

PC APPLICATION PACKET

SCOTTSBURG ADVISORY PLAN COMMISSION

Contact: Carmen Boley | (812) 722-1157 | cboley@scottsburg.in.gov
Scottsburg Planning, Zoning, & Building Commission
2 McClain Ave, Scottsburg, IN 47170
www.cityofscottsburg.com

USE THIS APPLICATION FOR THE FOLLOWING:

PRIMARY PLAT APPLICATION (MAJOR SUBDIVISION)

WHEN DOES THIS APPLY?

- Subdividing (splitting) an existing parcel into more than four parcels for residential uses or more than one parcel for non-residential uses
- Requesting preliminary approval of the subdivision layout and design

Note: Exempt subdivisions are not required to submit an application (See Chapter 5.B of the UDO)

SECONDARY PLAT APPLICATION (MAJOR SUBDIVISION)

WHEN DOES THIS APPLY?

- Subdividing (splitting) an existing parcel into more than four parcels for residential uses or more than one parcel for non-residential uses
- Requesting secondary (final) approval of the subdivision layout and design

Note: Exempt subdivisions are not required to submit an application (See Chapter 5.B of the UDO)

MINOR SUBDIVISION APPLICATION

WHEN DOES THIS APPLY?

- Subdividing (splitting) an existing parcel into four or fewer parcels for residential uses and it does not involve opening or creating new public rights-of-way (roads) or utility main extensions

Note: Exempt subdivisions are not required to submit an application (See Chapter 5.B of the UDO)

WAIVER APPLICATION

WHEN DOES THIS APPLY?

- Requesting that a primary and/or secondary plat vary (not follow the standards) from any of the subdivision standards included in the UDO (Chapters 5 & 6)

DEVELOPMENT PLAN APPLICATION

WHEN DOES THIS APPLY?

- Building a new primary structure. Single-family, two-family, or agricultural uses (excluding confined feeding operations) are not required to submit a development plan application
- Modifying or changing the site (such as parking) that meet the thresholds requiring compliance for an individual or all site standards as outlined in Chapter 4 of the UDO
- Building a new primary structure or an addition to the exterior of a primary structure within the Downtown Historic District (DHD) and/or the McClain Avenue Overlay District (MAO)
- If otherwise required by Chapter 2: Zoning and Overlay Districts or other sections of the UDO

ZONING MAP AMENDMENT APPLICATION (REZONING)

WHEN DOES THIS APPLY?

- Requesting to change the zoning from one zoning district to another zoning district

PLANNED UNIT DEVELOPMENT (PUD) DISTRICT APPLICATION

WHEN DOES THIS APPLY?

- Requesting to change the zoning from any zoning district to a PUD

PC APPLICATION INSTRUCTIONS

STEP 1

PRE-APPLICATION CONFERENCE

STEP 1: Schedule A Meeting with the Administrator.

A pre-application meeting is required for all Plan Commission (PC) applications. These can be held in-person, by phone, by email, or by video conferencing at the discretion of the Administrator. This meeting gives the applicant the opportunity to discuss the procedures for application with the Administrator, as well as requirements, submittals, deadlines, and hearings. Contact the Administrator at (812) 722-1157 or by email at cboley@scottsburg.in.gov.

STEP 2

PROVIDE REQUIRED ITEMS IN PC CHECKLIST

STEP 2: Provide Required Application Documents and Forms Included on Pages 4 and 5 of this Packet by the Deadline.

Identify your application type on the tables on pages 4 and 5 of this packet, and provide all of the Required Documents and Required Forms that have a checkmark for your application type. Digital copies of all documents are required. Three hard copies of all drawings (plats and development plans) are required and identified in these tables.

A complete application and all required forms and attachments, including non-refundable application fee, must be submitted in the required format by 3:00 pm at least 30 calendar days prior to the regularly scheduled plan commission meeting date. For example, if the regularly scheduled meeting date is scheduled for February 14th, a complete application must be submitted by 3:00 pm on January 16th for the application to be placed on the February 14th meeting agenda.

When an application is submitted, the Administrator will review the materials to determine if the application is complete. If the application is not complete, the applicant will be provided with a list of deficiencies and may resubmit the missing items. *A hearing date and petition number will not be assigned until the Administrator determines that the application is complete.*

NOTIFY THE PUBLIC

STEP 3: Send notice to adjoining property owners.

Public notice is only required for PRIMARY PLATS, MINOR SUBDIVISIONS, WAIVERS, ZONING MAP AMENDMENTS (REZONING), and PLANNED UNIT DEVELOPMENTS. Secondary plats and development plans do NOT need to provide public notice.

The Scottsburg Plan Commission staff will publish a legal notice, at the expense of the applicant, in The Crothersville Times at least 10 calendar days prior the public hearing. The applicant does not need to place this legal notice in the newspaper.

The APPLICANT MUST SEND NOTICE TO ALL PROPERTY OWNERS WITHIN 250 FEET at least 10 calendar days prior to the hearing. The applicant MUST:

1. Mail a copy of the legal notice that is provided by the Administrator to the owner(s) of all parcels within 250 feet of any property line of the subject property. If any adjoining parcels are owned by the applicant or have the same owner as a parcel(s) included in the application, the parcel(s) within 250 feet of those parcel(s) shall also be mailed the notice. All notices must be mailed with either Certified Mail Return Receipt Requested or Certificate of Mailing through USPS. At the Administrator's discretion, the Administrator can help with this process if requested.
 - The list of property owner names and addresses are determined by the property owner's last known address as listed in county tax records. These records can be obtained at the Scott County Auditor's Office (1 E. McClain Ave, Scottsburg, IN 47170).
 - All letters must be postmarked at least 10 calendar days prior to the public hearing date.
2. Submit proof of mailing (Green Cards or Stamped Certified Mail Receipt from USPS) at least 5 calendar days prior to the PC meeting date. Failure to submit the documentation on time may delay the hearing of your petition.

REQUIRED DOCUMENTS

	PRIMARY PLAT	SECONDARY PLAT	MINOR SUBDIVISION	WAIVER	DEVELOPMENT PLAN	ZONE MAP AMENDMENT (REZONING)	PLANNED UNIT DEVELOPMENT
1: Application Fee <ul style="list-style-type: none"> See the Fee Schedule Make checks payable to the City of Scottsburg 							
2: Description of Request <ul style="list-style-type: none"> Short description of the request, land use, reason for request, and/or the proposed development Include as many details as possible and any information that would be considered necessary to support the application 							
3: Legal Description and Warranty Deed These can be found at the Scott County Recorder's office							
4: Recorded Restrictions and Covenants (if applicable) Any recorded restrictions or covenants							
5: Intent to Serve Letters Letter or email from the water and sewer provider (or county health department/ISDH if on septic/well) confirming capacity and willingness to serve the proposed development (or feasibility if on septic)							
6: Plat Drawings (3 hard copies) Drawings showing the layout and design of the subdivision that complies with Chapter 7.I and either PC Form 4: Primary Plat Checklist or PC Form 5: Secondary Plat Checklist							
7: Development Plan Drawings (3 hard copies) Drawings and supporting documents (such as a site plan) showing compliance with Chapter 7.C and PC Form 6 Development Plan Checklist							
8: Approval of Construction Plans for Public Infrastructure and Drainage Plans Approval letter of construction plans and drainage approval from the Scottsburg Board of Works for all public infrastructure required by the UDO							
8: Approval from Scottsburg Historic Review Board (SHRB) – ONLY DHD & MAO DISTRICTS Approval letter or Certificate of Appropriateness from the SHRB if within the DHD or MAO Districts							
9. PUD District Ordinance Book All required details for the PUD that complies with Chapter 7.F and the PC Form 7: PUD Checklist							

REQUIRED FORMS

	PRIMARY PLAT	SECONDARY PLAT	MINOR SUBDIVISION	WAIVER	DEVELOPMENT PLAN	ZONE MAP AMENDMENT (REZONING)	PLANNED UNIT DEVELOPMENT
<p>PC Form 1: Application & Consent</p> <ul style="list-style-type: none"> All items must be fully and legibly completed Application must be signed by the applicant(s) All property owners must sign the consent form All signatures must be notarized If the applicant or property owner is a business, entity must be registered with the Secretary of State and forms must be signed by a person authorized to legally bind the entity 							
<p>PC Form 2: Proof of Public Notices</p> <ul style="list-style-type: none"> Proof of mailings to adjoining property owners Affidavit signed by applicant (must be notarized) 							
<p>PC Form 3: Waiver Request Include specific details on why the requested waiver is needed and justified</p>							
<p>PC Form 4: Primary Plat Checklist Verify that all required checklist items have been provided in the application documents</p>							
<p>PC Form 5: Secondary Plat Checklist Verify that all required checklist items have been provided in the application documents</p>							
<p>PC Form 6: Development Plan Checklist Verify that all required checklist items have been provided in the application documents</p>							
<p>PC Form 7: PUD Checklist Verify that all required checklist items have been provided in the application documents</p>							

PC FORM 1: APPLICATION & CONSENT

PAGE 1 OF 2

If additional space is needed, please attach separate sheets to this application

APPLICATION TYPE (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Primary Plat | <input type="checkbox"/> Development Plan |
| <input type="checkbox"/> Secondary Plat | <input type="checkbox"/> Zone Map Amendment (Rezoning) |
| <input type="checkbox"/> Minor Plat | <input type="checkbox"/> PUD Ordinance |
| <input type="checkbox"/> Waiver | |

APPLICANT & PROPERTY OWNER INFORMATION

	APPLICANT	PROPERTY OWNER(S)
Full Legal Name		
Mailing Address (street, city, state, zip code)		
Primary Contact Person (name, phone, email)		
Is the applicant and/or property owner(s) a business?		

PROPERTY INFORMATION

18-Digit Parcel ID Number	
Property Address	
Total Acreage	
Current Zoning & Current Use	
Proposed Use	
Proposed Zoning (if rezoning)	
Subdivision Name (if applicable)	
Number of Lots (if subdivision)	

FOR OFFICIAL USE ONLY

Petition Number	PC Staff Reviewer Name
Fee	TAC / SHRB Review
Filing Date	PC Hearing Date
PC Recommendation (if rezoning/PUD application)	<input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable <input type="checkbox"/> No Recommendation
Final Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Commitments or Conditions <input type="checkbox"/> Denied

PC FORM 1: APPLICATION & CONSENT

PAGE 2 OF 2

If additional space is needed, please attach separate sheets to this application

APPLICANT SIGNATURE

I, _____, affirm, under the penalties of perjury, that the information supplied and exhibits are true and correct.

Applicant Signature	
Date	

NOTARIZATION

Notary Public's Name (printed)	
Notary Public's Signature / Stamp	

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

CONSENT OF PROPERTY OWNER(S)

I/we, _____, affirm, under the penalties of perjury, that I/ we are the owner(s) of the real estate located at the address/parcel number included on Form 1 of this application; that I/we have read and examined the application (including all information supplied and exhibits) and are familiar with its contents; that I/we have no objection to and consent to such request as set forth in the application.

	PROPERTY OWNER 1	PROPERTY OWNER 2
Name		
Signature		
Date		

NOTARIZATION

Notary Public's Name (printed)	
Notary Public's Signature / Stamp	

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

PC FORM 2: PROOF OF PUBLIC NOTICE

Note: This form is only required for Primary Plats, Minor Subdivisions, Waivers, Zoning Map Amendments (Rezoning), and Planned Unit Developments (PUDs). Do not complete this form if you are requesting approval of a Secondary Plat or Development Plan.

APPLICANT VERIFICATION OF PUBLIC NOTICE

- Proof of Public Notice has been completed as required and provided to the Plan Commission and/or Administrator

I, _____, affirm, under the penalties of perjury, that the information supplied are true and correct, and adequate public notice has been completed in conformance of the minimum standards required by the Scottsburg Advisory Plan Commission.

Applicant Signature	
Date	

NOTARIZATION

Notary Public's Name (printed)	
Notary Public's Signature / Stamp	

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

PC FORM 3: WAIVER REQUEST

Note: This form is only required for Waivers. Do not complete this form if you are not requesting approval of a Waiver.

WAIVER REQUEST INFORMATION

<p>Section and Title of UDO Standard to be Waived: (Example: Chapter 6.C.2.f Lot Dimensions)</p>	
<p>Standard to be Waived: (Example: The depth to width ratio for single family use within a subdivision shall be no greater than 3:1)</p>	
<p>Alternative/Substitute Requesting to be Approved: (Example: The depth to width ratio for single family use within the subdivision shall be no greater than 6:1)</p>	
<p>Standards of Evaluation: The PC must find that all four standards of evaluation are true.</p> <p>Provide a proposed justification for each of the required standards of evaluation.</p>	<p>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. <i>Proposed Justification:</i></p> <p><input type="checkbox"/> TRUE <input type="checkbox"/> FALSE</p> <hr/> <p>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. <i>Proposed Justification:</i></p> <p><input type="checkbox"/> TRUE <input type="checkbox"/> FALSE</p> <hr/> <p>3. The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives (Note: financial hardship does not constitute grounds for a waiver). <i>Proposed Justification:</i></p> <p><input type="checkbox"/> TRUE <input type="checkbox"/> FALSE</p> <hr/> <p>4. The waiver request is necessary and represents a minimal deviation from explicit ordinance standards. <i>Proposed Justification:</i></p> <p><input type="checkbox"/> TRUE <input type="checkbox"/> FALSE</p>

PC FORM 4: PRIMARY PLAT CHECKLIST

PAGE 1 OF 2

Note: This form is only required for Primary Plats. Do not complete this form if you are not requesting approval of a Primary Plat.

PROJECT INFORMATION

- Name of the project/subdivision.
- A location map with north arrow at a scale of 1" = 400' or less showing the boundaries of the proposed project and covering the general area within which it is to be located.
- Boundaries of the tract with accurate dimensions and bearings, as determined by an accurate survey conforming with 865 IAC 1-12, in the field which has been balanced and closed, as well as physically located by monumentation.
- Location and description of all monuments with references by distance to bearings to both quarter section corners, section corners, grant corners, or recorded subdivisions.
- Boundary lines of adjacent tracts of land, showing owners of record and names of adjoining developments.
- Total acreage within the project and the number of lots.
- Existing zoning of the subject property and all adjacent properties.
- Name and address of the owner, developer, and land surveyor and/or engineer.
- If non-residential, a statement of the proposed uses, stating the type of buildings, and the type of business, commercial, or industrial uses to reveal the effect of the project on traffic, fire, and population.

TITLE BLOCK

- The proposed legal and common name of the project.
- Date of survey, scale, north point, and revision date(s).

EXISTING SITE CONDITIONS

- Existing contours based in NAVD 1988 datum with vertical intervals of 2 feet if the general slope of the site is less than 2% and vertical intervals of 5 feet if the general slope is greater than 2%. A benchmark, which is easily accessible and re-locatable, shall be shown. The benchmark shall be determined by use of NAVD 88 datum (vertical), which are based on sea level datum.
- Existing buildings/structures and their placement on the lots.
- Existing water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records.

PC FORM 4: PRIMARY PLAT CHECKLIST

PAGE 2 OF 2

EXISTING SITE CONDITIONS (CONTINUED)

- Location, widths, and type of construction of all existing streets, street names, alleys, or other public ways and easements, street classifications as per the Comprehensive Plan, Thoroughfare Plan, railroad and utility rights-of-way or easements, parks, wooded areas, trails, cemeteries, watercourses, drainage ditches, designated wetlands, floodplain per FEMA/IDNR maps, and bridges. Other structures shall be located by dimensions on the plans, in relation to surrounding physical features. Other data may be added which is considered pertinent by the PC or the Administrator for the subject land. Existing site conditions shall include all land within 100 feet of the proposed project.
- The water elevation at the date of the survey of lakes, stream flow, or designated wetlands within the project or affecting it.
- The regulatory flood (100-year flood) elevation based on NAVD 1988.

PROPOSED DEVELOPMENT INFORMATION

- Basic layout of the proposed project/subdivision showing lot/block lines, lot/block numbers, and streets that show length, width, depth, and area of all lots.
- Building and thoroughfare (if applicable) setback lines, showing dimensions.
- Utility easements and/or proposed locations for all utilities.
- All lots or blocks/outlots intended for sale or lease shall be designated with boundary lines and identified with letters and be in alphabetical order. Lots shall be numbered consecutively within each block.
- Private areas, common areas, or other excluded parcels shall be designated as such and clearly labeled on the plans.
- Note stating: "No buildings, structures, fences, shrubs, or trees shall be placed in the public right-of-way without prior written review and approval by the appropriate agency."
- Internal and perimeter sidewalk system/pedestrian circulation plan, if any.
- Other such information as may be deemed necessary for proper review of the Primary Plat by the Administrator or PC.

PC FORM 5: SECONDARY PLAT CHECKLIST

Note: This form is only required for Secondary Plats. Do not complete this form if you are not requesting approval of a Secondary Plat.

PROJECT INFORMATION

- Name of the project/subdivision.
- All lots or blocks/outlots intended for sale or lease shall be designated with boundary lines and identified with letters and be in alphabetical order. Lots shall be numbered consecutively within each block.
- Private areas, common areas, or other excluded parcels shall be designated as such and clearly labeled on the plans.
- Letters from utilities indicating a “willingness to serve” the proposed development, including sewer, water, electric, gas, fiber, and the fire department.
- Monument sign location, including dedicated easement or dedicated common area.
- All Easements.

NOTES AND ENDORSEMENTS

- Dedication Certification. A notarized statement by the subdivider(s)/applicant(s) and/or all other owner(s) of record stating that the platting of the subdivision is the subdivider’s and/or other owner’s voluntary act and deed, and that the subdivider(s) and/or owner(s) shall declare in the certificate by description or reference to the plat the purpose of all rights-of-way, easements, and other reservations shown on the plat.
- Plan Commission Certification. A statement that states the plat is approved by the Scottsburg Advisory Plan Commission under the authority provided by IC-36-7-4 and the Scottsburg Unified Development Ordinance. This should include signature lines as required by the UDO.
- Notation of any self-imposed restrictions.
- Endorsement by every person having a security interest in the property that they are subordinating their liens to all covenants, servitudes, and easements imposed on the property.
- For any plats with shared driveways, a note stating that roads not built to city standards cannot and will not be accepted for dedication.
- A note stating monuments shall be set on all lot corners in accordance with 865 IAC.

PC FORM 6: DEVELOPMENT PLAN CHECKLIST

PAGE 1 OF 2

Note: This form is only required for Development Plans. Do not complete this form if you are not requesting approval of a Development Plan.

PROJECT INFORMATION

- Scaled and dimensioned drawings that are no larger than 36" x 48".
- Scale, north point, and revision date(s).
- Name of the development.
- Name and address of the owner, developer, and land surveyor and/or engineer.
- A location map with north arrow at a scale of 1" = 400' or less showing the boundaries of the proposed project and covering the general area within which it is to be located.

EXISTING SITE CONDITIONS

- Location and width of all existing streets, easements, alleys, and other public ways, proposed street rights-of-way, utility poles, or other structures and building setback lines.
- Location of existing wooded areas, wetlands (including total area and type), watercourses, and floodplains, (indicating the floodway line and base flood elevation).
- Location of all existing underground utilities such as sewers, water mains, storm drains, or gas transmission lines within the property or adjacent to with approximate size and directions of slope.
- Boundary lines of adjacent tracts of land, showing owners of record, names of adjoining developments, existing uses, and existing zoning.
- Boundaries of all parcel(s) within the proposed development, including dimensions of all boundary lines.
- Total acreage within the project and existing zoning of the parcel(s).

PROPOSED USE AND STRUCTURE INFORMATION

- Proposed uses, including any outdoor storage.
- Location of all buildings (including square footage), temporary structures, structures (including fences, walls, and dumpsters), and pavement.
- Height of all structures and buildings.
- Front, side, and rear yard setbacks.
- If located within the DHD or MAO districts, color elevations (no larger than 24" by 36" drawings) for all buildings denoting materials used, location of materials on building, percentage of different types of materials on building, height, and colors. Include elevations from the north, south, east, and west.
- Compliance with any required standards for specific uses (see Chapter 3 of the UDO).

PC FORM 6: DEVELOPMENT PLAN CHECKLIST

PAGE 2 OF 2

PROPOSED SITE INFORMATION

- Total impervious coverage calculation and percentage
- Water and sewer providers.
- Driveway location(s), including separation from driveways on adjacent parcels and/or adjacent roads.
- Vehicular access and circulation
- New roads (if new roads are being dedicated, they must be included in an approved plat)
- Dedication of right-of-way adjacent to existing roads
- Location of all landscaping with plant schedule indicating number of trees, shrubs, and groundcover, including plant species caliper/container size, and height.
- Location of all required bufferyards.
- Location of all lighting, including figure type and height, and photometric plan of the foot-candles to the property lines.
- Location of all parking and loading areas, including calculations used to determine minimum parking
- Location of all sidewalks and pedestrian circulation areas, including all required sidewalk and streetscape amenities.
- Location and size of all exempt, temporary, and permanent signs, including calculations used to determine maximum permanent sign area.
- Location of open spaces or recreational areas
- Location of all drainage areas and features (including swales, ditches, detention, and retention areas)
- Site grading showing topographic contours (5-foot intervals if rolling or hilly or 2-foot contours if level)

PC FORM 7: PUD CHECKLIST

PAGE 1 OF 1

NOTE: The following information must be provided by the applicant for all proposed PUDs. This will be included in the adopted ordinance (if approved) and is legally binding. Any modifications or amendments to this must be approved as an amendment to the PUD except as allowed by Scottsburg UDO.

PUD DISTRICT MAP

- A map must be provided that identifies all areas and/or parcels that are governed by the PUD District Ordinance. If only one “district” is proposed within the PUD, the entire PUD shall be included; if more than one “district” is proposed within the PUD, each district within the PUD shall be indicated/outlined on this map.

PUD DISTRICT ORDINANCE

A PUD District Ordinance is a narrative that must be submitted with the “detailed terms” for development. While Indiana Code allows PUDs to be adopted based on a drawing (such as a development plan or concept plan), the Scottsburg UDO requires the following information in addition to any drawings provided. For the purpose of administration and continuity, the proposed PUD District Ordinance must include the following sections that each outline all development standards for each topic. Development standards that are not defined or specified in the PUD District Ordinance shall be governed by the regulations contained in the Scottsburg UDO, as interpreted by the Administrator. Each section shall include the following information.

- Introductory Provisions. The enabling language for the PUD District Ordinance as well as purpose, intent, jurisdiction, administration, and effective date.
- PUD Districts. An intent statement for each land use district within the PUD, a table of permitted uses and special exception uses, and the development standards (structure standards, lot standards, and utility standards).
- Standards for Specific Uses. An alphabetical list of additional development standards that apply only to a specific use(s) that are above and beyond the minimums listed in the PUD District(s) as well as any standards in Chapter 3: Standards for Specific Uses that do not apply within the PUD District.
- Site Development Standards. An alphabetical list of the standards that apply to development, such as accessory structures, architectural features, bufferyards, lighting, parking, setbacks, or signs.
- Administration and Procedures. Any deviations to the administration and procedures for the PUD including amendments, variances, and appeals. Note that procedures for the subdivision of land within the PUD shall follow Chapter 7: Procedures of this UDO.
- Definitions. Any terms that are specific to the PUD that aid in the interpretation of the ordinance.

PUD DEVELOPMENT PLAN DRAWING (OPTIONAL)

- Under IC 36-7-4-1510, a PUD may include a include a plan or other drawing as part of the PUD District Ordinance. If a plan or drawing is included, any standards, dimensions, or other information provided on the drawing are considered part of the PUD District Ordinance unless it specifies that the plan or drawing is for conceptual purposes only and the standards of the PUD District Ordinance control. For example, if lot dimensions are shown on a drawing, the plat must comply with those lot dimensions unless it is labeled for conceptual purposes only and that the standards of the PUD District Ordinance control.