

TOWN OF BAINBRIDGE

REZONING PROCEDURAL GUIDELINE

DEFINITION: To amend the zoning classification of a particular lot or parcel of land.

1. **PRELIMINARY CONSULTATION:**

- a. Optional pre-application discussion with owner or developer.
- b. Sketched plan showing all existing and proposed improvements.
- c. Written summary of the preliminary consultation provided upon request.

2. **APPLICATION:**

- a. Notarized application **must** be filed at least **thirty (30) days** before Plan Commission meeting
- b. Proposed amending Ordinance, approved as to form by the Town Attorney
- c. A Statement on how the proposed rezoning related to the Town of Bainbridge Comprehensive Plan
- d. A vicinity map showing property lines, dimensions, thoroughfares, existing and proposed zoning, and such other items as may be required
- e. A parcel map and list identifying adjacent property owners and their mailing addresses
- f. Sample notification letter to adjacent property owners
- g. Legal description of property
- h. Aerial photo of property

3. **FEE:**

- a. \$500 for 2 acres, \$25 for each additional acre

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 notification shall be a Certificate of Mailing.
- b. Legal Notification: Applicant **must** place a legal notice in the Banner Graphic at least **ten (10) days** before scheduled meeting. Proof of publication **must** be submitted to the Planning and Building Department staff prior to the public hearing.

5. **SITE VISITS:**

The Plan Commission Staff may conduct onsite inspections of the property, if necessary, prior to the meeting.

Application No. _____
Fee: _____
Receipt # _____

Plan Commission Rezoning Application

Name of Applicant _____ Phone No. _____
Address of applicant _____ Fax No. _____
City, State Zip _____ Email _____

I/We hereby apply for approval of the following described subdivision/re-subdivision in accordance with the provisions of the town regulations. I/We am/are the owner(s), the duly authorized agents or trustees for the owner(s) of the real estate included in said subdivisions/re-subdivision.

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

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

Current Zoning District _____ Proposed Zoning District _____
Sewer Provider _____ Water Provider _____
Name of Township _____
Section No. _____ Township No. _____ Range _____

Parcel No(s) _____
Area (in acres) _____

Existing Use _____
Proposed Use _____

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: _____

STATE OF INDIANA)
) SS:
PUTNAM COUNTY)

The undersigned, having been duly sworn, upon oath, says that the above information is true and correct as he is informed and believes.

Signature of Applicant

Title of Applicant

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 20____.

Notary Public

County of: _____

My Commission Expires _____

IF APPLICANT IS NOT THE OWNER OF THE PROPERTY, THE PROPERTY OWNER MUST COMPLETE THE FOLLOWING:

AFFIDAVIT AND CONSENT OF PROPERTY OWNER(S)

I/We _____ after being first duly sworn, deposed and say:

1. That I/We are the owner(s) of the above-described real estate
2. That I/We have read and examined the Application for Special Exception or Variance of the Putnam County Zoning Ordinance, and are familiar with its contents
3. That I/We have no objections to, and consent to such request as set forth in the application

Signature of Property Owner

Signature of Property Owner

State of Indiana)
) SS:
Putnam County)

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

Notary Public

My Commission Expires: _____

County of Residence: _____

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 Board of Zoning Appeals, and members of the Plan Commission the right to come onto the above described property for the purpose of inspection 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. in the Bainbridge Community Building, 201 N Grant St, Bainbridge, IN, will hold a public hearing on a request by _____ for consideration of rezoning from _____ to _____ on premises located at: _____

Property Owner: _____

Petitioner: _____

To Allow: _____

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, 4th Floor Room 46, Greencastle, IN 46135.

Interested persons may call the Bainbridge Clerk's Office at (765) 522-6238 on the day of the meeting before 3:30 p.m. to inquire if the meeting has not been cancelled or rescheduled.

Petitioner

Case Number: _____

AFFIDAVIT OF WRITTEN NOTIFICATION FOR A MINOR SUBDIVISION

I/WE _____ do hereby certify that notice of public hearing of the Bainbridge Plan Commission was given in accordance with sections A, B, and C listed below.

A. The public hearing will consider the application of _____ to rezone _____ acreage from _____ zoning classification to _____ zoning classification, in _____ Township, section _____, township _____, range _____, Putnam County, Indiana located

B. The notices were sent by CERTIFIED, REGISTERED, OR FIRST-CLASS MAIL WITH CERTIFICATES OF MAILING to the current address of the property owners listed below. The address of each owner was obtained from the Putnam County GIS Website.

PROPERTY OWNERS NAME

ADDRESS

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

C. The notices were mailed on the day of _____, 20____, which is at least ten (10) days prior to _____, 20____, the date of the public hearing at the Bainbridge community Building, 201 N Grant Street Bainbridge, IN at _____ p.m.

Applicant/Agent

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 _____

NORTIFICATION LETTER

Date

Dear Property Owner

Please be advised that the undersigned property owner has made application to Bainbridge Plan Commission approval of a Zoning Amendment from the current Classification of _____ to the proposed classification of _____ in _____ Township, Section _____, Township _____ Range _____, Putnam County, Indiana located _____

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 Planning and Building Department at the Putnam County Courthouse, 1 W Washington Street, 4th 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 Secretary of the Planning Commission at the above address and such objections will be considered.

A public hearing will be held at the Bainbridge Community Building, 201 N Grant St, Bainbridge, IN, on _____ at _____ p.m.

Yours Truly,

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 Putnam County Advisory Plan Commission Rules of Procedure.

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

STEPS:

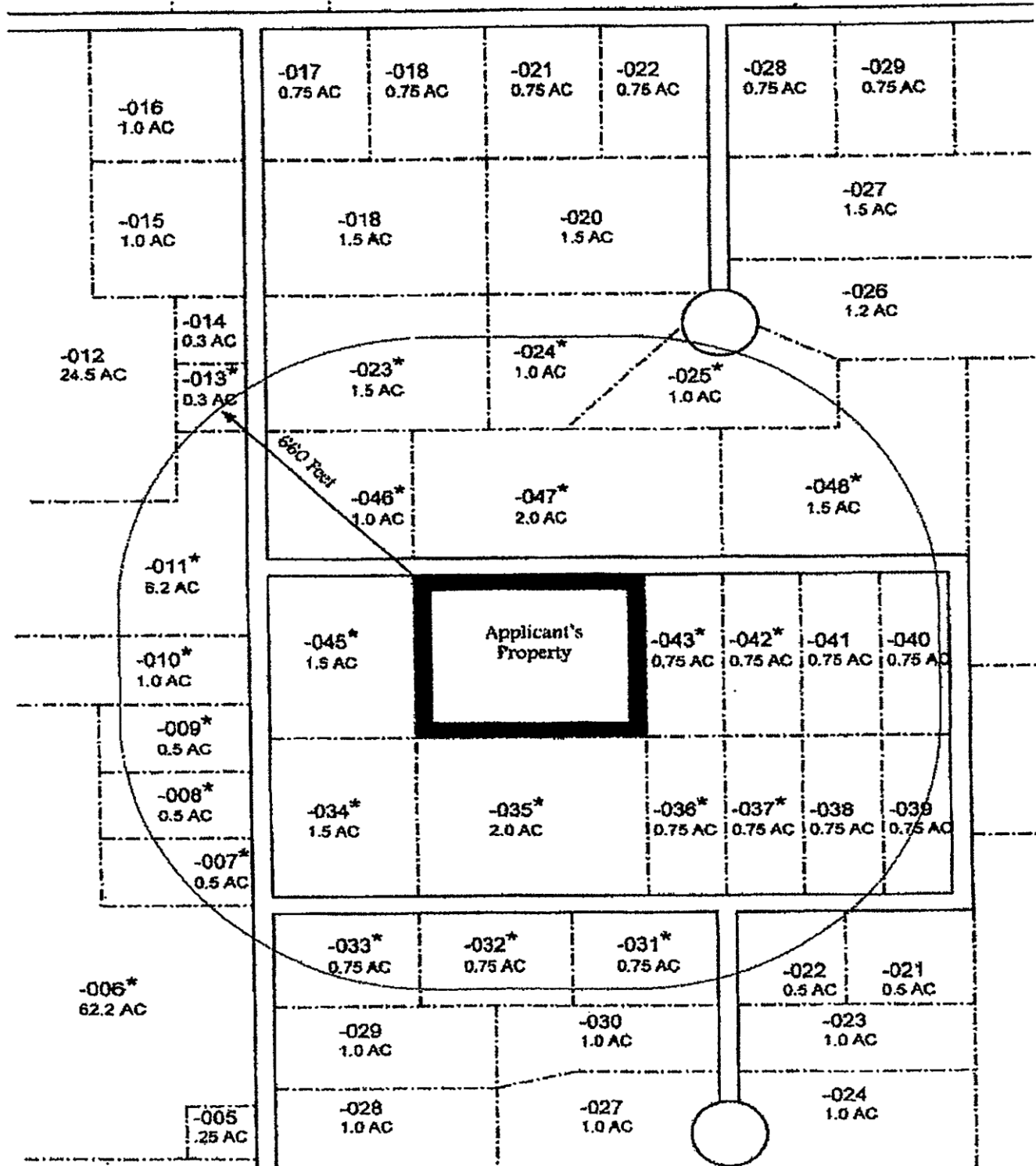
1. Notify all adjacent property owners within two hundred (200) feet of the applicant's property lines or two (2) ownerships deep, whichever is greater. The applicant's property shall include all contiguous parcels that he or she owns. If the applicant's property abuts or includes a county line, the 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 Advisory 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)