

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 six hundred sixty (660) feet but not more than two (2) ownerships in depth

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 Chapter 154 of the Putnam County Code of Ordinances. 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.) _____



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, other Putnam County 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 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 Putnam County Plan Commission on the _____ day of _____, 20____, at 5:30 p.m. in the Putnam County Courthouse, 1 W Washington Street 1st Floor, Greencastle, IN 46135, will hold a public hearing on a request by _____ for consideration of Development Plan Review to establish _____ on premises located at: _____

Property Owner: _____

Petitioner: _____

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 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.

Petitioner

Case Number: _____



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 _____

ADJACENT PEROPERTY OWNER NOTIFICATION LETTER

Date:

Dear Property Owner,

Please be advised that the undersigned property owner has made application to the Putnam County Advisory Plan Commission for a development plan review to establish _____

_____ Township, Section _____, Township _____, Range _____, Putnam County, Indiana, on property known as _____

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 West 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 Putnam County Courthouse in the Commissioner's Meeting Room, 1 West Washington Street 1st Floor, Greencastle, Indiana on _____ at 5:30 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 in order to ensure that the proper written notification is given to the adjacent property owners.

STEPS:

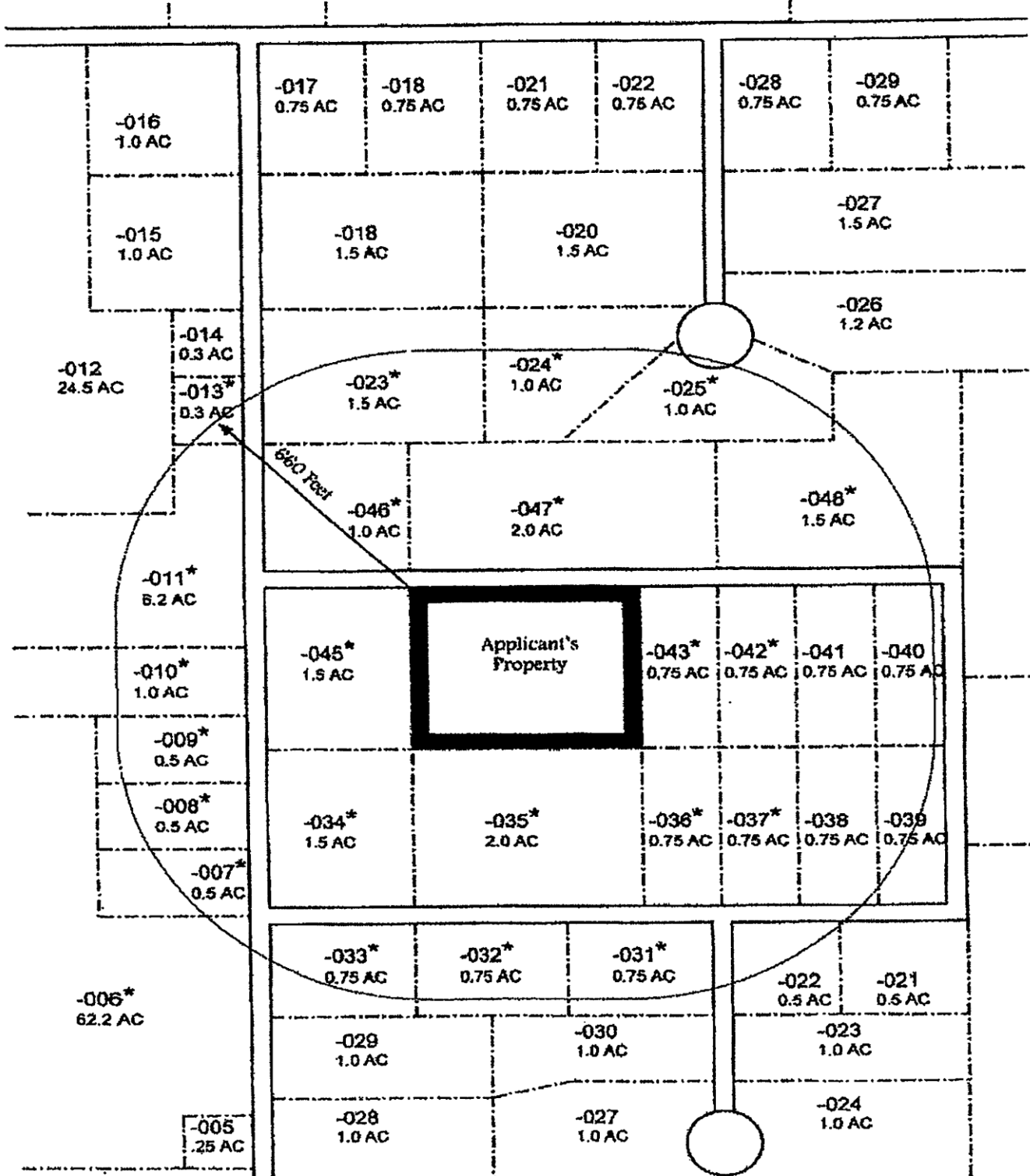
1. Notify all adjacent property owners within six hundred sixty (660) feet of the applicant's property lines or two (2) ownerships deep, whichever comes first. The applicant's property shall include all contiguous parcels that he or she owns. If the applicant's property abuts or includes a county line, 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)