

# PLANNED UNIT DEVELOPMENT (MINOR AMENDMENT) APPLICATION PROCEDURES



**DEFINITION:** Any modification deemed to be minor and that does not involve an increase in the height, area, bulk, or intensity of land uses; the designation of additional permitted uses or the elimination of permitted uses; the reduction in perimeter yards for the Planned Unit Development; the addition of driveways or access points to the Planned Unit Development; the reduction in the amount of required parking for any use located within the Planned Unit Development; or the kind of building materials and styles of architecture within the Planned Unit Development District. Minor amendments must go before the Plan Commission for approval, but do not require a public hearing.

**PRELIMINARY APPLICATION:** Prior to submitting an application for a planned unit development minor amendment, the applicant must schedule an appointment with the Plan Commission Staff for an in-house preliminary consultation to discuss the proposed project. The applicant should provide a sketch showing the preliminary details of the project. 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 filed until all information is received. All applications must be submitted in accordance with published deadlines. **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. The following information must be submitted with the application:

1. A **notarized application** filed at least fifty (50) days before the date of the Plan Commission's public hearing;
2. Five (5) copies of the **amended planned unit development and revised construction drawings (if applicable)** including the topographic overlay and area map;
3. A **legal description** of the property

**FEES: \*Fees are Nonrefundable\*** The following fees apply to a planned unit development (amendment):

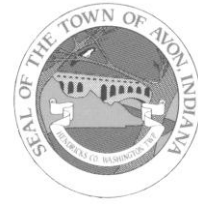
**(Please see fee schedule online at [avongov.org](http://avongov.org))**

1. Application Fee by check made payable to **Town of Avon.**

**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](http://avongov.org) or provided at Avon Town Hall. The Avon Plan Commission 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 these concerns and submit revised plans approximately two (2) weeks before the Plan Commission meeting. 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 meeting.*

**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 to be paid by check made payable to **Crossroads Engineering.**

# REQUIREMENTS FOR FILING PLANNED UNIT DEVELOPMENT (MINOR AMENDMENT) CHECKLIST



**PLAN COMMISSION MEETING:** 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

**An application shall include the following items\*:**

One (1) completed checklist. (Attach completed copy of this form.) *Mark all items N/A (Not Applicable) which don't apply to your project.*

- \_\_\_\_\_ 1. 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:

- |                                |  |
|--------------------------------|--|
| _____ 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 |

- \_\_\_\_\_ 2. One (1) copy of the Letter Granting Authority for an Agent (if applicant is not the owner).

- \_\_\_\_\_ 3. One (1) copy of the Letter of Intent. This should include a brief description of the project.

- \_\_\_\_\_ 4. A list below of outside federal, state, and local agency approvals (attach letter from agency):

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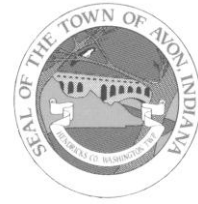


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- \_\_\_\_\_ 5. Five (5) copies of the revised planned unit development with all certifications with each signature accompanied by the printed name showing the following information:

- \_\_\_\_\_ A. Name of the PUD and section
- \_\_\_\_\_ B. Location by section, township, and range
- \_\_\_\_\_ C. Legal description
- \_\_\_\_\_ D. Signature, seal, and certification of a land surveyor registered in the State of Indiana
- \_\_\_\_\_ E. Certification and dedication by the legal owner with a notarized signature
- \_\_\_\_\_ F. Certification of final approval and signature line for the President and Secretary of the Plan Commission
- \_\_\_\_\_ G. Scale shown graphically, date, and north point
- \_\_\_\_\_ H. Boundary lines of the plat and acreage

# REQUIREMENTS FOR FILING PLANNED UNIT DEVELOPMENT (MINOR AMENDMENT) CHECKLIST (Cont'd)



- \_\_\_\_\_ I. True course and distance to the nearest established section line and official monument
  - \_\_\_\_\_ J. City, town, township, county, or section lines accurately tied to the lines of the subdivision by courses and distances
  - \_\_\_\_\_ K. Street designations and labels, name, and lines of all streets within and on the perimeter of the plat
  - \_\_\_\_\_ L. Geometrics of all street intersections and a complete street traverse of each street within and on the perimeter of the plat
  - \_\_\_\_\_ M. Line of any existing alleys within and on the perimeter of the plat
  - \_\_\_\_\_ N. All lot numbers and lines with accurate dimensions in feet and hundredths together with the area of the lot in square feet
  - \_\_\_\_\_ O. Lines of all easements provided for public services, drainage, and utilities
  - \_\_\_\_\_ P. Building setback lines with dimensions
  - \_\_\_\_\_ Q. Street number for each lot
  - \_\_\_\_\_ R. The location and description of all subdivision monuments set, or proposed to be set
  - \_\_\_\_\_ S. Drainage Board approval statement
  - \_\_\_\_\_ T. Erosion Control Plan
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- \_\_\_\_\_ 6. Detailed construction plans showing the specific location and design of improvements to be installed.
  - \_\_\_\_\_ 7. Separate plan and profile sheets provided for all proposed streets, storm sewers, and sanitary sewers.
  - \_\_\_\_\_ 8. One (1) completed Conflict of Interest form.
  - \_\_\_\_\_ 9. Two (2) copies of the final landscape plan showing all common areas, perimeter landscaping and open space landscaping (if being modified).
  - \_\_\_\_\_ 10. One (1) completed conflict of Interest form.
  - \_\_\_\_\_ 11. Nonrefundable application fee. (Check made payable to the **"Town of Avon"**.)

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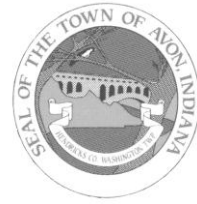
**Signature of Person Completing Application**

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**Date**



# PLANNED UNIT DEVELOPMENT (MINOR AMENDMENT) APPLICATION



I (We) do hereby apply for approval of the plat or replat of the proposed subdivision or re-subdivision of land in accordance with the provisions of the Comprehensive Plan and Subdivision Control Ordinance of Avon, Indiana. I (We) am (are) the owner(s) of the real estate included in the proposed subdivision. 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, inspections, 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\_\_\_\_\_.

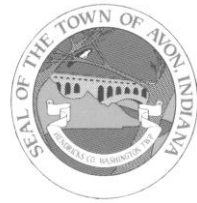
\_\_\_\_\_  
Notary Public: Signature

\_\_\_\_\_  
Printed Name

My Commission Expires: \_\_\_\_\_

Residing in \_\_\_\_\_ County

## 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  
PLANNED UNIT DEVELOPMENT  
(MINOR AMENDMENT)  
AVON PLAN COMMISSION  
TOWN OF AVON, INDIANA**



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

to seek Planned Unit Development Minor Amendment 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 Subdivision.

\_\_\_\_\_  
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

\_\_\_\_\_  
Printed Name

My Commission Expires: \_\_\_\_\_

Residing in \_\_\_\_\_ County

**DISCLOSURE STATEMENT  
PLANNED UNIT DEVELOPMENT MINOR AMENDMENT  
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