failure to meet the publishing deadline will result in a continuance of the hearing for your petition and may cause you to re-advertise. Obtain a "Proof-of-Publication" affidavit from the newspaper for the advertisement. This affidavit must be filed in the Planning Office at least three days prior to the hearing (see Application Schedule on page 3).
   a. ***The Daily Journal.*** Published daily. Information must be submitted by 10:00am at least two days prior to the date you want your ad to be published. They are located at 30 S Water St, Second Floor, Ste A, PO Box 699, Franklin, Indiana, 46131. Phone (317) 736-7101.

On-Site Notification

The On-Site Notification Sign(s) must be posted on-site 15 days prior to the hearing. Post the sign so that it is visible from the street. If the sign should become damaged/removed, replacement signs may be purchased at the Planning Office or a waiver may be requested from the Commission at the time of the hearing (contact Staff for information).

Vacation Notification

If the plat petition also seeks the vacation (either complete or partial) and/or relocation of existing platted easements on the property, then all utility providers or other parties who have a right vested in the easements shall be considered an interested party and are subject to notification consistent with that of surrounding property owners.

Surrounding Property Owner Notification

1. Attachment C: Notice of Public Hearing for Surrounding Property Owners. At the application meeting, Staff will complete the attachment.
2. The Petitioner must notify all surrounding property owners within 300 feet or two properties in depth of the subject property, whichever is greater. If the petitioner owns adjacent parcels, then go 300 feet or two properties beyond those parcels. Notification can be done either by mail or in person.
   a. **By Mail.** Notification by first class U.S. Mail should be done by either Certificate of Mailing or Certified Mail.
      Certificate of Mailing provides evidence that mail has been presented to the post office for mailing. Use Form 2 for listing those notified (copy enclosed). Proof of Mailing will be Form 2 that has been stamped by the Post Office.
      Certified Mail or "green cards" provide the sender with a mailing receipt and proof of delivery. Visit the Post Office for special cards and stickers for addressing letters sent by Certified Mail. Proof of Mailing is a combination of the "green cards" that have been sent back to you and your Certified Mail Receipt for letters that were not claimed.
      All letters must be postmarked at least 15 days prior to the hearing. Proof of mailing must be submitted to the Planning Office at least three days prior to the hearing. Mail the following information to each person notified by mail:
      - ❑ A copy of the approved Attachment C
      - ❑ Attachment A
      - ❑ A copy of the Site Plan/Concept Plan
   b. **In Person**. Have each property owner sign Form 1: Signatures of Adjacent Property Owners to verify that they were notified in person. Form 1 must be submitted to the Planning Office at least three days prior to the hearing. Hand-deliver the following to each surrounding property owner at least 15 days prior to the hearing:
      - ❑ A copy of the approved Attachment C
      - ❑ Attachment A
      - ❑ A copy of the Site Plan/Concept Plan

3. **SUBMIT TO CITY 3 DAYS PRIOR TO HEARING:**

- ❑ Proof of Publication Affidavit from newspaper
- ❑ Certificate of Mailing receipt from post office
- ❑ Form 3: Affidavit of Notification – signed and notarized
- ❑ Property Owners Signature Sheet (Form 1) – if applicable

Step 3: Staff Report, Public Hearing and Application Schedule

Staff Report

After an examination of information in the public record and findings from additional research, Staff shall publish a Staff Report that provides an analysis of the petition request. Such report shall be published along with the agenda approximately five days prior to the hearing.

Public Hearing

The Commission shall follow its adopted Rules of Procedure for the hearing, a copy of which is available at the Planning Office. Public hearings of the Plan Commission are generally held on the second and fourth Monday of each month in the Common Council Chambers at the Greenwood City Center, 300 S Madison Avenue, Greenwood, Indiana, 46142.

When your request comes up on the agenda, you must present your request to the Commission. You may represent yourself or have a consultant or attorney represent you. You may use any evidence that will assist you in the presentation. If the members need additional information, they will ask questions regarding your request.

Upon conclusion of its public hearing, the Commission will vote on your petition. The Commission may include commitments and conditions as part of its decision.

Application Schedule

The following table depicts the deadlines for petitions before the Plan Commission. Deviations from this schedule are not permitted without approval from the Commission.

2018 Greenwood Advisory Plan Commission
Primary Plat (All)
7:00pm in the City Council Chambers of the Greenwood City Center

Hearing Date	Application Submittal	Primary Plat Public Notice	Agendas Distributed	Submit Proof of Public Notice
January 8	November 10, 2017	December 24, 2017	January 3	January 5
January 22	November 24. 2017	January 7	January 17	January 19
February 12	December 8, 2017	January 28	February 7	February 9
February 26	December 28, 2017	February 11	February 21	February 23
March 26	January 26	March 11	March 21	March 23
April 9	February 9	March 25	April 4	April 6
April 23	February 23	April 8	April 18	April 20
May 14	March 6	April 29	May 9	May 11
May 30 Wed.**	March 30	May 15	May 23	May 25
June 25	April 27	June 10	June 20	June 22
July 9	May 11	June 24	July 3	July 6
July 23	May 26	July 8	July 18	July 20
August 13	June 15	July 29	August 8	August 10
August 27	June 29	August 12	August 22	August 24
September 24	July 27	September 9	September 19	September 21
October 8	August 10	September 23	October 3	October 5
October 22	August 24	October 7	October 17	October 19
November 14 Wed.**	September 17	October 30	November 7	November 9
November 26	September 28	November 11	November 21	November 23

Step 4: Petition Information (Completed by Staff at the Time of Application)

The Docket Number for this petition is _____. Please use this number for referencing the request and when submitting additional information in the future.

This petition will be discussed at the Technical Review Committee on _____. The meeting starts at 1:30 pm in the Planning Department meeting room at 300 S Madison Avenue, 2nd Floor, Greenwood, Indiana, 46142.

This petition will be heard by the Commission on _____. The meeting starts at 7:00pm in the Common Council Chambers of the Greenwood City Center, 300 S Madison Avenue, Greenwood, Indiana 46142.

Public Notification is required, _____ is the latest date to

- Publish legal notice in the newspaper
- Post On-Site Notification Sign
- Postmark letters of notice to surrounding property owners by mail

The Staff Report and Agenda for this petition will be published on approximately _____.

Public Notification is required, _____ is the latest date to submit:

- Proof-of-Publication from the newspaper
- Form 1: List of Signatures of Adjacent Property Owners Notified in Person (if applicable)
- Form 2: List of Adjacent Property Owners Notified by Accountable Mail (if applicable) and Proof of Mailing
- Form 3: Affidavit of Notification

What Happens Next?

Once the Plan Commission approves the Primary Subdivision and final plans have been received, the applicant may then apply for Secondary Subdivision approval.

GREENWOOD
EST 1864

City of Greenwood Plan Commission

For Office Use Only			
Docket #			
Filing Date		Fee	
PC Date		PN Date	

Petition

Primary Subdivision Plat

1. Petitioner

Name _____

Street Address _____

City, State, Zip _____

Primary Contact Person regarding this petition _____

Phone _____ Fax _____ E-Mail _____

2. Property Owner

Name _____

Street Address _____

City, State, Zip _____

Phone _____ Fax _____ E-Mail _____

Applicant is (circle one): ____ Sole owner ____ Joint Owner ____ Tenant _____ Agent ____ Other (specify)

3. Type of Petition – Primary Subdivision Plat to be known as:

_____

- ❑ Residential
- ❑ Commercial
- ❑ Industrial

4. Premises Affected

Address, Subdivision Lot Number, or location from major streets					
Total Acreage		Existing Zoning:		Existing Use	
Total Lots		Proposed Zoning:		Proposed Use:	

5. Notarization

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant _____

Notary Public's Name (printed) _____ Signature of Notary _____

My Commission Expires _____ State _____ County _____

Subscribed and sworn to before me this _____ day of _____, _____

City of Greenwood Plan Commission and Board of Zoning Appeals

Attachment B: Notice of Public Hearing for Newspapers

All legal notices MUST be reviewed by Staff BEFORE it is published in the newspapers.

ATTACH: Legal Description

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of _____, Greenwood, Indiana, and legally described by the attached legal description, have filed a petition before the *(check the applicable body)*

- ❑ Plan Commission of the City of Greenwood,
- ❑ Board of Zoning Appeals for the City of Greenwood,

which petition requests: *(check the applicable request and provide necessary information)*

- ❑ **Annexation and Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____ for the purpose of _____.
- ❑ **Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____for the purpose of _____.
- ❑ **Change Commitments for the property.**
- ❑ **Residential Site Development Plan** for a Mobile Home Park.
- ❑ **Primary Subdivision** of the said property for a development with _____ lots, to be known as _____.
- ❑ **Plat Vacation** of _____subdivision with _____lots.
- ❑ **Use Variance** for the said property in order to allow a _____ use, which is generally not permitted in the _____ zoning district.
- ❑ **Dimensional Variance** for the said property in order to _____ _____
- ❑ **Special Exception** for the said property to allow property that is zoned _____ to be used for _____.

This petition, Docket # _____, will come for hearing at _____pm in the Common Council Chambers at the Greenwood City Building, 300 South Madison Avenue, Greenwood, Indiana, on _____.

A copy of the petition is on file in the Office of the Department of Community Development Services, 300 S. Madison Avenue, Greenwood, Indiana, and is available for inspection before the hearing during business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Written objections filed with the Planning Director before the hearing will be considered and oral comments concerning the petition will be heard. The hearing may be continued from time to time as may be found necessary.

In accordance with the American with Disabilities Act, the City of Greenwood is required to provide reasonable accommodations to persons with disabilities wishing to attend public meetings. Accommodations are available upon request to persons with disabilities who require alternately formatted materials, auxiliary aids, or reasonable modifications to policies and procedures to ensure effective communication and access to the public meetings. If you require accommodation to attend the meeting, please contact Daniel Johnston, Public Access ADA Coordinator, at 300 S. Madison Avenue, Greenwood, Indiana 46142, Tel: (317) 887-5000, Fax: (317) 887-5616, or contact Telecommunications Relay Services (TRS) at 711 to relay your request to Mr. Johnston. Please allow at least two business days to arrange for accommodations.

_____
APPLICANTS PRINTED NAME

GREENWOOD
EST 1864

City of Greenwood Plan Commission and Board of Zoning Appeals

Attachment C: Notice of Public Hearing for Property Owners

All legal notices MUST be reviewed by Staff BEFORE it is published in the newspapers.

ATTACH: 1) Legal Description. 2) Site/Concept Plan. 3) Attachment A (if applicable)

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of _____, Greenwood, Indiana, and legally described by the attached legal description, have filed a petition before the *(check the applicable body)*

- ❑ Plan Commission of the City of Greenwood,
- ❑ Board of Zoning Appeals for the City of Greenwood,

which petition requests: *(check the applicable request and provide necessary information)*

- ❑ **Annexation and Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____ for the purpose of _____.
- ❑ **Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____for the purpose of _____.
- ❑ **Change Commitments for the property.**
- ❑ **Residential Site Development Plan** for a Mobile Home Park.
- ❑ **Primary Subdivision** of the said property for a development with _____ lots, to be known as _____.
- ❑ **Plat Vacation** of _____subdivision with _____lots.
- ❑ **Use Variance** for the said property in order to allow a _____ use, which is generally not permitted in the _____ zoning district.
- ❑ **Dimensional Variance** for the said property in order to _____ _____
- ❑ **Special Exception** for the said property to allow property that is zoned _____ to be used for _____.

This petition, Docket # _____ , will come for hearing at _____pm in the Common Council Chambers at the Greenwood City Building, 300 South Madison Avenue, Greenwood, Indiana, on _____.

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_____
APPLICANTS PRINTED NAME

City of Greenwood Plan Commission and Board of Zoning Appeals

Attachment D: Affidavit & Consent of Owner

Project _____ Docket _____

Complete and submit if applicant is different from property owner.

I (we) _____
NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(s) of the real estate located at _____.
(ADDRESS)
2. That I/we have read and examined the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. That such request being made by the applicant (_____is) (_____is not) a condition to the sale or lease of the above referenced property.

_____
(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

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

_____
, Notary Public

My Commission expires: _____

County of Residence: _____

City of Greenwood Plan Commission

Attachment E: Detail Data Sheet

Project _____ Docket _____

1. Acreage

Total Acreage _____

Proposed Private Acreage _____

Proposed Public Acreage _____

2. Densities

Number of Lots/Units _____

Units per Acre _____

Estimated Population _____

3. Utilities to Serve the Development (Contact list provided.)

- ☐ Greenwood Sanitation
- ☐ Indiana-American Water Co.
- ☐ Bargersville Utilities
- ☐ Private Wells
- ☐ Private Septic
- ☐ Other _____
- ☐ Other _____
- ☐ Cinergy
- ☐ Johnson County REMC
- ☐ IPALCO
- ☐ Vectren Energy
- ☐ SBC
- ☐ Insight Communications
- ☐ Other _____

4. List any improvements that are to be owned and maintained privately (and by whom):

_____

_____

_____

5. For which of the following improvements will you be submitting performance bond estimates as part of your application?

- ☐ Streets
- ☐ Signs and Monuments
- ☐ Sanitary Sewers
- ☐ Off-Site Sewers
- ☐ Storm Sewers
- ☐ Off-Site Drainage
- ☐ Sidewalks
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____

City of Greenwood Plan Commission

Attachment F: Intent to Provide Utility Service

<u>This is a sample letter to be submitted on letterhead at the time of application.</u>

Copies of the letters that were sent to the Utility requesting the information will not be accepted. For Site Development Plan and Secondary Plat applications, copies of the letters from the applicable utilities that were submitted for Primary Plat approval are acceptable.

TO: Greenwood City Planning Division
300 S Madison Avenue
Greenwood, IN 46142

DATE: _____

RE: Intent to Provide Utility Service

PROJECT: _____

APPLICANT: _____

The Plans for the above referenced project have been reviewed and a determination has been made that _____ (utility) has the capacity and facilities to provide adequate service to this proposed development, subject to our standard policies and procedures.

This shall not be construed as approval of plans for said project, but rather a statement that the capacity and facilities to provide service are available (or can be made readily available).

BY: _____
(typed/printed name of utility company)

_____
(signature)

City of Greenwood Board of Public Works

Attachment J: Stormwater/ Drainage Waiver Request

Project _____ Docket _____

Waivers from these Regulations.
Where the Board of Public Works finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers to these stormwater/drainage regulations so that substantial justice may be done and the public interest secured, provided that such waivers shall not have the effect of nullifying the intent and purpose of these regulations. Such waivers may be granted upon written request of the applicant stating the reasons for each waiver and may be waived by two-thirds (2/3) of the regular membership of the Board of Public Works. *(Sec. 10-534)*

The Board of Public Works may, in its discretion, authorize and approve waivers from the requirements and standards of these regulations upon finding that the following five criteria have been justified:

(1) The granting of the waiver will not be detrimental to the public safety, health, or welfare, or injurious to other property;

(2) The conditions upon which the request for a waiver is based are unique to the property for which a waiver is sought and are not applicable generally to other property;

(3) Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations are carried out. Financial hardship does not constitute grounds for a waiver.

(4) The waiver is exclusive to the Drainage Ordinance, and shall not in any manner vary the provisions of the Zoning Ordinance, Subdivision Ordinance, Comprehensive Plan or Thoroughfare Plan of the City of Greenwood; and

(5) Where the waiver impacts on design and construction of public facilities, all appropriate public agencies will be given reasonable time to comment in writing to the Board of Public Works and Safety.

Attach a separate sheet that thoroughly itemizes, explains, and justifies how each Waiver Request meets each of the Waiver Guidelines outlined above.

I respectfully request consideration by the Greenwood Board of Public Works to waive the requirements established by the following Section(s) of the Greenwood Municipal Code for the Stormwater Drainage and Sediment Control Ordinance of the City of Greenwood: (Staff can assist) **NOTE***: Do not use this form if requesting a Waiver from Landscaping, Subdivision, Site Development, or the Zoning Ordinance (parking) requirements.*

1. Section 10- _____: _____

2. Section 10- _____: _____

3. Section 10- _____: _____

4. Section 10- _____: _____

I submit that this request is not in conflict with the Board of Public Works guidelines for review of waiver requests outlined above.

_____
Signature of Applicant

City of Greenwood Plan Commission

Attachment J: Subdivision, Site Development, Parking and or Landscape Waiver Request

Project _____ Docket _____

Waivers from these Regulations.
Where the Plan Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers to these subdivision, site development, and or parking regulations so that substantial justice may be done and the public interest secured, provided that such waivers shall not have the effect of nullifying the intent and purpose of these regulations. Such waivers may be granted upon written request of the applicant stating the reasons for each waiver and may be waived by two-thirds (2/3) of the regular membership of the Plan Commission. *(Sec. 10-501: Subdivision Control); (Sec. 10-460: Site Development); (Sec. 10-103: Parking); (Sec. 10-472: Landscape)*

The Plan Commission may, in its discretion, authorize and approve waivers from the requirements and standards of these regulations upon finding that the following five criteria have been justified:

(1) The approval of the waiver request will not be detrimental to the public safety, health, and welfare, or injurious to property within a reasonable proximity to the subject property involved in the waiver request.

(2) The strict application of the applicable ordinance standard will result in practical difficulties in the development due to the particular physical surroundings, unique constraints, or topographical conditions of the subject property. These conditions will not substantially alter the character of the subject district or neighborhood.

(3) The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives. Financial hardship does not constitute grounds for a waiver.

(4) The waiver request is necessary and represents a minimal deviation from explicit ordinance standards.

Attach a separate sheet that thoroughly itemizes, explains, and justifies how each Waiver Request meets the Waiver Guidelines outlined above.

I respectfully request consideration by the Greenwood Plan Commission to waive the requirements established by the following Section(s) of the Greenwood Municipal Code for the Subdivision Control Ordinance, Site Development, Zoning Ordinance as it relates to parking requirements, and Landscaping requirements for the City of Greenwood: (Staff can assist) **NOTE***: Do not use this form if requesting a Waiver from the Stormwater Drainage and Sediment Control Ordinance. Contact the City Engineering Department to discuss drainage waiver requests.*

1. Section 10- _____: _____

2. Section 10- _____: _____

3. Section 10- _____: _____

4. Section 10- _____: _____

I submit that this request is not in conflict with the Plan Commission's guidelines for review of waiver requests outlined above.

_____
Signature of Applicant

City of Greenwood Plan Commission

Attachment L: Project Routing Sheet

Applicants are required to consult with the Planning Division, the City Engineer, the Stormwater Department and the applicable Fire Department, prior to making application for Primary Subdivisions, Secondary Subdivisions, and Site Development Plans in order to provide general information concerning the site, as well as to familiarize the applicant with the procedures and requirements of the Plan Commission and appropriate Greenwood ordinances. For the purpose of this meeting, the applicant is expected to provide a lot/block layout for Subdivisions (commercial and residential) or provide a general site layout for Site Development Plans.

Project Name _____

Developer _____

Firm Preparing Plans _____

Contact Phone Number _____

Planning Division ***Comments:***	(317) 881-8698	Date of meeting:	Staff Signature:
City Engineering ***Comments:***	(317) 887-5230	Date of meeting:	Staff Signature:
Fire Department ***Comments:***	Gwd: (317) 882-2599 White River: (317) 888-8337	Date of meeting:	Staff Signature:
Stormwater Department ***Comments:***	(317) 887-4711	Date of meeting:	Staff Signature:

City of Greenwood Plan Commission

Attachment N: Outside Review Agreement

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AGREEMENT BETWEEN APPLICANT AND
CITY OF GREENWOOD FOR INDEPENDENT
ENGINEERING SERVICES FOR DEVELOPMENT PLAN REVIEW

SUBJECT PROJECT:_____

DEVELOPER OR OWNER OF THE REAL ESTATE (APPLICANT):_____

ADDRESS:_____

WHEREAS, the Applicant desires to develop a certain parcel of real estate that has been submitted to the Greenwood Advisory Plan Commission for development approvals, which is referred to above as the "SUBJECT PROJECT", and

WHEREAS, the City desires to expedite plan review for subdivision platting, site development, and construction and acceptance of developer or owner-installed infrastructure for said subject subdivision project; and

WHEREAS, the Applicant agrees to pay all sums necessary for the compensation of the Independent Engineer who is providing engineering services to the City for development plan review of the Applicant's project; and

WHEREAS, the Independent Engineer and the City shall keep detailed time and expense records for the Applicant's Project referred to above; and

WHEREAS, Applicant has agreed to pay Five Hundred Dollars ($500.00) for the Independent Engineer's preliminary review of the platting, site development, and construction plans and all related matters on Applicant's subject development project until the City approves the plat or the site development plan and issues a land alteration permit; and

WHEREAS, the Developer agrees to pay, upon execution of this Agreement, the estimated amount of Independent Engineer fees set forth above.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Applicant has paid the Five Hundred Dollars ($500.00) non-refundable minimum review fee to begin the preliminary review by the Independent Engineer of its tendered primary plat, secondary plat, site development plan, and construction plans for the Applicant's project of _____.

2. The Applicant shall hold the City harmless from any claim for liability from anyone arising out of any act of the Applicant in performing this Agreement.

3. The City agrees to require the Independent Engineer to present to the City an itemized invoice showing its staff's time and expenses to the nearest quarter hour for each individual project.

4. In the event Applicant is not a sole proprietor, the person signing in its behalf hereby represents and warrants that his or her organization has taken the appropriate action to authorize his or her signature on this document.

5. The parties agree that should the Independent Engineer's fees exceed the $500.00 non-refundable minimum, the Applicant shall promptly pay for the additional review time at the rate of $125.00 per hour upon presentation by the city of an itemized invoice showing the additional time and expense for the project review. The full fee shall be paid before the Land Alteration Permit will be issued.

WHEREFORE, the Applicant has hereunto set his/her/its hand this _____ day of _____, 20____.

"APPLICANT"

By: _____

Title: _____

Company:_____

"CITY OF GREENWOOD"

By: _____

Title: _____

City of Greenwood Plan Commission and Board of Zoning Appeals

Form 1: Signatures of Adjacent Property Owners Notified in Person

Project _____ Docket _____

Complete and submit ONLY if surrounding property owners are notified in person.
Make additional copies if necessary.

ATTACH: 1) Legal Description, 2) Site/Concept Plan, 3) Attachment A (if applicable), 4) Public Hearing Brochure

By affixing my signature hereon, I (the adjacent property owner) hereby acknowledge that:

1. _____ or his representative has served me written notice that he has filed an application for _____ for the property located at _____, Greenwood, Indiana. Such written notice includes: Notice of Public Hearing, a copy of the Site Plan, and a brochure entitled "You've Been Notified of a Public Hearing";

2. Said applicant or his representative has explained to me the nature of the petition and the improvements, if applicable, that he proposes to make;

3. **I AM THE OWNER OF THE PROPERTY** indicated by the address following my signature;

4. The applicant or his representative also notified me in writing that there will be a public hearing conducted by the BZA/Plan Commission regarding said application at the Greenwood City Building at _____pm on the date of _____;

5. That by affixing my signature hereon, I acknowledge **ONLY** that I have received written notice. In no way am I indicating that I approve nor disapprove the granting of said petition; and

6. I have received a copy of the following: 1) Legal Description, 2) Site/Concept Plan, 3) Attachment A (if applicable), and 4) the Public Hearing Brochure.

	NAME	ADDRESS	DATE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

City of Greenwood Plan Commission and Board of Zoning Appeals

Form 2: Adjacent Property Owners Notified by Mail

If property owners are to be notified by mail, either complete this form or provide a list with the same information. Make additional copies if necessary.

Name and Address of Sender		Type of Mail ☐ Certified Mail ☐ Certificate of Mailing ONLY		
Line	**Name & Address**	**Postage**	**Fee**	**Remarks**
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total Number of Pieces Listed by Sender	Total Number of Pieces Received at Post Office	POSTMASTER, PER *(Name of receiving employee)*		

Affix stamp here if issued as certificate of mailing or for additional copies of this bill.
POSTMARK AND DATE OF RECEIPT

Page _____ of _____

City of Greenwood Plan Commission and Board of Zoning Appeals

Form 3: Affidavit of Notification

Project _____ Docket _____

Submit this Form three (3) days prior to the hearing along with Proof of Publication and Proof of Mailing

I (we) _____

After being first duly sworn, depose and say:

1. That I have notified in person or by First Class U.S. Mail all owners of property located within a 300 foot radius of my property located at _____.
2. That the said property owners were informed by me of the filing of the petition and of the nature of said application, as directed in the application pack "Notifying the Public", which is part of the Rules of Procedure of the Board of Zoning Appeals/Plan Commission.
3. That the said property owners were notified that the BZA/Plan Commission will hold a public hearing regarding this application on the date of _____, at _____ p.m.
4. That the names and addresses of said property owners so notified are listed on a separate paper which is a part of this Affidavit.
5. That the required On-Site Notification Sign has been displayed on the subject property for 15 continuous days prior to the published hearing date.

And further the Affiant sayeth not.

_____
(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

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

_____
, Notary Public

My Commission expires: _____

County of Residence: _____