



## **PLAN COMMISSION APPLICATION – ZONING MAP AMENDMENT APPLICATION KIT**

### **Summary**

The Whiteland Plan Commission reviews all requests for changes to the Whiteland Zoning Code, including changes to the official zoning map (i.e. rezoning). The Commission considers the petition at a public hearing, then forwards its recommendation to the Town Council for final action.

### **Filing Procedure and Petitioner's Checklist**

- **Application Form**
  - Application must be completed in ink or typed, and the application must be completed in its entirety.
  - The application must be signed.
  - The complete application must be filed with the Commission Secretary by the filing deadline on the Plan Commission schedule (approximately 25 days prior to a scheduled meeting). Additionally, all supporting paperwork must be submitted no later than 10 days prior to the scheduled meeting.
  - A non-refundable filing fee is required with application submittal.
  - A signed, notarized letter of consent is required for any petition in which the applicant does not own the property involved.
- **Rezoning Petition Requirements**
  - Materials listed on the checklist of this application package are or can be required.
  - Ten copies of any submitted materials are necessary for the Commission's review, except that only two copies are needed of traffic impact studies or other large studies.
  - Seven copies are necessary for the Town Council's review. These copies may be submitted after the Plan Commission public hearing. Planning staff may guide the petitioner on what items may be necessary for the Council.
  - Digital files of all submitted supporting materials are requested.
- **Technical Review Committee and Revisions**
  - If the petition warrants formal technical review, the planning staff will schedule a Technical Review Committee meeting to be held on the date listed on the Plan Commission calendar. The applicant or representative should be present.
  - The TRC will review and make comments on the submitted petition.
  - If revisions or more information are required, they are due by the date listed on the calendar.
- **Newspaper Notice**
  - A legal notice must appear in the *Johnson County Daily Journal* newspaper. The newspaper does require at least four business days' advance notice on items to be placed in the public notice section. Their phone number is (317) 736-7101.
  - The notice **must** appear in the newspaper at least 10 days prior to the scheduled public hearing.
  - A copy of the legal advertisement and/or publisher's affidavit must be submitted to the Commission Secretary at least one (1) day prior to the public hearing. If the legal newspaper advertisement is not submitted within that timeframe, the petition will be automatically continued to the next monthly meeting.

- **Identification of Surrounding and Adjoining Property Owners**
  - All land or property owners within 660 feet or two (2) property owners (whichever is less) of the affected property shall be notified of the public hearing.
  - The names and addresses of those surrounding and adjoining property owners can be obtained from the Johnson County Assessor’s Office. A copy of this list including the parcel map number and landowners’ names and mailing addresses must be submitted to the Commission Secretary, at least one (1) day prior to the meeting. Failure to secure the proper names and addresses of the adjoining property owners will result in the petition being continued until proper notice has occurred.
  - A map indicating the adjacent properties within 660 feet of the subject property is also required for the notices below. A copy of an aerial photo from the Johnson County Mapping Office or county GIS should be used for this purpose.
  
- **Notice to Surrounding and Adjoining Property Owners**
  - The notice to adjoining landowners shall include at least the items of the published notice as well as a detailed summary of the petition, site plans or maps, and any other information necessary to adequately describe the nature of the request. The Planning Director shall determine the information necessary based on the type and scale of the case.
  - The Petitioner shall also place notice of the public hearing on-site at least ten (10) days before the date of the hearing. The notice shall remain on-site until final action on the petition has been taken.
  - Notification must be made by either certified mail (return receipt not required) or certificate of mailing.
  - The certified mail receipts or certificates of mailing serve as proof of notification. An affidavit of notice is also required.
  - The list of surrounding and adjoining property owners, certified mail receipts or certificates of mailing, and affidavit of notice must be submitted to the Commission Secretary at least one (1) day prior to the meeting.
  
- **Presentation/Displays**
  - The petitioner or a representative of the petitioner **must** be present at the public hearing to present the application.
  - Visual aids or displays may be used during the presentation. Please contact the Secretary or planning staff for requirements. A copy of all materials presented is required to be retained for the public file record of the case and cannot be returned.

**Public Hearing and Meetings**

At the scheduled meeting, the request is introduced by the Secretary, and the Planning Director will present a summary of the request, Technical Review Committee comments (if any), and staff’s recommendations. The applicant, or representative, will then come forward, be sworn in, and present any supporting testimony. After the applicant’s presentation, the public will be asked to speak for or against the request (the “public hearing”).

The Commission may ask questions or have discussion at any point during the presentations, hearing, or voting. After discussion, the Commission will make a motion and take a vote to forward the petition to the Town Council with a favorable recommendation, an unfavorable recommendation, or no recommendation. The petition and recommendation will be scheduled for the Council to consider. This may or may not be the next Council meeting after the Commission hearing. No additional notice is required from the petitioner for this meeting. If the Council opts to approve the ordinance, it will take two meetings, and during either or both meetings discussion on the petition may occur. If the Council opts to deny the petition, it can do so summarily.

**Rules of Procedure**

The Plan Commission Rules of Procedure provide specific requirements regarding filings, Commission administration, hearing conduct, and other information. A copy of the Rules is available from the Secretary or Planning Director upon request.

**Filing Fee**

Prior to the effective date of 2013 fee schedule	\$50
On and after 2013 fee schedule effective date	\$400

## **Calendar of Meetings**

Meetings of the Whiteland Plan Commission begin at 7:00 p.m. in the Meeting Room of the Whiteland Town Hall, 549 Main Street, Whiteland, IN 46184.

All petitions must be filed with the Plan Commission Secretary (Whiteland Clerk-Treasurer) by the close of business on the filing deadline. Office hours of the Whiteland Clerk-Treasurer are 8:00 a.m. to 5:00 p.m., Monday through Friday. Phone: (317) 535-5531. Fax: (317) 535-8724.

Whiteland Plan Commission meetings are generally held on the first Tuesday of each month. In the case of a holiday falling on the first Tuesday, the regular meeting will be held on the date on the approved calendar.

**Town of Whiteland  
549 E. Main St., Whiteland, IN 46184  
317-535-5531**



## PLAN COMMISSION APPLICATION – ZONING MAP AMENDMENT

### Project Information

Address or location of the proposal			
Current Zoning	Proposed Zoning	Area (Acres)	Annexed Yes <input type="checkbox"/> No <input type="checkbox"/>
Existing land use			
Summary of proposed land use			

### Applicant Information

Name		
Organization Name		
Mailing Address		
City	State	Zip
Phone	E-Mail	

### Property Owner Information

Name (If different than applicant, also submit completed property owner consent affidavit)		
Organization Name		
Mailing Address		
City	State	Zip
Phone	E-Mail	

**Certification:** I hereby certify that I have the authority to make the above application, and that the information, to my knowledge and belief, is true and correct.

Signature of applicant	Date
Printed name and title	

# PLAN COMMISSION APPLICATION – ZONING MAP AMENDMENT CHECKLIST

This form should be completed and filed with the rezoning application.

## Submission Checklist

- An application submission for rezoning shall include the following items:
- Completed application form
- Legal description of the property
- Area map accurately showing the property to be rezoned
- Proof of ownership (*deed*)
- Property owner consent affidavit (*if applicant is not the owner*)
- List of interested parties (*can be submitted with proof of notice*)
- Statement of commitments (*if any*)
- Supporting materials, such as preliminary site plan, architectural renderings, landscape plans, financial reports, etc. (*the Commission may require any additional information it deems necessary to adequately consider the petition*)
- Traffic impact study (*if required*)
- School impact study (*if required*)
- Filing fee (*checks payable to Town of Whiteland*)
- Other materials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Review Process Contacts

The following persons will be contacted regarding notices, additional filing requirements, and staff comments during the review process.

Check if owner and/or applicant will be contacted: Owner \_\_\_ Applicant \_\_\_

### Attorney or Representative

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Project Engineer

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please attach additional contacts if desired.

# Notice of Public Hearing – Zoning Map Amendment

*To be published in the newspaper and sent to adjoining property owners.*

## PUBLIC HEARING NOTICE

The Town of Whiteland Plan Commission will hold a public hearing on \_\_\_\_\_, \_\_\_\_\_ at 7:00 p.m. in the meeting room of the Whiteland Town Hall, 549 Main Street, Whiteland, Indiana, to consider \_\_\_\_\_, a petition by \_\_\_\_\_ to change the official zoning map from \_\_\_\_\_  
(docket #) (applicant name)  
\_\_\_\_\_ to \_\_\_\_\_ for the premises at \_\_\_\_\_  
(current) (proposed) (common address of the property, or location from closest street intersection)

Written suggestions or objections to the provisions of said request may be filed with the Commission Secretary, at or before such meeting, and will be heard at the time and place specified. Interested persons desiring to present their views upon the said request, either in writing or verbally, will be given the opportunity to be heard at the abovementioned time and place. Said hearing may be continued from time to time as may be necessary.

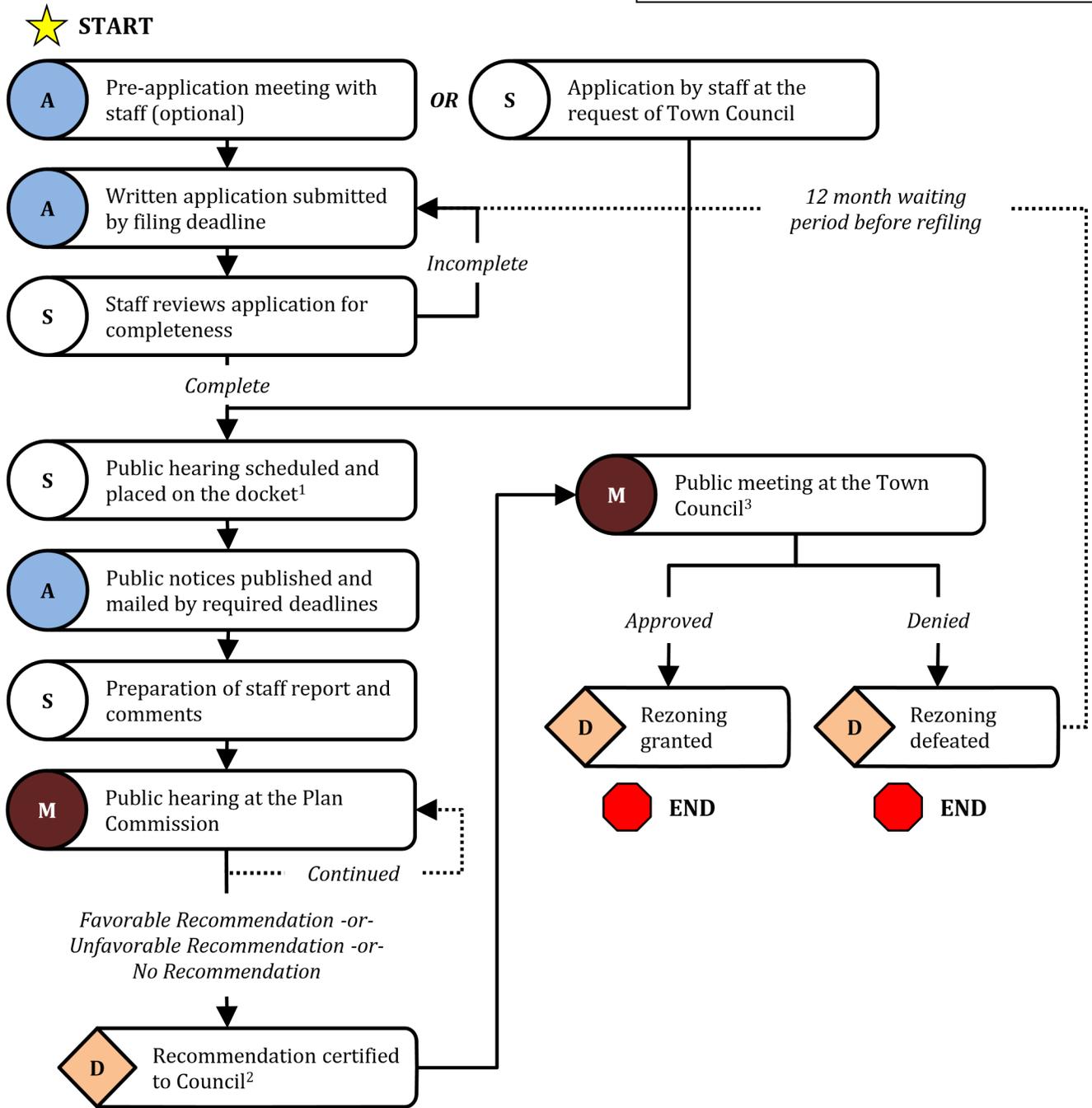
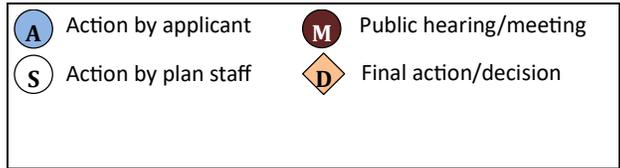
Copies of the petition and legal description may be examined at the Whiteland Town Hall, 549 Main Street, Whiteland, Indiana.

\_\_\_\_\_, petitioner.  
(printed name of applicant)





# Whiteland Plan Commission Process: Zone Map Change (Rezoning)



## Notes

1. The public hearing will be on a regularly scheduled Plan Commission date within 60 days of the receipt of a complete application (I.C. 36-7-4608).
2. Within 10 business days of making a decision, the Plan Commission shall certify its decision to the Town Council.
3. Town Council must vote on the proposal within 90 days of the certified decision. Failure to do so will uphold the Commission recommendation.