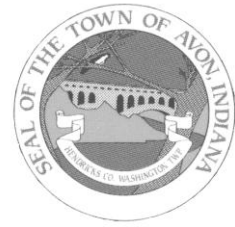


PLAN COMMISSION DEVELOPMENT PLAN REVIEW APPLICATION PROCEDURES



AUTHORITY: The Plan Commission shall have exclusive authority to review and approve or disapprove those development plans specifically assigned to the Plan Commission for review by this Ordinance for all items identified in 4-8(3)(A).

PRELIMINARY APPLICATION: As per 4-8(5)(B), the applicant must meet with the Plan Commission Staff for a preliminary consultation to discuss the proposed development plan. The applicant should provide a sketch showing the preliminary details of the development plan. The applicant's engineer is also encouraged to attend this meeting. There is no fee for this meeting. A written summary of this preliminary consultation will be provided upon request.

APPLICATION: The application will not be considered complete until all information is received. All applications and supplemental material must be submitted by close of business on the posted schedule deadline and must be completed on Original Town Forms. **If the application fails to meet all requirements of a complete submittal, staff reserves the right to deny the request to be placed on the agenda and the case may be continued to the next scheduled meeting.** All applications will be reviewed for completeness and accuracy prior to acceptance. Please refer to the Avon Zoning Ordinance for a complete list of information that must be submitted:

- A **notarized application**, on original town forms, signed by the owner, or the owner's agent, and filed at least fifty (50) days before the date of the Plan Commission's public hearing and by the deadlines established in the Plan Commission Schedule;
- A **legal description** of the property;
- A **development plan** depicting compliance with Appendix A-7(3). (see attached checklist for required information);
- A **list of adjacent property owners** within six hundred and sixty (660) feet but no more than two (2) property owners in depth and a **copy of completed sample notification letter**;
- A **Letter of Intent** identifying the scope and nature of the proposed project; and
- The **application fees** compliant with the fee section below.
- Affidavits of submittal to each affected TAC agency (or letters waiving need to see plans).

FEES:* **Fees are nonrefundable:** The following fees apply to a development plan review:

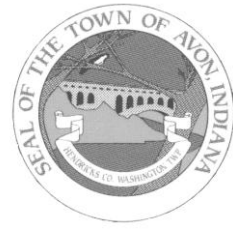
(Please see fee schedule online at avongov.org)

1. Application Fee by check made payable to the **Town of Avon**
2. Legal Advertisement Fee by check made payable to the **Town of Avon**
3. Design Review Fee by check made payable to **Crossroads Engineering**
4. Any review fee associated with TAC review by an outside agency must be provided to that agency.

WAIVERS: Where compliance to the Town of Avon Subdivision Control Ordinance Standards cannot be achieved, an application for a waiver from the standards of the Ordinance may be submitted with an application for preliminary plat approval. Such application shall be submitted on the form included in this packet and is subject to an additional fee by check made payable to **Crossroads Engineering.**

Where certain design and landscaping standards of the Avon Zoning Ordinance for a Development Plan cannot be achieved, an application for each proposed waiver from the development standards of the Ordinance may be submitted with this application for a Development Plan Review. A separate waiver must be submitted for each item intended to be waived and must detail the standard that cannot be met and how the proposal will be an improvement upon the standard.

PLAN COMMISSION DEVELOPMENT PLAN REVIEW APPLICATION PROCEDURES



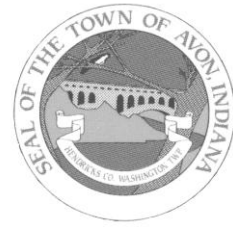
TAC SUBMITTAL AND REVIEW: *The applicant shall be responsible for the submittal of any proposed project within the Town of Avon to members of the Technical Advisory Committee (TAC). A Copy of TAC members and contact information can be found online at avongov.org or provided at Avon Town Hall. The Avon Plan Commission Staff will schedule a technical review meeting, where Town Staff, including the Town's Engineering consultant, will provide written comments. The petitioner will be given an opportunity to address the concerns and submit revised plans as per the published schedule. In the event these issues are not addressed, staff reserves the right to recommend a continuance for the application to be considered at the next available meeting. Copies of the technical review and Staff comments will be made available to the applicant prior to the public hearing.*

PUBLIC NOTIFICATION: The following public notification is required for the development plan review:

1. **NEWSPAPER NOTIFICATION:** The Plan Commission Staff will submit legal notices to the Hendricks County Flyer for publication at least ten (10) days prior to the date of the Plan Commission's public hearing.
2. **WRITTEN NOTIFICATION:** The applicant must mail letters by certified mail to adjacent property owners at least ten (10) days prior to the date of the Plan Commission's public hearing. An adjacent property owner is defined as all property owners two (2) deep or within six hundred sixty (660) feet; whichever is less, of the applicant's property. The applicant must follow the sample written notification letter. The provided Affidavit of Notice to Interested Parties must be signed attesting to the mailings and a copy of a sample mailing must be submitted to the Planning Commission staff prior to the public hearing. (See attached sample letter and affidavit form.)
3. **POSTING OF PROPERTY:** Ten (10) days prior to the date of the Plan Commission's public hearing, the applicant must submit an affidavit stating that the applicant has placed posters on the property providing a brief description of the project and the date, time, and location of the public hearing. (See attached affidavit and sample poster language.) Metal stake signs are available at Avon Town Hall for use in posting notification on the subject property.

PLAN COMMISSION REVIEW: The Plan Commission must hold a public hearing to consider the request for the development plan review. The Plan Commission meetings are held on the fourth Monday of every month in the Avon Town Hall located at 6570 East U.S. Highway 36, 46123 at 7:00 PM.

REQUIREMENTS FOR FILING PLAN COMMISSION DEVELOPMENT PLAN REVIEW CHECKLIST



An application shall include the following items*:

Town Forms:

1. ____ One (1) completed checklist, **signed and dated**. (Attach completed copy of this form with the application.)
Mark all items N/A (Not Applicable) which do not apply to your project.
2. ____ One (1) completed application form: typewritten, signed by the owner or an authorized agent of the subject property, notarized, and filed at least fifty (50) days prior to a scheduled Plan Commission meeting. **If application is not complete, staff reserves the right to deny the request to be placed on the Agenda.** Be sure to include the following:

- | | |
|-------------------------------|---|
| ____ Project name | ____ Acres |
| ____ Project address | ____ Number of lots/parcels |
| ____ Section, Township, Range | ____ Nearest intersection |
| ____ Key/Parcel number(s) | ____ Current zoning classification |
| ____ Existing land use | ____ Previous planning/zoning approvals |

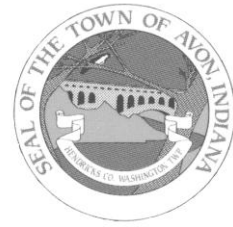
External Documents:

1. ____ If the applicant is not the owner, one (1) signed and notarized copy of the Letter Granting Authority for an Agent.
2. ____ One (1) copy of the legal description of the property.
3. ____ One (1) copy of the Letter of Intent. This should include a brief description of the project.
4. ____ One (1) completed Disclosure Statement form.
5. ____ A list of names and addresses of the adjacent property owners within six hundred and sixty (660) feet of the property lines being considered or to a depth of two (2) ownership's and completed sample notification letter along with a Plat Map showing the adjacent properties.

Large Format Plans:

1. ____ Five (5) copies of the Development Plan showing the information found in Appendix A, section A-7 including:
 - ____ General vicinity map;
 - ____ Property boundary lines including any easements;
 - ____ Elevation marks and contours;
 - ____ Traffic and circulation plan, including a Traffic Impact Study or Traffic Impact Analysis when required;
 - ____ Pedestrian circulation plan;
 - ____ Adjacent streets;
 - ____ Parking and loading plan;

REQUIREMENTS FOR FILING PLAN COMMISSION DEVELOPMENT PLAN REVIEW CHECKLIST (Cont'd)



- ___ Landscaping plan, indicating plant types, numbers, location, size, and method of installation;
 - ___ Grading and surface drainage plan in accordance with the Subdivision Control Ordinance and the Storm Drainage, Erosion and Sediment Control Ordinance;
 - ___ Utilities plan (existing and proposed) showing location and size;
 - ___ Signage plan showing location and size;
 - ___ Lighting plan in accordance with Section 14-15(11);
 - ___ Open space and recreation plan;
 - ___ Refuse and trash storage areas, including elevations and building materials;
 - ___ Proposed improvements showing location, dimensions and configuration of existing and proposed buildings, structures, and uses;
 - ___ Floor plans, building plans and elevations of all structures;
 - ___ Fire Protection Plan showing fire hydrant location, water main size and details of installation, location of remote connection to sprinkler system (if provided), fire flow calculations, and the location of fire lanes and emergency access roads (when required); and
 - ___ Development summary indicating lot area, building square footage, lot coverage building height, number and size of dwellings units and structures, and the number of parking spaces provided;
2. ___ One (1) copy of an architectural plan of the proposed project showing exterior elevations, floor plans and building materials used (all sides and roof).
 3. ___ Professional Seal of engineer/architect who prepared the development plan.
 4. ___ Erosion Control Plan.

Fees:

1. ___ Nonrefundable preliminary application fee and legal fee. (Checks must be made payable to the **"Town of Avon."**)
2. ___ Town engineer development plan review fee. (Check must be made payable to **"Crossroads Engineers"**.)

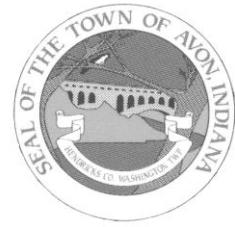
* **Specific information regarding submittal requirements can be found in Appendix A, Section A-7 of the Zoning Ordinance.**

Signature of Person Completing Application

Date

APPLICATION FOR PLAN COMMISSION DEVELOPMENT PLAN REVIEW

(Page 1)

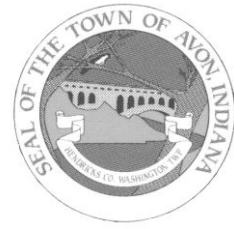


Proposed Name of Project: _____

Applicant(s):	Telephone:
Address:	Fax:
Owner(s):	Telephone:
Address:	Fax:
Applicant's Attorney	Applicant's Registered Land Surveyor/Engineer
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Property Location:	
Nearest Street Intersection:	
Section:	Township: Range:
Key Number(s)/Parcel Number(s):	
Existing Acreage:	Number of Lots:
Existing Zoning Classification: (list all that apply)	
Existing Land Use:	
Adjacent Properties:	Zoning Use / Improvements
North	
South	
East	
West	

Previous Planning/Zoning Approvals: _____

**APPLICATION FOR
PLAN COMMISSION
DEVELOPMENT PLAN REVIEW
(Page 2)**



The undersigned, having been duly sworn on oath states the above information is true and correct as (s)he is informed and believes.

I (We) also understand that the application fee does not include the fees associated with design review and/or construction management review. Fees for design review and/or construction management review are the direct responsibility of the applicant payable directly to the engineering firm(s) specified by the Town at rates set out by various agreements and/or ordinances of the Town, for services, inspection, reports, and the like required by the Town.

Date

Signature of Owner(s) or Agent

STATE OF INDIANA }
 } SS:
COUNTY OF HENDRICKS }

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public: Signature

Notary Public: Printed Name

My Commission Expires _____

Residing in _____ County

FOR OFFICE USE ONLY:	
DATE RECEIVED: _____	FEE PAID: _____
RECEIVED BY: _____	APPLICATION # _____

SINGLE POINT CONTACT INFORMATION



The person indicated below will receive all correspondence between the Plan Commission Staff and the applicant. It shall be the responsibility of the contact person to provide copies of information to other interested parties.

Indicate the Contact Person to be notified to request additional information, schedule meetings, receive Plan Commission Staff Letters and Recommendations, and to receive the Plan Commissions Findings-of-Fact:

Please type or print legibly.

Business Name: _____

Contact Person: _____

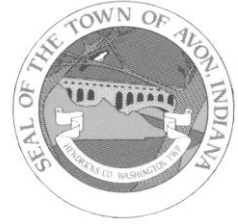
Address: _____

Daytime Phone: _____

Fax Number: _____

E-mail: _____

**LETTER GRANTING AUTHORITY FOR AN AGENT
PLAN COMMISSION DEVELOPMENT PLAN REVIEW
AVON PLAN COMMISSION
TOWN OF AVON, INDIANA**



I (We) do hereby grant authority to _____
(Name of agent)

to seek a Development Plan approval from the Avon Plan Commission for the property located at

[Property address or parcel ID number(s)]

I (We) am (are) the owner(s) of the real estate included in the proposed Development Plan.

Date

Signature of Owner(s) or Agent

STATE OF INDIANA }
 } SS:
COUNTY OF HENDRICKS }

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

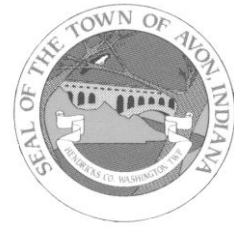
Notary Public: Signature

Notary Public: Printed Name

My Commission Expires _____

Residing in _____ County

**DISCLOSURE STATEMENT
DEVELOPMENT PLAN REVIEW
AVON PLAN COMMISSION
TOWN OF AVON, INDIANA**



In order to avoid any questions about conflicts of interest, all applicants for permits, and petitioners to the Plan Commission and the Board of Zoning Appeals must disclose any and all financial or business relationships between the applicant and any entity associated with the applicant and any person associated with the Town of Avon, the Avon Town council, the Avon Plan Commission, and/or the Avon Board of Zoning Appeals. If you are in doubt as to whether or not to disclose something, you should resolve that doubt by disclosing it.

I _____, being duly sworn upon my oath state as follows:

(Strike inapplicable provision)

- 1. A. I am the applicant for a _____
(Type of Action)
Or
- B. I represent the applicant _____ for a
(Name of Applicant)

(Type of Action)

2. To the best of my knowledge, the applicant named above has no financial agreements, or contracts or other arrangements between the applicant or any other entity associated with the applicant and anyone associated with the Town of Avon, the Avon Town Council, the Avon Board of Zoning Appeals, or the Avon Plan Commission except:

(Strike inapplicable provision)

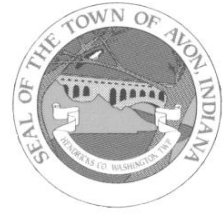
- A. None
Or
- B. List any and all contracts, arrangements, or financial agreements, and all entities to such contracts, arrangements or financial agreements.

I affirm under the penalties of perjury that the foregoing is correct to the best of my knowledge and belief.

Date

Signature

**AFFIDAVIT OF NOTICE TO INTERESTED PARTIES
DEVELOPMENT PLAN REVIEW
AVON PLAN COMMISSION
TOWN OF AVON, INDIANA**



Affidavit must be submitted prior to the scheduled public hearing.

STATE OF INDIANA)
) SS:
COUNTY OF HENDRICKS)

RE: Request for Development Plan Review before the Avon Plan Commission

(Name of Project)

I, _____, do hereby certify that notice to
(Name of Person Mailing Letters)

interested parties of the date, time, and place of the public hearing on the above referenced development plan review,
Project Number _____, being the application for _____ was
(Name of Project)

certified and mailed to the last known address of each of the following interested persons owning property affected by this
petition as defined in the Avon Zoning Ordinance (attach additional sheets, if necessary):

	<u>OWNER(S)</u>	<u>ADDRESS</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

And, that said notices were sent by certified mail on or before the _____ day of _____, 20 ____, being at least
ten (10) days prior to the date of the public hearing.

(Applicant or Agent)

STATE OF INDIANA)
) SS:
COUNTY OF HENDRICKS)

Subscribed and sworn to before me this _____ day of _____, 20 ____.

Notary Public: Signature

Notary Public: Printed Name

My Commission Expires _____

Residing in _____ County

SAMPLE PUBLIC NOTIFICATION LETTER PLAN COMMISSION DEVELOPMENT PLAN REVIEW

Date: **(Date Letters Mailed)**

Name

Address **(Mailing Address of Adjacent Property Owner)**

City, State, and Zip Code

Dear: **(Name of Adjacent Property Owner):**

Please be advised that the undersigned property owner or agent for the property owner has made application to the Avon Plan Commission for a development plan review for a project to be known as **(Case Number, Case Name and a brief description of the Project)** in the Town of Avon, Indiana, in Section _____, Township _____, Range _____ located near **Give the Location of the Project in Relationship to the Nearest Street Intersection.**

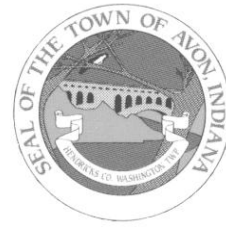
A copy of this application, legal description, and all development plans pertaining to this proposed development plan are on file and available for examination prior to the public hearing in the office of the Planning Department at the Avon Town Hall located at 6570 East U.S. Highway 36, Avon, Indiana, 46123, between the hours of 8:00 AM and 4:30 PM, Monday through Friday. Objections to a proposal may be filed in writing to the Plan Commission Staff up to and including the date of the public hearing. Written objections should be sent to the Avon Town Hall at the above address and such objections will be considered. Objections may also be voiced at the scheduled public hearing below in accordance with the rules of procedure.

The Avon Plan Commission will hold a public hearing on this proposed development plan review in the Avon Town Hall located at 6570 East U.S. Highway 36, Avon, Indiana, 46123 on **(Date of the Public Hearing)** at 7:00 PM.

Very truly yours,

**(Name and Signature of Applicant
or Agent for the Applicant)**

**AFFIDAVIT OF SIGN POSTING
DEVELOPMENT PLAN REVIEW
AVON PLAN COMMISSION
TOWN OF AVON, INDIANA**



Affidavit must be submitted prior to the scheduled public hearing.

STATE OF INDIANA)
) SS:
COUNTY OF HENDRICKS)

RE: Request for Development Plan Review before the Avon Plan Commission

(Project Name and Number)

I, _____ after being first duly sworn states:
(Name of Person Posting Sign)

1. That the Avon Zoning Ordinance which requires the posting of sign on the property being considered for development plan review, as adopted by the Avon Plan Commission, has been fully complied with in connection with the above referenced request; and
2. That said sign(s) was (were) duly erected on the _____ day of _____, 20 _____, in full compliance with the requirements of the Avon Zoning Ordinance and the sign(s) remain(s) on said property to this date.

Dated this _____ day of _____, 20 _____

(Signature of Person Posting Sign)

STATE OF INDIANA)
) SS:
COUNTY OF HENDRICKS)

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

Notary Public: Signature

Notary Public: Printed Name

My Commission Expires _____

Residing in _____ County

NOTICE OF PUBLIC HEARING

The Avon Plan Commission will consider

(Case Number)

(Case Name)

This case will be heard on

(Day, Date and Time)

**at a public hearing in the Avon Town Hall,
6570 East U.S. Highway 36
Avon, Indiana 46123.
For additional information,
call 317-272-0948**