

PRIMARY AND SECONDARY PLAT PROCEDURAL GUIDELINE

The following procedures apply to all subdivisions except for minor residential subdivisions and exempt subdivisions. The applicable subdivisions shall be subject to all requirements, including but not limited to, the subject zoning district standards and any additional standards that may have been required by the PC as part of other approvals for the development.

APPLICATION PROCEDURE:

A. PRE-APPLICATION MEETING:

1. Pre-application meeting with the Administrator required. May be held in person, virtually (video conference), or by phone to discuss the procedures for approval with the Administrator as well as the requirements and regulations for development.

B. SKETCH PLAN APPLICATION:

1. Initial application submitted with one (1) sketch plan showing all existing and proposed improvements.
 - **Sketch Plan Requirements:**
 - i. Formatted as 18"x24" (unless approved by administrator)
 - ii. Drawn to accurate and convenient scale
2. Once Administrator confirms application is complete, docket number and public file created.
3. Internal Review by Technical Advisory Committee (TAC), or Design Review Committee (DRC) if property is within CPOD.
4. Comments from internal review shared with applicant to guide the development of the primary plat application and address issues or concerns early in the process.

C. PRIMARY PLAT APPLICATION:

1. Application submitted with four (4) copies of the construction plan and plat plan, in accordance with the **Primary Plat Application Checklist** in this document. Completed checklist to be turned in with application.
2. Fees Required: \$650 + \$10/lot
3. Once Administrator confirms application is complete, docket number and public file created. Within thirty (30) days, Administrator shall announce tentative date for a hearing before the PC.
4. Internal Review by Technical Advisory Committee (TAC), or Design Review Committee (DRC) if property is within CPOD.
 - a. Administrator will compile written report with comments as applicable.
 - b. Applicant shall make necessary modifications to application materials to satisfy the Administrator and resubmit for review.

5. Notice of public hearing shall be given by applicant.
6. The PC shall consider the primary plat at a public hearing. Applicant or their representative shall be in attendance to present the application and address any questions or concerns.

D. SECONDARY PLAT APPLICATION:

Prior to submitting a secondary plat application, the drainage plans shall be approved by the Town as required by the Danville Stormwater Ordinance.

1. Application submitted with four (4) copies of the construction plan and plat plan, in accordance with the **Secondary Plat Application Checklist** in this document.
Completed checklist to be turned in with application.
2. Fees Required: \$450 + \$10/lot
3. Once Administrator confirms application is complete, docket number and public file created. Within thirty (30) days, Administrator shall announce tentative date for a hearing before the PC.
4. Internal Review by Technical Advisory Committee (TAC), or Design Review Committee (DRC) if property is within CPOD.
 - a. Administrator will compile written report with comments as applicable.
 - b. Applicant shall make necessary modifications to application materials to satisfy the Administrator and resubmit for review.
5. The PC shall consider the secondary plat at a PC meeting. No public hearing or public notice is required for a secondary plat. Secondary plat approval may be granted to a plat only after expiration of the thirty (30) day appeal period of the Primary Plat as provided in IC 36-7-4-710
6. Decision by the PC given.



PRIMARY PLAT APPLICATION CHECKLIST

The following requirements must be shown and met on primary plot plan before your application can be considered. It is important that all requirements are met prior to applying. An incomplete application will not be scheduled for hearing. If you have any questions about these requirements, please consult Plan Commission staff at 317-745-4180 x 1101.

This checklist is to help you organize and complete your application. It is also used to assist the Plan Commission in reviewing your application.

COMPLETED CHECKLIST **MUST** BE SUBMITTED WITH APPLICATION. PLEASE PUT A CHECKMARK BESIDE EACH REQUIREMENT AS IT IS MADE PART OF THE APPLICATION.

The application for Primary Plat approval shall include the following:

Plat and Construction Plans.

The applicant shall submit four (4) copies of a primary plat and development plan which includes the following.

General Information:

- ☐ Scale and Paper Size— The primary plat shall be drawn at a standard engineering scale, shown on the drawings, of not more than one hundred (100) feet to one (1) inch, unless otherwise instructed by the Town Planner. The maximum page size shall not exceed twenty-four (24) inches by thirty-six (36) inches. For the ease of reading and clearly showing detail on the primary plat, additional sheets may be necessary. The match lines shall follow lot lines or streets whenever possible. **The applicant must also submit one (1) eleven- (11) inch by seventeen- (17) inch reduction of the primary plat,** and a digital copy of the primary plat in a format specified by the Planning and Building Department.
- ☐ Basic Information— Owner, developer, professional engineer or surveyor, their addresses and telephone numbers, date of plans and any revisions, and north point.
- ☐ Vicinity Map— General area vicinity map detailing project environs, current zoning, and streets within one thousand (1,000) feet.
- ☐ Topography— Topography based on mean sea level elevation at a minimum two-(2) foot interval for the project site and any adjoining areas whose Topography may affect project drainage. If the drainage area is extensive, an additional map of sufficient clarity must be provided.
- ☐ Subdivision Name— Name of subdivision and phase.
- ☐ Legal Description— Location by section, township and range, and by proper legal description.
- ☐ Jurisdiction— A list of the postal zip code(s) for the site, and a list of who has jurisdiction, when provided, for the following services on the subject property. If a service provider is willing or able to serve the site in question, the service provider shall be listed. In any case where there is more than one entity with jurisdiction on the site, a map shall be submitted, which shows the jurisdictional boundary with regards to the proposed lots. (Fire and rescue services, Electrical service, Natural gas service, Telephone service, Cable (television, etc.) service, Public or private water service, Public or private sewer service, and Applicable school district).

Existing Conditions:

- ☐ Environmental Elements— Environmental elements, including, but not limited to the location of existing streams, lakes, ponds, jurisdictional wetlands, sink holes, watercourses, and other water runoff channels, and individual species of trees over six (6) inches in diameter, and/or on the edge of tree canopy, where applicable.
- ☐ Drainage— In accordance with the Danville Stormwater Ordinance. Also required are:
 - ☐ Utilities— Existing storm and sanitary sewers, inlets, outfalls, existing septic tank systems, treatment plants, outlets, wells, and any other utilities.
 - ☐ Structures— Existing structures.
 - ☐ Lot Summary— Lot summary table, containing zoning, lot size minimum and maximum, required and proposed, and total acreage of open space.
 - ☐ Boundary— Boundary and acreage of project site indicated by heavy solid lines based on a traverse with angular and linear dimensions.
 - ☐ Other Conditions— Other significant conditions of the area proposed to be improved.
 - ☐ Adjoining Property Owners— Adjoining property owners.
 - ☐ Monumentation— The true course and distance to the nearest section line or subdivision line, which accurately describes the location of the tract(s), including the notation of monument found if possible.

Proposed Conditions:

- ☐ Watercourses— Proposed changes in streams, lakes, wetlands detention basins, watercourses and water runoff channels, and associated 100-year flood boundaries, all properly identified.
- ☐ Drainage— Proposed location of surface and subsurface drains, inlets, outfalls, and easements.
- ☐ Utility Locations— Proposed location of storm and sanitary sewers, inlets and outfalls, on-site sanitary effluent disposal systems (including on-site sewage system laterals), water mains, fire hydrants, valves and affected utilities.
- ☐ Structures— Structures to be removed or relocated on the project site.
- ☐ Cross Sections— The location and typical cross section of proposed streets, roads, sidewalks, culverts, bridges, parking lots, and hard surfaced areas.
- ☐ Lot Layout— Layout and number of lots, including dimensions, building setback lines and easements, boundary and number of proposed sections.
- ☐ Areas for Public and Semi-Public Uses— Areas to be allocated for park, school, recreational, and other public and semi-public sites in conformity with the Comprehensive Plan and the standards found in Section 2.15, Public Uses and Open Space.
- ☐ Areas for Public and Semi-Public Uses— Areas to be allocated for park, school, and recreation.
- ☐ Common Areas— Areas to be allocated for common areas.
- ☐ Recreational Areas— Areas to be allocated for public or private recreational use.
- ☐ Open Space Areas— Areas to be preserved as open space in accordance with Section 6.09 of the ordinance.
- ☐ Sidewalks— Proposed sidewalk and path network.

The following supporting documents must also be provided at application submittal:

- ☐ Application form.
- ☐ Separate written legal description.
- ☐ Authorization letter from property owner (if there is an agent).
- ☐ Property inspection release.
- ☐ Drainage narrative.
- ☐ Proof that the applicant has notified all affected utility companies, local fire departments, and local police department. Proof of notification shall be by Certificate of Mailing.
- ☐ Sewer Service— Capacity letter for sanitary sewer service (if applicable), from the sanitary sewer service provider.
- ☐ Water Service— Letter(s) of Intent for public water service (if applicable) from the public water service provider.
- ☐ Off-Site Easements— A letter of Intent from the applicable property owner for any off-site easements.
- ☐ Wetlands— A letter identifying the location of any jurisdictional wetlands from the property owner.
- ☐ Traffic Engineering Studies— Engineering studies that reflect the additional traffic generated by the proposed project as related to the entrance details and improvements to the existing road network, including but not limited to, designation and design of appropriate street classification, tapers, deceleration lanes, bypass blisters, traffic control devices and turning lanes at affected intersections. These studies must be in accordance with AASHTO, INDOT, if applicable.
- ☐ Fiscal Impact Study— A fiscal impact study shall be required for all residential developments of 150 dwelling units or more, and any other development where the Plan Commission deems a fiscal impact study necessary to make an informed decision, if applicable.
- ☐ Aerial photograph.
- ☐ Sample notification letter (to surrounding properties).
- ☐ Affidavit of written notification filed at least ten (10) days prior to scheduled meeting.
- ☐ Property Owner Map— One (1) copy of the plat map page(s) that indicate adjacent property owners within six hundred sixty (660) feet or at least two ownerships in depth, whichever comes first, (the project location and the parcels to be notified must be clearly marked);
- ☐ Property Owner List— One (1) copy of the adjacent property owner list.
- ☐ Copy of zoning map kept in the Planning & Building Department.
- ☐ Traffic operation analysis (if applicable).
- ☐ One 11" x 17" set of plans
- ☐ CD containing a .pdf copy of the plans
- ☐ Fees - An applicant shall pay the specified fee at the time of filing the application for primary approval. The application fee shall be established by the Town of Danville Fee Ordinance.



Ordinance Requirements

In addition to the above, the following requirements of the Town of Danville Unified Development Ordinance (UDO) must also be shown and met before your application can be considered. It is important that all requirements are met prior to applying.

- ☐ Conceptual architectural plan and exterior design features
- ☐ Conceptual Utilities placement
- ☐ Conceptual vehicular and driveway access
- ☐ Conceptual sidewalk plan.
- ☐ Conceptual pedestrian plan.
- ☐ Conceptual signage.
- ☐ Conceptual lighting plan.
- ☐ Conceptual landscaping and screening plan.
- ☐ Conceptual Parking and loading plan.
- ☐ Conceptual outdoor storage plan
- ☐ Conceptual trash receptacle/dumpster and screening plan

All presentations to the Plan Commission must be in PowerPoint format. Staff will provide the necessary equipment for the presentation.



SECONDARY PLAT APPLICATION CHECKLIST

This checklist is to help you organize and complete your application. It is also used to assist the Plan Commission in reviewing your application.

COMPLETED CHECKLIST **MUST** BE SUBMITTED WITH APPLICATION. PLEASE PUT A CHECKMARK BESIDE EACH REQUIREMENT AS IT IS MADE PART OF THE APPLICATION.

- ☐ The secondary plat shall substantially conform to the approved primary plat and shall incorporate all required changes.

The application for secondary Major Plat approval shall include the following items:

Secondary Plat and Construction Plans.

The applicant shall submit four (4) copies of a primary plat and development plan which includes the following.

General Information:

- ☐ Scale and Page Size— The secondary plat shall be drawn at a standard engineering scale of not more than fifty (50) feet to one (1) inch. The maximum page size shall not exceed eighteen (18) inch by twenty-four (24) inches. For the ease of reading and clearly showing detail on the secondary plat, additional sheets may be necessary. The match lines shall follow lot lines or streets whenever possible. **The applicant must also submit one (1) eleven (11) inch by seventeen- (17) inch reduction of the secondary plat and construction plans**, and a digital copy of the secondary plat in a format specified by the Planning Department.
- ☐ Basic Information— Owner, developer, professional engineer or surveyor, their addresses and telephone numbers, date of plans and any revisions, and north point.
- ☐ Vicinity Map— General Area Vicinity Map detailing project environs, current zoning, and streets within one thousand (1,000) feet.
- ☐ Topography— See Danville Stormwater Ordinance.
- ☐ Name— Name of the subdivision and phase.
- ☐ Legal Description— Location by section, township and range, and by proper legal description.
- ☐ Surveyor's Certification— The signature, seal and certification of a land surveyor registered in the State of Indiana on each page of the secondary plat.
- ☐ Owner's Certification— Certification and dedication by the legal owner with a notarized signature.
- ☐ Plan Commission Certificate— Certification of approval and signature lines for the President and the Secretary of the Plan Commission on each page of the secondary plat.
- ☐ Addressing Sheet— A sheet, drawn to a scale of 1:100 or 1:200, depending on the size of the project, to be used for assigning addresses. Said addressing sheet shall include the following:
- ☐ Master Project Layout— Master project layout, showing the relationship between sections and showing all street names.
- ☐ Lot Lines and Numbers— Lot lines and lot numbers on lots, but including no dimensions or easements.

Existing Conditions:

- ☐ Land Suitability Summary— Land suitability summary containing the following information:
 - ☐ Subdrains— When subdrains are required by the Plan Commission or Plat Review Committee, the total linear footage of the subdrains.
 - ☐ Floodway— Danville Stormwater Ordinance.
- ☐ Environmental Elements— Environmental elements, including, but not limited to the location of existing streams, lakes, ponds, watercourses, and other water runoff channels, and individual species of trees over six (6) inches in diameter and/or the edge of tree canopy, where applicable;
- ☐ Drainage – See Danville Stormwater Ordinance.
- ☐ Sewage— Existing sanitary sewers, inlets, outfalls, on-site sewage disposal systems, treatment plants, outlets, wells and any other utilities.
- ☐ Structures— Existing structures.
- ☐ Project Boundary and Acreage— Boundary and acreage of project site indicated by heavy solid lines based on a traverse with angular and linear dimensions.
- ☐ Other Significant Conditions— Other significant conditions of the area proposed to be improved.
- ☐ Monument— All subdivisions must be cross-referenced to a recorded boundary survey that fully complies with Title 865 IAC Chapters 1 - 12.
- ☐ Geographical Lines— City, town, township, county and section lines accurately tied to the lines of the subdivision by courses and distances.
- ☐ Streets Designations— Street designations and labels, in accordance with the provisions of these regulations and the Master Thoroughfare Plan, names and lines of all streets within, and on the perimeter of the plat, with accurate dimensions in feet and hundredths and angles or bearings to streets, alleys and lot lines shown at least to the nearest minute.
- ☐ Street Geometrics— Radii, central angles, tangents, lengths of arcs, degree of curvatures, angles and bearings at street intersections and a complete street traverse of each street within and on the perimeter of the plat.
- ☐ Alleys— Lines of any existing alleys within and on the perimeter of the plat, with accurate dimensions in feet and hundredths:

Proposed Conditions:

- ☐ Covenants - For informational purposes only, any covenants and other restrictions that will run with the land included in the subdivision.
- ☐ Water Bodies— See Danville Stormwater Ordinance.
- ☐ Drainage – See Danville Stormwater Ordinance.
- ☐ Sanitary— Proposed sanitary sewers, inlets, outfalls, existing septic tank systems, treatment plants, outlets, wells and any other utilities;
- ☐ Structures— Structures to be removed or relocated on the project site.
- ☐ Location and Cross Section— The location and typical cross section of proposed streets, roads, alleys, sidewalks, culverts, bridges, parking lots, and hard surfaced areas.
- ☐ Lot Layout— The layout and the number of lots, including dimensions, building setback lines and easements, boundary, phasing plan and number of proposed sections.
- ☐ Driveway Permit— If any lot in a subdivision is to receive access from a State Highway, written evidence that a driveway permit can be issued by the Indiana Department of Transportation must be provided.

- ❑ Public Areas— Areas to be allocated for park, school, recreational, and other public and semipublic sites.
- ❑ Lot Summary— Lot summary table, containing zoning and lot size in square footage or acres for each lot, total acreage of open space, total acreage of water bodies, total acreage of public improvements, and total acreage of any private streets and total acreage of other private improvements.
- ❑ Lot Numbers and Dimensions— All lot numbers and lines, with accurate dimensions in feet and hundredths. Generally lot numbers must be in conformance with lot numbers of the primary plan.
- ❑ Utility Plan— A utility plan showing proposed pedestals and lines of all easements provided for public services, drainage, and utilities, in approximate locations with dimensions in feet. No utility poles or pedestals shall be set on property corner or in drainage swales.
- ❑ Setback Lines - All building setback lines accurately shown with dimensions, however, note that only the front building setback line shall be shown on the plat to be recorded.

Detailed Construction Plans:

- ❑ Scale and Paper Size— Detailed construction plans shall be drawn at a standard engineering scale of not more than sixty (60) feet to one (1) inch. The maximum page size shall not exceed twenty-four (24) inches by thirty-six (36) inches. The match lines shall follow lot lines or streets whenever possible.
- ❑ Location and Design of Improvements— Construction plans shall show the specific location and design of improvements to be installed in accordance with the requirements of these regulations and the conditions of primary approval.
- ❑ Detail— Construction plans shall be of sufficient detail to allow a reasonably competent contractor sufficient information to install all proposed improvements. The detailed construction plans shall include the following information:
 - ❑ Basic Information— Project name, owner, developer, professional engineer or surveyor, their addresses and telephone numbers, legal description, date of plans and any revisions, scale of plan, and north point;
 - ❑ Sanitary— Proposed sanitary sewers, inlets, outfalls, existing septic tank systems, treatment plants, outlets, wells and any other utilities.
 - ❑ Structures— Existing structures and structures to be removed or relocated on the project site.
 - ❑ Wetlands— See Danville Stormwater Ordinance.
 - ❑ Water— Water mains, fire hydrants, valves and locations of affected utilities.
 - ❑ Location and Design of Streets— The location and design including curves, grades, elevations and typical cross sections of proposed streets, alleys, roads, sidewalks, culverts, bridges, parking lots, and hard surfaced areas, including depressed pavements used to convey or temporarily store overflow from heavier rain storms, and outlets for such overflow:
 - ❑ Streams and Floodplains— See Danville Stormwater Ordinance.
 - ❑ Erosion Control— See Danville Stormwater Ordinance.
 - ❑ Lot Layout— The layout and the number of lots and building setback and lines.
 - ❑ Drainage— See Danville Stormwater Ordinance.
 - ❑ Design for 100-Year Storm— See Danville Stormwater Ordinance.
 - ❑ Overall Utility Plan— A separate overall utility plan showing the lot and street layout, storm sewer system, sanitary sewers, water lines, and all inlets, manholes, fire hydrants, and valves for all sections of this development approved to date. This utility plan may be drawn at a smaller scale than one (1) inch = fifty (50) feet. Dimensions and elevations are not required unless necessary for clarity.

- ☐ Street Signage— Street identification and regulatory signs, location shown.
- ☐ Plan and Profile Sheets— Separate plan and profile sheets must be provided for all proposed streets, storm sewers, sanitary sewers, and buffering, and landscaping where necessary. All crossings must be shown and correctly labeled.
- ☐ Area for Public Uses— The overall area to be allocated for park, school, recreational, and other public and semipublic sites.
- ☐ Landscaping and Screening Plan— indicating plant types, number, location, size and method of installation (shall comply with Chapter 74.05 Landscaping and Buffering Standards.
- ☐ Phasing Schedule— The schedule of any phasing of the project.
- ☐ Significant Conditions— Other significant conditions of the area proposed to be improved.
- ☐ Miscellaneous— Other miscellaneous standards, as required by the Planning and Building Department.
- ☐ Schedule— A schedule including the following:
 - ☐ Total lineal feet, type of pipe and size of pipe for the each system (storm, sanitary and water) located within (this section of) the subdivision. This should also include the total lineal footage of all sub-surface drains as well as type and size of those drains.
 - ☐ Total number of inlets, outlets, manholes, end sections and any other storm structures.
 - ☐ Total lineal feet and width of all paved roads, sidewalks, and pathways.
 - ☐ Total number of cul-de-sacs.
 - ☐ Approximate square footage and lineal footage of grading for swales, detention/retention ponds and any other areas requiring grading for the drainage system.

The following supporting documentation may also be required:

- ☐ Traffic Engineering Studies— Engineering studies that reflect the additional traffic generated by the proposed project as related to the entrance details and improvements to the existing road network, including but not limited to, designation and design of appropriate street classification, tapers, deceleration lanes, bypass blisters, traffic control devices and turning lanes at affected intersections.
- ☐ Wetland Mitigation Plan— An appropriate wetland mitigation plan and the approved permit for any development where jurisdictional wetlands will be adversely affected.
- ☐ Environmental Impact Studies— An environmental impact study for any development that, due to unusual circumstances, the planning director believes may affect the ecosystem of the Town of Danville.
- ☐ Fiscal Impact Study – If applicable.
- ☐ Other Environmental Studies— Additional environmental studies for any development that contains possible contamination and/or endangered species.

The following documents must also be provided at application submittal:

- ☐ Application form.
- ☐ Authorization letter from property owner (if there is an agent).
- ☐ Address Information Sheet (submittal of this form is not a request for addressing).
- ☐ Separate written legal description.
- ☐ Soils report (if applicable).
- ☐ Copy of the drainage report.
- ☐ Allocation letter for sanitary sewer service (if applicable prior to the staff review meeting).

- ☐ Engineer certification for waterline construction (if applicable prior to the staff review meeting).
- ☐ Completed County/Owner Inspection Agreement.
- ☐ Easements outside of applicant's control (prior to the staff review meeting).
- ☐ Easement grants within the applicants control provided prior to approval (prior to the staff review meeting).
- ☐ Any federal/state or local approval on their official forms signed by the proper authority (prior to the staff review meeting).
- ☐ IDNR floodplain boundary determinations, etc.
- ☐ Model Home Letter— If applicable, include a letter of intent indicating that the applicant wishes to construct a model home prior to recording. The letter of intent must include the proposed lot number on which the model home will be constructed. Certain necessary improvements may be required of the owner prior to issuance of the improvement location permit.
- ☐ Aerial Photograph.
- ☐ CD containing a .pdf copy of the plans
- ☐ Fees - An applicant shall pay the specified fee at the time of filing the application for secondary approval. The application fee shall be established by the Hendricks County Fee Ordinance and shall be nonrefundable.
- ☐ One 11" x 17" set of plans.

All presentations to the Plan Commission must be in PowerPoint format. Staff will provide the necessary equipment for the presentation.

Final Ordinance Requirements

In addition to the above, the following requirements of the Town of Danville Unified Development Ordinance (UDO) must also be shown and met before your application can be considered. It is important that all requirements are met prior to applying.

- ☐ Architectural plan showing exterior elevations, floor plans, and building material uses (façade and roof).
- ☐ Utilities plan showing existing and proposed— location and sizes
- ☐ Vehicular and driveway access points
- ☐ Sidewalk plan
- ☐ Pedestrian plan
- ☐ Signage plan showing location, sign faces representations and size (signage shall comply with requirements in UDO Chapter 4.08)
- ☐ Final Lighting plan in accordance with UDO Chapter 4.06.
- ☐ Landscaping and screening plan— indicating plant types, number, location, size, and method of installation.
- ☐ Parking and loading plan
- ☐ Outdoor storage plan
- ☐ Trash receptacle/dumpster and screening plan.



Date of Hearing: _____ App No. _____ Fee: _____
Plan Commission Action: _____ Received by: _____

APPLICATION FOR APPROVAL (Check all that apply)

- ☐ Plat ☐ Replat ☐ Revision ☐ Amendment ☐ Minor Plat ☐ PUD
☐ SPR ☐ Rezone ☐ Exempt Subdivision

** Please fill out the form in its entirety*

Name (s) of Owner (s) _____

Address (s) _____

Phone (s) _____ Email (s) _____

Owners' Representative (Subdivider, if any) and /or Registered Engineer or Land Surveyor:

Address (s) _____

Phone (s) _____ Email (s) _____

I (We) do hereby apply for approval of the following described plat of a subdivision in accordance with the Subdivision Control Ordinance. I (We) am (are) the owner (s) of the real estate included in said subdivision.

Name of Subdivision: _____

Address of Subject Property: _____

Generally described as follows:

Area (in acres): _____ Number of Lots: _____

Existing Zoning District (if applicable to rezone): _____

Proposed Zoning District (if applicable to rezone): _____

Parcel ID#: _____ Current Zoning District _____

Feet of new streets to be dedicated to the public:

Feet of sanitary sewers to be dedicated to the public:

Feet of water main to be dedicated to the public:

Feet of storm sewer to be dedicated to the public:

The undersigned certifies that the above information is true and correct to the best of his (her) knowledge.

Signature of Owner/Applicant (s)

Title of Applicant

SAMPLE LEGAL NOTICE FOR PUBLICATION

Notice is hereby given that the Danville Plan Commission will meet in the Council Chambers of the Danville Town Hall, 49 North Wayne Street, Danville, Indiana at 7:00 pm on _____ to consider the petition of _____ for approval to _____.

The property is more commonly known as _____ Danville, Indiana and is particularly described as (parcel #) _____.

The petition may be examined at the Danville Town Hall, 49 North Wayne Street, Danville, Indiana 46122, between the hours of 8:00 AM and 4:00 PM Monday through Friday. Written comments regarding a petition may be filed with the Danville Plan Commission within ten (10) days at the above address and such comments will be considered.

At the above stated time and place you may appear and be heard.

THE DANVILLE PLAN COMMISSION

SAMPLE LETTER FOR ADJACENT PROPERTY OWNERS

Must be sent to all property owners within a radius of 660 feet OR two properties deep, whichever is less.

[Date]

Dear Property Owner:

Please be advised that _____ has petitioned the Danville Plan Commission for approval to _____.
This property is located at _____, Danville, Indiana.

The petition may be examined at the Danville Plan Commission Office located at the Danville Town Hall, 49 North Wayne Street, Danville, Indiana, 46122, between the hours of 8:00 AM and 4:00 PM, Monday through Friday. Written comments regarding a petition may be filed with the Secretary of the Plan Commission within ten (10) days at the above address and such comments will be considered.

A public hearing shall be held by the Danville Plan Commission at 7:00 PM on _____ in the Town Hall located at 49 North Wayne Street, Danville, Indiana, at which time this petition shall be considered.

Sincerely,

Petitioner's Name

Address

Phone

SUBDIVISION CONTROL ORDINANCE WAIVER REQUEST

Site Plan: _____

Developer: _____

Engineer: _____

Request: A waiver from _____ contained in the
Danville Unified Development Ordinance to allow:

FINDINGS OF FACT

1. The granting of the waiver (**will / will not**) be detrimental to the public safety, health or welfare, or injurious to other nearby property because:

2. The conditions upon which the request for a waiver is based (**are / are not**) unique to the property for which the variance is sought and (**are / are not**) applicable generally to other property because:

3. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner (**would / would not**) result, as distinguished from a mere inconvenience, if the strict letter of these regulations are carried out because:

4. The variance (**will / will not**) in any manner contravene the provisions of the Zoning Ordinance, Comprehensive Plan, or Official Map as interpreted by the Commission and the Town Manager because:

5. Where the waiver impacts on the decision and construction of public facilities, all appropriate public agencies have been given ample time to comment in writing to the Commission.

Approved / Denied This _____ day of _____ , 20____.

DANVILLE PLAN COMMISSION
