



NOBLESVILLE PLANNING DEPARTMENT

16 S. 10th Street, Suite 150 Noblesville, IN 46060
phone: 317-776-6325 www.cityofnoblesville.org/planning

AMENDMENT TO ADOPTED PLANNED DEVELOPMENT APPLICATION CHECKLIST

A.1 APPLICANT SUBMITTAL REQUIREMENTS (FOR TEXT ONLY AMENDMENTS):

- ☐ A completed application form, including notarized signatures of owner(s) and applicant(s);
- ☐ A legal description of the property involved in the planned development
- ☐ A check in the amount of \$550.
- ☐ A separate refundable check in the amount of \$50 as surety for sign placement on the property.
- ☐ Statement of modification to the adopted development plan and reason for those changes and how it still meets the objectives of the adopted land use policies.
- ☐ One (1) copy of the amended ordinance and covenants of the Planned Development District.

ADDITIONAL REQUIRED ITEMS: No later than 12:00pm eight (8) days after the Technical Advisory Committee review and prior to the plan commission meeting, fourteen (14) additional copies of the proposed development plan reflecting the changes requested by the Technical Advisory Committee along with the ordinance and other exhibits on 11" by 17" paper size and two (2) 24" by 36" paper size scaled sets of drawings.

ADDITIONAL REQUIRED ITEMS: No later than 12:00pm, the Thursday following the Plan Commission meeting, four (4) unbound (not stapled) originals, including the ordinance and exhibits properly sequenced and identified at the top of the page (not by tabs) compiled in a booklet or pamphlet, no larger than 11" by 17" paper size and eleven (11) bound copies shall be submitted to the Planning Department.

A.2 APPLICANT SUBMITTAL REQUIREMENTS (FOR ALL OTHER AMENDMENTS):

- ☐ A completed application form, including notarized signatures of owner(s) and applicant(s);
- ☐ A check in the amount of \$550 plus \$65 per acre.
- ☐ A separate refundable check in the amount of \$50 as surety for sign placement on the property.
- ☐ One (1) complete set of the proposed scaled drawings (minimum size 24" by 36"), to include the following:
 - ☐ A sketch plan showing the location of the planned development, ownership, use and zoning of adjacent properties;
 - ☐ A development plan of the modified area in relation to the overall planned development

☐ Statement of modification to the adopted development plan and reason for those changes and how it still meets the objectives of the adopted land use policies.

☐ Fourteen (14) copies (sets) of the preliminary development plan to be submitted for the Technical Advisory Committee Review.

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ADDITIONAL REQUIRED ITEMS: No later than 12:00pm, the Thursday following the Plan Commission meeting, four (4) unbound (not stapled) originals, including the ordinance and exhibits properly sequenced and identified at the top of the page (not by tabs) compiled in a booklet or pamphlet, no larger than 11" by 17" paper size and eleven (11) bound copies shall be submitted to the Planning Department.

B. PROCESSING:

1. A pre-filing meeting is required prior to submittal of documentation. Contact the Senior Planner at the Department of Planning and Development at, 16 South 10th Street, Suite 150, Noblesville, IN 46060, (317) 776-6325.
2. Application must be date stamped on the date received by staff.
3. After a public hearing before the Plan Commission, a recommendation is sent to the City Council concerning the adoption of the modified development and standards. The ordinance is introduced at the initial hearing before the City Council and generally two weeks later a vote to adopt or not adopt the ordinance is finalized.
4. The applicant's presentation before City Council occurs at the first meeting of the Council when the ordinance is introduced.

C. FEES:

1. A fee of \$550 for a **TEXT ONLY** amendment or \$550 plus \$65 per acre for all other amendments shall be paid when the application is submitted and a separate refundable fee of \$50 to be paid when the application is submitted.
2. The TAC filing fee (separate check) is due with the submittal of the TAC application and associated documentation.

<u>Number of Sheets</u>	<u>Review Fee</u>
1 to 20	\$1,325.00
21 to 40	\$1,590.00
41 to 60	\$1,855.00
61 to 80	\$2,120.00
Each additional 20 sheets	\$265.00

D. FOR INFORMATION & QUESTIONS:

City of Noblesville, Indiana
Department of Planning & Development
16 South 10th Street, Suite 150
Noblesville, IN 46060
Phone: (317) 776-6325
Fax: (317) 776-4638
www.cityofnoblesville.org/planning



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Date Stamp
Office Use Only

APPLICATION - PLANNED DEVELOPMENT **AMENDMENT**

APPLICATION NUMBER: _____

1. PROPERTY INFORMATION

Property location: _____

Proposed name of planned development: _____ Acreage: _____

16-digit parcel ID: _____

Township Name: _____ Section #: _____ Township #: _____ Range #: _____

Present Zone District: _____ Proposed Zone District: _____ Existing Land Use: _____

Proposed open space %: _____ Acreage of open space: _____ Miles of public dedicated streets (new): _____

2. APPLICANT INFORMATION

Applicant's name: _____

Applicant's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email address: _____

3. OWNER INFORMATION

Property owner's name: _____

Property owner's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email address: _____

4. ATTORNEY INFORMATION

Company name: _____ Contact Name: _____

Attorney's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email address: _____

5. ENGINEER INFORMATION

Company name: _____ Contact Name: _____

Engineer's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email address: _____

6. SURVEYOR INFORMATION

Company name: _____ Contact Name: _____

Surveyor's address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax : _____ Email address: _____

7. PROJECT CONTACT

Contact Name: _____

Phone: _____ Fax : _____ Email address: _____

8. ADVERTISING

Advertising cost of legal publication billed to:

Name: _____

Address: _____ Phone: _____

9. ATTEST & SIGNATURES

State of Indiana)
) SS:
County of Hamilton)

I attest that all of the above information is true and correct to the best of my knowledge and belief. I understand that any materially false, misleading, or incomplete statement on this Application shall constitute grounds for denial of this application and/or revocation of my request.

Signature of Owner* (REQUIRED)

Name printed

Signature of Applicant

Name printed

**If the owner's signature cannot be obtained on the application, then a notarized statement acknowledging his/her knowledge of the proceedings is required at the time of filing.*

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

Signature of Notary

Name Printed

My commission expires on _____, 20____

(Owners Signature)

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

Signature of Notary

Name Printed

My commission expires on _____, 20____

(Applicant Signature)