



Town of Ellettsville
Department of Planning Services

P.O. Box 8, Ellettsville, IN 47429 ♦ (812) 876-8008 ♦ planning@ellettsville.in.us

**Plan
Commission
Application**

Case No. _____ Date Received _____

Applicant Check if Applicant is Property Owner

Name _____ Date _____

Address _____ City/Town/Zip _____

E-mail _____ Phone No. () _____

Property Owner (If same as applicant, proceed to Property Information section)

Name _____

Address _____ City/Town/Zip _____

E-mail _____ Phone No. () _____

Property Information

Address _____ City/Town _____

Proposed Use _____ Acres _____ Proposed Lots (subdivisions) _____

Application Type		<u>Subdivisions</u>
Annexation <input type="checkbox"/>	PUD/Amendment <input type="checkbox"/>	Preliminary Plat <input type="checkbox"/>
Change of Zoning <input type="checkbox"/>	Waiver Request <input type="checkbox"/>	Final Plat <input type="checkbox"/>
Development Plan <input type="checkbox"/>	Other <input type="checkbox"/>	Plat Amendment <input type="checkbox"/>

Certification

I certify that the information contained in this form is complete and accurate.

Applicant (sign) _____

Applicant (print) _____

Parcel No. _____ Zoning _____ Flood Zone: Yes No

Subdivision _____ Lot No. _____ Petition Fee \$ _____

Payment Method _____ Planning Receipt No. _____ Check No. _____

Petition Description (attach additional pages as needed)

Required Submittal Documentation

1. Completed and signed application
2. Full description of petition request
3. Filing Fee
4. Copy of deed with accurate legal description
5. Affidavit of property owner consent (if necessary)
6. Other documents/exhibits as necessary

Application deadlines:

- A. Thirty (30) days before scheduled Plan Commission meeting for major subdivisions (5 or more lots), Planned Unit Developments (PUD's), development plans and annexations.
- B. Twenty-one (21) days before scheduled Plan Commission meeting for minor subdivisions (under 5 lots), plat amendments, rezones and other petitions.

All submittals other than application (deed, legal description, plats, plans, other relevant documents) shall include electronic copies. Three large sets of subdivision plats and/or development plans shall be submitted of sufficient size to provide through review (recommended scales - 1:100 for subdivision plats, 1:40 for development plans).

Additionally, ten (10) copies of the plats and/or plans, 11"x17" in size, or other documents, 8½"x11" in size (not including application, deed or legal description) shall be submitted.

Petitioner Responsibilities

1. Notice of Public Hearing shall be submitted to the Ellettsville Journal for publication at least ten (10) days prior to public hearing date for all petitions except annexations. Annexation petitions shall be submitted for publication at least twenty (20) days prior to the public hearing date. The Notice of Public Hearing is only required to be published one (1) time.
2. Notice of Public Hearing with a description and/or an 8½"x11" copy of the plan/plat shall be sent to all interested property owners at least ten (10) days prior to the hearing by certificate of mailing or certified mail.

Notice of Public Hearing and list of property owners to be notified will be supplied by Planning Department.

3. Proof of mailing shall be returned to the Planning Department prior to the public hearing.
4. Petitioner or representative shall be present at the public hearing.