

HUNTINGBURG PC APPLICATION PACKET

Contact: Administrator (812) 683-2211, planning@huntingburg-in.gov

Version: Effective April 1, 2021

This application packet is for petitions under the jurisdiction of the Huntingburg Plan Commission and includes:

- **Concept Plan** – conceptual review and site analysis of a proposed subdivision.
- **Primary Plat** – preliminary approval of a subdivision layout.
- **Secondary Plat** – final approval of a subdivision layout including detailed construction drawings.
- **Development Plan** – a specific plan for new development or additions and new structures for commercial, industrial, and multi-family projects.
- **Zone Map Change** – a change from one zoning district to another.

Step 1: Pre-Application.

At least one (1) week prior to the intended filing of the petition, the applicant must discuss the potential application with the Administrator for the purpose of becoming familiar with requirements, submittals, procedures, deadlines, and hearings. Contact the Administrator by calling (812) 683-2211, or emailing planning@huntingburg-in.gov.

Step 2: Making Application.

The applicant must make an appointment with the Administrator in order to file an application by calling (812) 683-2211, or emailing planning@huntingburg-in.gov. A complete application and all required attachments are to be submitted by the date shown on the Application Schedule. The Administrator may waive the need for submittal materials depending on the type and complexity of the application. The Administrator will review the application to determine whether the application is complete. 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.

Step 3: PC Submittal Checklist

	Concept Plan	Primary Plat	Secondary Plat	Development Plan	Zone Map Change
1. Application Fee	\$0	\$0	\$0	\$0	\$150
2. Electronic Copy	✓	✓	✓	✓	✓
3. Application Form	✓	✓	✓	✓	✓
4. Vicinity Map (City will prepare for you)	✓	✓	✓	✓	✓
5. Aerial Map	✓	✓	✓	✓	✓
6. List of Adjacent Property Owners (City will prepare list for you)		✓			✓
7. Basic Site Plan	✓	✓	✓	✓	✓
8. Narrative	✓	✓	✓	✓	✓
9. Drainage Calculations		✓	✓	✓	
10. Plat Plans		✓	✓	✓	
11. Construction Plans			✓	✓	
12. Legal Description and Drawing	✓				✓
13. Proof of Sewer/Water Service			✓	✓	
Attachment A: Consent of Property Owner	✓	✓	✓	✓	✓
Attachment B: Notice for Newspapers		✓			✓
Attachment C: Notice for Property Owners		✓			✓
Attachment D: Project Routing Sheet <i>(with signatures)</i>		✓	✓	✓	
Attachment E: Detail Data Sheet		✓	✓	✓	
Attachment F: Certificate of Sufficiency			✓	✓	
Attachment G: Obligation to Observe			✓	✓	
Attachment H: Standards for Evaluating a Zone Map Change					✓
Attachment I: Waiver Request		✓	✓		

1. Application Fee. Make checks payable to “The City of Huntingburg”.
2. Electronic Copy. Submit an electronic copy of ALL of the items on the submittal checklist, including the application, maps, lists, plans, narratives, and other required attachments. File format should be PDF and each item should be saved as an individual file. Copy may be submitted by email or on a USB drive.
3. Application Form. All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s).
4. Vicinity Map. Submit a vicinity map in a scalable format showing where the property is generally located in Huntingburg, making sure major streets are labeled.
5. Aerial Map. At the time of filing, the Administrator will generate an aerial map of the subject parcel showing all properties within 200 feet of subject parcel.
6. List of Adjacent Property Owners. At the time of filing, the Administrator will generate a list of all surrounding property owners whose property is within 200 feet and at least 2 parcels deep from all portions of the subject parcel.
7. Basic Site Plan. Submit a basic site plan in a scalable format showing the basic layout of the proposed development.
8. Narrative. A Narrative describing the nature of the application and additional details such as land use and proposed development including number of lots, hours of operation, number of employees, anticipated traffic generation, and the dates/details of previous construction/permits if applicable. Also include a bulleted statement of the history of the project (annexation, rezoning, platting, amendments, approvals, etc.)
9. Drainage Calculations.
10. Plat Plans. Submit an electronic full-size formatted set and a scalable formatted set. Plans **MUST** be prepared on a sheet-by-sheet basis in accordance with *Chapter 7 or 8 of the Unified Development Ordinance* for Document and Drawing Specifications.
11. Construction Plans. Submit an electronic full-size set and a scalable formatted set. Plans **MUST** be prepared on a sheet-by-sheet basis in accordance with *Chapter 7 or 8 of the Unified Development Ordinance* for Document and Drawing Specifications.
12. Legal Description and Drawing. A land description of the written words delineating the property and a corresponding drawing with dimensions and bearings. For the electronic version, the legal description should be a PDF generated directly from a Word document so that the text is crisp and clear.
13. Proof of Sewer/Water Service. Provide written verification that sewer and water service are available for the site and that the utility is willing to serve the site under current/future capacity.
14. Attachments A - I. Complete necessary attachments per the respective instructions contained on each form.

Step 4: Notifying the Public (*not applicable to Secondary Plat or Development Plan*)

State Law and the Rules and Procedures for Huntingburg's PC and BZA require you to notify the public of the hearing in two different ways: by newspaper and by notifying property owners that surround the subject property. Signing and submitting an *Affidavit of Notification* verifies this notification.

Notification by Newspaper

Complete Attachment B: Notice for Newspapers. At the application meeting, the Administrator will review and approve the completed attachment.

Publish the approved attachment and legal description one time in the newspapers listed below at least 10 days prior to the Hearing (see Application Schedule). Failure to meet the publishing deadlines will delay the hearing of your petition. Be certain to obtain a "Proof-of-Publication" affidavit from the newspaper for your advertisement. These affidavits and *Form 1: Proof of Notification* must be turned in to the Administrator at least 3 days prior to the hearing (see Application Schedule).

- Dubois County Herald. (Published Tuesday thru Saturday)

Surrounding Property Owner Notification

Complete Attachment C: Notice for Property Owners. At the application meeting, the Administrator will review and approve the completed attachment.

The Petitioner must notify all surrounding property owners within 200 feet and at least 2 properties in depth of the subject property. If the petitioner owns adjacent parcels, then go 200 feet and 2 properties beyond those parcels (whichever is least).

Notification must be mailed by either First Class 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" provides 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 10 days prior to the hearing (see Application Schedule). Proof of mailing must be submitted to the Administrator at least three days prior to the hearing (see Application Schedule). Include the following information to each person notified:

- A copy of the approved Attachment C: Notice for Property Owners
- Legal description and drawing
- Aerial Map
- Narrative
- Basic Site Plan
- Attachment H and/or Attachment I if part of your application

2021 Application Schedule

The following table depicts the deadlines for petitions before the Huntingburg PC. Deviations from this schedule are not permitted without requesting approval from the PC to waive their *Rules and Procedures*.

Application Submittal	Deadline for TAC Comments	Deadline for Submitting Info/Revisions to the File	Public Notice Deadline	Agenda and Staff Report Published	Submit Proof of Public Notice	PC Hearing
Dec 23, 2020	Jan 4	Jan 8	Jan 15	Jan 18	Jan 22	Jan 25
Jan 22	Feb 1	Feb 5	Feb 12	Feb 15	Feb 19	Feb 22
Feb 19	Mar 1	Mar 5	Mar 12	Mar 15	Mar 19	Mar 22
Mar 26	Apr 5	Apr 9	Apr 16	Apr 19	Apr 23	Apr 26
Apr 23	May 3	May 7	May 14	May 17	May 21	May 24
May 28	Jun 7	Jun 11	Jun 18	Jun 21	Jun 25	Jun 28
Jun 25	Jul 5	Jul 9	Jul 16	Jul 19	Jul 23	Jul 26
Jul 23	Aug 2	Aug 6	Aug 13	Aug 16	Aug 20	Aug 23
Aug 27	Sep 6	Sep 10	Sep 17	Sep 20	Sep 24	Sep 27
Sep 24	Oct 4	Oct 8	Oct 15	Oct 18	Oct 22	Oct 25
Oct 22	Nov 1	Nov 5	Nov 12	Nov 15	Nov 19	Nov 22
Nov 23	Dec 6	Dec 10	Dec 17	Dec 20	Dec 24	Dec 27

- Application Submittal: The filing deadline is 12:00 noon on the date indicated. Call (812) 683-2211 or email planning@huntingburg-in.gov to make an appointment to file your application. Application meetings are at a place and time that is most convenient for the applicant and the Huntingburg UDO Administrator.
- TAC Meeting: If necessary, Technical Advisory Committee Meetings are held at Huntingburg City Hall, 508 E 4th Street, Huntingburg, IN 47542.
- Deadline for Submitting Info/Revisions to the File: Revisions or additions to the plans and/or file must be submitted by 12:00 noon on the date indicated in order to remain on the current application schedule. Plans shall be submitted electronically with a cover letter to the attention of the Huntingburg UDO Administrator at planning@huntingburg-in.gov.
- Public Notice Deadline: Deadline to publish public notice in the newspaper and postmark mailings to surrounding property owners.
- Agenda and Staff Report Published: On the date indicated, Agendas and Staff Reports will be emailed directly to the Huntingburg PC Members and the Applicant/Owner.
- Submit Proof of Public Notice: Submit Forms 1 and 2 as proof of adequate public notice of the hearing. Forms shall be submitted electronically with a cover letter to the attention of the Huntingburg UDO Administrator at planning@huntingburg-in.gov.
- PC Hearing: Unless otherwise noticed, PC Meetings are held at 5:30pm at the Huntingburg City Hall, 508 E 4th Street, Huntingburg, IN 47542.

PC Application

This application is being submitted for (check all that apply):

- ☐ Concept Plan ☐ Development Plan
☐ Primary Plat ☐ Secondary Plat
☐ Zone Map Change ☐ Subdivision Waivers included

Applicant Info

Name	
Street Address	
City, State, Zip	
Primary Contact Person regarding this petition	
Phone	E-Mail
Engineer Preparing Plans	E-Mail
Others to be Notified	E-Mail

Property Owner

Name	
Street Address	
City, State, Zip	
Phone	E-Mail
Applicant is (circle one): Sole owner Joint Owner Tenant Agent Other (specify)	

Premises Affected

10-digit Parcel Number				
Actual/approximate address or location from major streets				
Subdivision			Lot Number(s)	
Total Acreage		Flood Zone on Site?		
Zoning of Subject Property		Use of Subject Property		
Proposed Zoning		Proposed Land Use		
Zoning of Adjacent Properties	North:	South:	East:	West:
Land Use of Adjacent Properties	North:	South:	East:	West:

Signature

I affirm under the penalties of perjury that the foregoing representations are true and correct this ____ day of ____, 20____.

Signature _____

For Office Use Only	
File #	Fee
Filing	TAC
Hearing/Meeting	
<input checked="" type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> w/ conditions
<input checked="" type="checkbox"/> Denied	<input checked="" type="checkbox"/> Approved
<input checked="" type="checkbox"/> Favorable	<input checked="" type="checkbox"/> Unfavorable <input checked="" type="checkbox"/> No Recommendation

Attachment A: Consent of Property Owner

Complete and submit if applicant is different from property owner.

I (we)

NAME(s)

After being first duly sworn, depose and say:

- That I/we are the owner(s) of the real estate located at I (we)

ADDRESS

- That I/we have read and examined the Application, and are familiar with its contents.
- That I/we have no objection to, and consent to such request as set forth in the application.
- That such request being made by the applicant (____is) (____is not) a condition to the sale or lease of the above referenced property.

I affirm under the penalties of perjury that the foregoing representations are true and correct this ____ day of ____, 20____.

Signature _____

Attachment B: Notice for Newspapers

Attach: 1) 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 _____, and legally described by

the attached legal description, have filed a petition before the Huntingburg Advisory Plan Commission, which petition

requests a ☐ Concept Plan ☐ Primary Plat ☐ Zone Map Change ☐ with Waivers

for the said property in order to:

This petition, File # _____, will come for hearing at 5:30PM at the Huntingburg City Hall, 508 E 4th Street, Huntingburg, IN 47542 on _____, _____.

In accordance with the Americans With Disabilities Act, if anyone wishes to attend the public hearing on the above referenced matter and is in need of reasonable accommodation in order to hear, present evidence, or participate in the proceedings at the public hearing on this matter, please contact the Administrator so accommodation can be made. The petition and file on this matter is available for examination by contacting the Administrator at (812) 683-2211 or email at planning@huntingburg-in.gov. Comments regarding this petition may be submitted at any time. Information to be considered in the Staff Report and distributed to the PC members in advance of the meeting must be received fourteen (14) days prior to the hearing and must be sent to planning@huntingburg-in.gov or Huntingburg PC, Huntingburg City Hall, 508 E 4th Street, Huntingburg, IN 47542.

Petitioner: _____

Attachment C: Notice for Property Owners

Include with the mailing: 1) Legal Description, 2) Aerial Map, 3) Basic Site Plan, 4) Narrative, 5) Attachment H (if applicable), and 6) Attachment I (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 _____, and legally described by

the attached legal description, have filed a petition before the Huntingburg Advisory Plan Commission, which petition

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Petitioner: _____

Attachment D: Project Routing Sheet

Applicants are required to consult with the Departments/Offices below prior to making application in order to provide general information concerning the site, as well as to familiarize the applicant with the procedures and requirements of the PC and applicable 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 Development Plans.

Project Name
Developer
Firm Preparing Plans
Contact Phone Number

UDO Administrator <i>Comments:</i>	Paul Lake (812) 683-2211	Date of Meeting: _____	Initials: _____
Utilities <i>Comments:</i>	NAME (812) 683-3622	Date of Meeting: _____	Initials: _____
Fire Department <i>Comments:</i>	Scott Patberg (812) 683-2211	Date of Meeting: _____	Initials: _____
County Surveyor <i>*Note: not all projects will require review by the Surveyor. Call to confirm.</i> <i>Comments:</i>	Kenneth Brosmer (812) 481-7085	Date of Meeting: _____	Initials: _____

Attachment E: Detail Data Sheet

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

- ☐ Sanitation _____
- ☐ Water _____
- ☐ Electric _____
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____

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

5. Performance Guarantees: For which of the following improvements do you anticipate submitting performance guarantee?

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

Attachment F: Certificate of Sufficiency

This is a sample letter to be submitted on Engineer's letterhead at the time of application. This actual attachment should not be submitted.

RE: Certificate of Sufficiency

DATE: _____

FILE #: _____

ADDRESS WHERE LAND ALTERATION IS OCCURRING: _____

DATE OF PLANS: _____

I hereby certify that to the best of my knowledge and belief:

The drainage plan for this project is in compliance with drainage requirements as set forth in the applicable ordinances pertaining to this class of work.

The calculations, designs, reproducible drawings, master and original ideas reproduced in this drainage plan are under my dominion and control and they were prepared by me and my employees.

Signature _____ Date _____

Typed or Printed Name _____ Phone _____

Business Address _____

____ Surveyor ____ Engineer ____ Architect Indiana Registration Number _____

Attachment G: Obligation to Observe

This is a sample letter to be submitted on Engineer's letterhead at the time of application. This actual attachment should not be submitted.

RE: Obligation to Observe

DATE: _____

FILE #: _____

ADDRESS WHERE LAND ALTERATION IS OCCURRING: _____

DATE OF PLANS: _____

I will perform periodic observations of this project during construction to determine that such land alteration is in accordance with both the applicable drainage requirements and the drainage plan for the project submitted for a drainage permit to the Administrator.

Signature _____ Date _____

Typed or Printed Name _____ Phone _____

Business Address _____

____ Surveyor ____ Engineer ____ Architect Indiana Registration Number _____

Attachment H: Standards for Evaluating a Zone Map Change

The PC's recommendation and the City Council's decision shall be based upon how each of the following statutory requirements is justified in the request. Use this form or attach a separate sheet that thoroughly itemizes, explains, and justifies each of the following criteria:

1. The requested zoning change is consistent with the Comprehensive Plan because...

2. The requested zoning change will not have a negative impact on the current conditions and the character of current structures and uses in each district because...

3. The requested zoning change will result in the most desirable use for which the land is adapted because...

4. The requested zoning change will not affect the property values throughout the City of Huntingburg because...

5. The requested zoning change promotes responsible development and growth because...

Attachment I: Waiver Request

Where the PC finds that extraordinary hardships or practical difficulties may result from strict compliance with the regulations in the ordinance and/or the purpose and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers so that substantial justice may be done and the public interest secured. Waivers shall not have the effect of nullifying the intent and purpose of these regulations.

Use the form below for each waiver requested. Attach a separate sheet if necessary.

Ordinance Section:
Ordinance Language to be waived:
Alternative/Substitute to be offered:
1. The approval of the waiver request will not be detrimental to the public safety/health/welfare or injurious to property within a reasonable proximity to the subject property involved in the waiver request because...
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 because...
3. The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives because... <i>(Note: financial hardship does not constitute grounds for a waiver)</i>
4. The waiver request is necessary and represents a minimal deviation from explicit ordinance standards because...

Form 1: Affidavit of Notification

Submit this Form three days prior to the hearing along with proof of publication and proof of mailing.

I (we) _____

After being first duly sworn, depose and say:

- That I have notified in person or by First Class U.S. Mail all owners of property located within a 200 foot radius of my property and at least 2 properties deep located at _____.
- 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 packet "Notifying the Public", which is part of the Rules and Procedures of the PC and/or BZA as described;
- That the said property owners were notified that the PC will hold a public hearing regarding this application on the date of _____, at 5:30pm; and
- That the names and addresses of said property owners so notified are listed on a separate paper which is a part of this Affidavit.

And further the Affiant sayeth not.

I affirm under the penalties of perjury that the foregoing representations are true and correct this ____ day of _____, 20____.

Signature _____

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: <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certificate of Mailing ONLY	
Line	Name & Address	Postage	Fee	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total number of pieces listed by sender:		Total number of pieces received at Post Office:	POSTMASTER (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 _____	