

DEVELOPMENT PLAN REVIEW PROCEDURAL GUIDANCE

**DEFINITION:** The Plan Commission shall conduct a development plan review of all multifamily residential, commercial, and industrial projects as new construction, and conversions and certain alterations to existing multifamily, commercial, and industrial uses, and all commercial/industrial solar and wind farms.

**PRIMARY PLAN:**

1. **Preliminary Consultation:**

- a. Scheduled by appointment only or at a regularly scheduled Technical Review Meeting
- b. Optional pre-application discussion with owner or developer either on-site or at the Putnam County Courthouse
- c. On a sketched plan, show all existing and proposed improvements
- d. Written summary of the preliminary consultation will be provided upon request

2. **Application:**

- a. One (1) copy of the application form, which must be notarized and filed at least thirty (30) days before the Plan Commission Meeting (See PC Meeting Schedule for deadlines)
- b. One (1) copy of the architectural plan
- c. One (1) copies of the site plan
- d. One (1) digital copy of all plans
- e. One (1) copy of the adjacent property owners list
- f. One (1) copy of the plat map page(s) that indicate adjacent property owners within two hundred (200) feet or two (2) ownerships in depth, whichever is greater

3. **Fee:**

- a. Primary development plan
  1. Major Subdivision \$250
  2. Commercial Projects \$350
  3. Industrial Projects \$450
- b. Engineering Review Fee - \$230/hour

4. **Notification:**

- a. Written Notification – Applicant **MUST** mail letters to adjacent property owners at least **ten (10) days** before scheduled meeting and file an affidavit with the Planning and Building Department prior to the public hearing. **Proof of Mailing must be submitted to staff prior to the Plan Commission meeting.**

- b. Public Notification – Applicant **MUST** submit legal notices in the Banner Graphic for publication at least **ten (10) days** before scheduled meeting. **Proof of publication must be submitted to staff prior to the Plan Commission Meeting.**
5. **Site Visits**: The Plan Commission Staff may be conducting onsite inspections of the property, if necessary, prior to Technical Review.
6. **Technical Review**: A meeting between the developer’s representative, usually the project engineer and the Area Plan Commission Staff to discuss the project. Check the meeting schedule for time and place.
7. **Plan Commission Meeting**: A public hearing concerning primary approval to be held each month. See meeting schedule.

### **SECONDARY APPROVAL:**

**1. Application:**

- a. One (1) copy of the application form
- b. One (1) copy of the architecture plan
- c. One (1) copy of the site plan
- d. A digital copy of all plans

**2. Fee:**

- a. Development Plan
  1. Major Subdivision - \$250
  2. Commercial Projects - \$350
  3. Industrial Projects - \$450
- b. Engineering Review Fee - \$230/hour

3. **Technical Review**: A meeting between the developer’s representative, usually the project engineer and the Area Plan Commission Staff to discuss the project. Check the meeting schedule for time and place.

4. **Plan Commission Meeting**: A public meeting concerning secondary approval to be held each month. See attached meeting schedule.

This procedural guideline is intended as a summary of the approval process and is not intended to replace any ordinance or Rule of procedure. Refer to the Subdivision Control Ordinance, Stormwater, Drainage, Erosion, and Sediment Control Ordinance, Zoning Ordinance, and Plan Commission Rules of Procedures for actual requirements.

Application No. \_\_\_\_\_  
DPR Fee \_\_\_\_\_  
Receipt # \_\_\_\_\_

**PUTNAM COUNTY PLAN COMMISSION  
APPLICATION FOR APPROVAL OF DEVELOPMENT PLAN**

Primary       Secondary       Amendment

Name of Applicant \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address of Applicant \_\_\_\_\_ Fax No. \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ E-mail \_\_\_\_\_

I/We, hereby apply for approval of a Development Plan Review in accordance with the requirements of the Town of Bainbridge Zoning Ordinance. I/We am/are the owner (the owners, the duly authorized agents or trustees for the owner or owners) of the real estate included in said Development Plan Review.

Owner(s) \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address of Owner \_\_\_\_\_  
City, State Zip \_\_\_\_\_ Email \_\_\_\_\_

Agent: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address of Agent \_\_\_\_\_  
City, State Zip \_\_\_\_\_ Email \_\_\_\_\_

LOCATION OF SUBJECT PROPERTY TO NEAREST COUNTY ROAD INTERSECTION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Water Provider \_\_\_\_\_ Sewer Provider \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
Civil Township \_\_\_\_\_ Project Name \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Lot \_\_\_\_\_ Section \_\_\_\_\_

Town of \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Address of Subject Project \_\_\_\_\_

Parcel Number(s) \_\_\_\_\_

Area (in acres) \_\_\_\_\_ Current Zoning District \_\_\_\_\_

Previous County Approvals (i.e., Variance, Minor Plat, etc.) \_\_\_\_\_  
\_\_\_\_\_

Name of Registered engineer or surveyor preparing plans \_\_\_\_\_

Engineer's address \_\_\_\_\_ Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

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

Attorney or Other Agents \_\_\_\_\_

Agent's address \_\_\_\_\_ Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

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



PROPERTY INSPECTION RELEASE FORM

REAL ESTATE AFFECTED: Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Township \_\_\_\_\_

Location of Subject Property to Nearest County Road Intersection

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of Subject Property \_\_\_\_\_

Town of \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_  
Addition \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Section \_\_\_\_\_

I/We hereby authorize and grant to the employees of the Putnam County Planning and Building Department, Town of Bainbridge Officials, members of the Bainbridge Board of Zoning Appeals, and members of the Bainbridge Plan Commission the right to come onto the above-described property for the purpose of inspecting and evaluating the premises regarding this application. I/We further release said Board members, Commission members, and County employees and officials from any and all liability during said inspection and related matters.

Applicant(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

**NOTICE OF PULBIC HEARING**

TO BE PUBLISHED IN THE NEWSPAPER

Notice is hereby given that the Town of Bainbridge Plan Commission on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ p.m. at the Town of Bainbridge Community Building, 201 N Grant Street, Bainbridge, Indiana, will hold a public hearing on a request by \_\_\_\_\_

\_\_\_\_\_ for a development plan review on premises located at: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Petitioner: \_\_\_\_\_

Case Number: \_\_\_\_\_

Written suggestions or objections to provisions of the said request may be filed with the Planning Department, at or before such meeting and will be heard by the Board 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 above-mentioned time and place. Copies of the petition may be examined at the Putnam County Planning Department 1 W Washington St, 4<sup>th</sup> Floor Room 46, Greencastle, IN 46135.

Interested persons may call the Plan Commission at (765) 301-9108 on the day of the meeting before 3:30 p.m. to inquire if the meeting has not been cancelled or rescheduled.

NOTIFICATION LETTER

Date:

Please be advised that the undersigned property owner has made application to the Town of Bainbridge Plan Commission for development plan review to establish \_\_\_\_\_

in \_\_\_\_\_ Township, Section \_\_\_\_\_, Township \_\_\_\_\_ Range \_\_\_\_\_  
in Putnam County, Indiana, on property known as \_\_\_\_\_  
and location on \_\_\_\_\_

A copy of this application, legal description, and all development plans pertaining thereto are on file and available for examination prior to the hearing in the office of the Putnam County Planning and Building Department at the Putnam County Courthouse, 1 West Washington Street, 4<sup>th</sup> Floor, Room 46 Greencastle, Indiana 46135, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Written objections to a proposal may be filed with the Zoning Administrator at the above address and such objections will be considered.

A public hearing will be held at the Bainbridge Community Building, 201 N Grant Street, Bainbridge, Indiana on \_\_\_\_\_ at \_\_\_\_\_ p.m.

Yours Truly,

Town of Bainbridge Plan Commission  
**AFFIDAVIT OF WRITTEN NOTIFICATION FOR A DEVELOPMENT PLAN REVIEW**

I/We \_\_\_\_\_ do hereby certify that notice of public hearing of the Putnam County Advisory Plan Commission was given in accordance with sections A, B and C listed below.

A. The public hearing will consider the application of \_\_\_\_\_ for a development plan review for \_\_\_\_\_ in \_\_\_\_\_ Township, Section \_\_\_\_\_ Township \_\_\_\_\_, Range \_\_\_\_\_ Putnam County Indiana located on \_\_\_\_\_

B. The notices were sent by (pick one)  Certified,  Registered,  First-class mail with certificate of mailing to the current address of the property owners listed below. The address of each property owner was obtained from the Putnam County GIS website.

Property Owner's Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

C. The notices were mailed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, which is at least ten (10) days prior to \_\_\_\_\_ the date of the public hearing at the Putnam County Courthouse, 1 West Washington Street, Greencastle, Indiana in the Commissioner's Meeting Room.

\_\_\_\_\_  
Applicant or Agent

STATE OF INDIANA        )  
                                  ) SS  
COUNTY OF PUTNAM     )

Subscribed and sworn to before me, a notary public in and for said County and State, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

County of \_\_\_\_\_  
My Commission Expires \_\_\_\_\_



### **SAMPLE ILLUSTRATION OF WRITTEN NOTIFICATION**

The sample illustration of written notification on the following page is designed to help the applicant notify the adjacent property owners of a public hearing as required by Indiana Code 36-7-4-706 and the Town of Bainbridge Plan Commission Rules of Procedure.

The applicant must follow steps 1-3 in order to ensure that the proper written notification is given to the adjacent property owners.

#### **STEPS:**

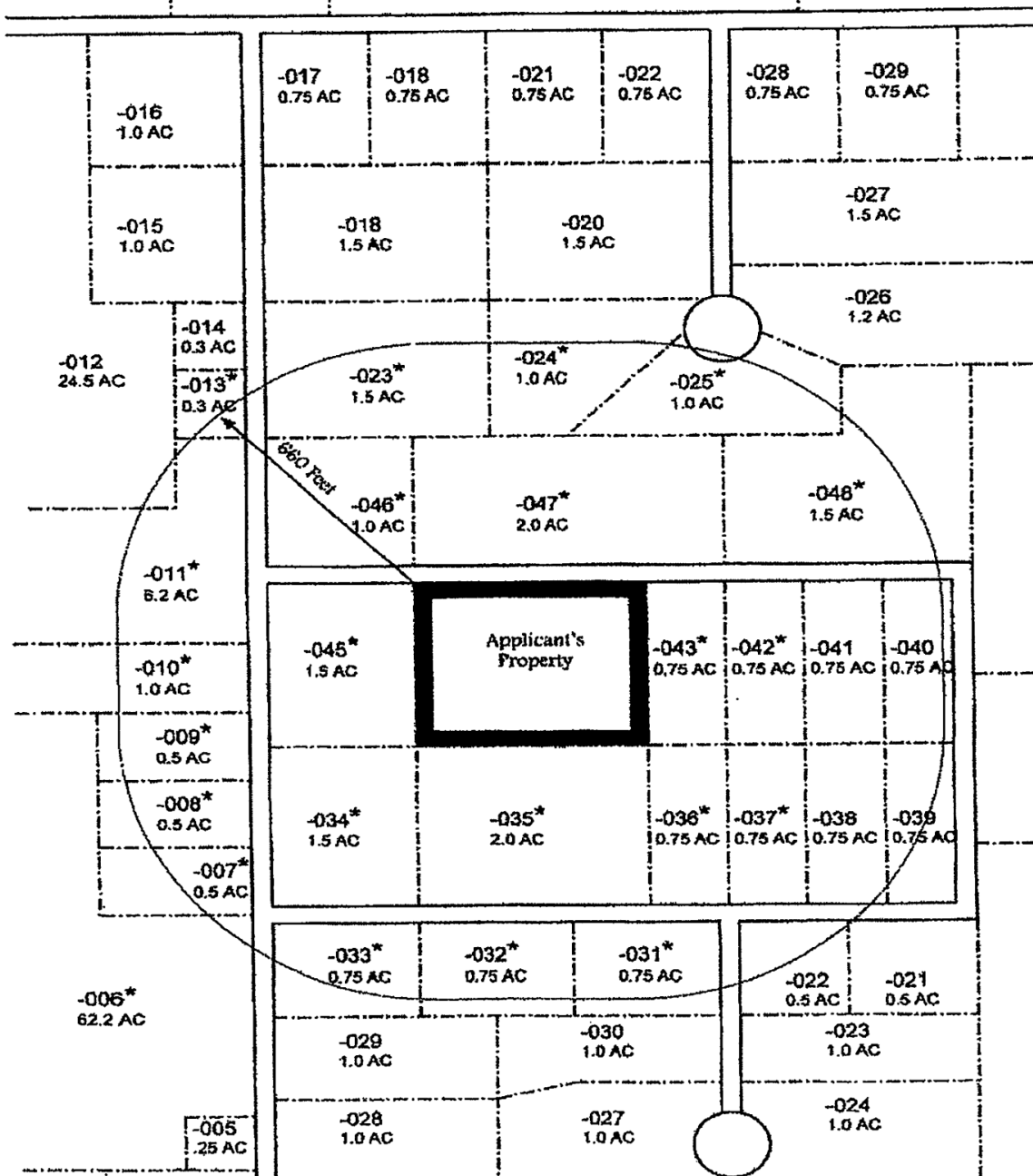
1. Notify all adjacent property owners within two hundred (200) feet of the applicant's property lines or two (2) ownerships deep, whichever is greater. The applicant's property shall include all contiguous parcels that he or she owns. If the applicant's property abuts or includes a county line, the applicant shall follow the above rule of notification into that county.
2. Letters of written notification shall be sent by certified, registered, or first-class mail to the legal property owner. If first-class mail is used, a USPS Certificate of Mailing must be submitted for each letter. The mailing address of legal property owners shall be obtained from the Putnam County Plat Office. For notification into an adjacent county, the applicant shall contact the appropriate county office to secure names and addresses of property owners.
3. The applicant shall submit an Affidavit of Written Notification on the forms available at the Planning & Building Department by the appropriate deadline. Proof of mailing shall be submitted to the Planning & Building Department staff prior to the public meeting.
4. **STATE OR FEDERAL HIGHWAY NOTIFICATION:**  
All applications requiring a public hearing by the Plan Commission or Board of Zoning Appeals must notify the Indiana Department of Transportation as part of the written notification requirements if a state or federal highway is located within six hundred sixty (660) feet.

All applicants should contact INDOT as follows:

ATTENTION: PERMIT DEPARTMENT  
Regulatory Department  
Indiana Department of Transportation  
41 W CR 300 N  
Crawfordsville, IN 47933

# SAMPLE ILLUSTRATION

\* DENOTES ADJACENT PROPERTY OWNERS THAT MUST BE MAILED WRITTEN NOTIFICATION'



(This illustration is not drawn to scale)