

# PUD Ordinance Amendment

Town of Pittsboro, Indiana Advisory Plan Commission

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*This application is to be used when amending an already approved PUD regulating ordinance.*

*Attachments Required: A, B, D, E*

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## **Application Procedures:**

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### **STEP ONE: PRE-APPLICATION**

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Before filing an application, it is recommended that the applicant meet with the Administrator at least one week prior to the anticipated application submission to discuss the proposed request, and to become more familiar with the applicable requirements. The anticipated agenda date will be used in all public notice requirements. Call (317) 892 - 3326 to schedule a meeting.

### **STEP TWO: AMENDMENT APPLICATION**

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Applications must be received at least 28 days before the desired hearing of the Plan Commission. Staff will notify petitioner when an application is considered complete and is accepted. Any deficiencies will be explained to the applicant. Applications submitted or completed after the posted deadline date will be placed on the next month's application cycle.

Applications, fees, and all required documentation must be submitted by 4:00 pm on the deadline date. These documents are to be submitted to the Town of Pittsboro Town Hall, P.O. Box 185, Pittsboro, Indiana, 46167.

The items below are required in order to complete your PUD Amendment application and shall be submitted when your application is filed (please refer to Section 6 of the Unified Development Ordinance).

**Application Form**

- All items must be completed fully and either typewritten or printed in ink.
- The application must be signed by the applicants and notarized.

**Application Fee**

- Please refer to Attachment B for the fee schedule.

- Checks are to be made payable to the Town of Pittsboro and submitted to the Clerk-Treasurer.
- Attachment A: Affidavit of Ownership** (submit only if the applicant is not the property owner).
- Attachment B: Application Fees**
- Attachment D: Newspaper Notice**
- Attachment E: Neighbor Notice**
- Written Commitments** (if required by the Town)
- Memorandum of Understanding** (if required by the Town)
- Aerial Location Map**
  - Aerial maps can be obtained from the Hendricks County Surveyor’s Office, 355 South Washington Street, Danville, Indiana, 46122. (317) 745-9237 or an internet mapping source.
  - Draw property lines of the site plan on the map.
- Legal Description**
- Copy of the Previously Approved Covenants**
- Copy of Previously Approved Concept Plan**
- Copy of Previously Approved Master Plan**
  - If the PUD Ordinance Amendment only affects a portion of the larger PUD Development, only the area of the Master Plan that is affected by the amendment needs to be included.
- Copy of Previously Approved PUD Regulating Ordinance**
- Proposed PUD Regulating Ordinance Amendment(s)**
  - All deleted text shall be “struck-through” and new text shall be underlined while in draft form.
- Electronic Files**
  - The above documentation should be submitted in hard copy as well as electronically (PDF and DWG if applicable) for the Town’s files. If electronic copies are not possible, Town Staff can scan paper copies.

**STEP THREE: TECHNICAL REVIEW COMMITTEE**

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The Technical Review Committee (TRC) has the review authority; if necessary, for the technical aspects of the application submittal. The TRC or plan commission staff will meet to discuss your proposal in the Plan Commission Office approximately three (3) weeks before the desired hearing date. Plan Commission Staff will contact you with an appointment time. The TRC

generally includes Plan Commission Staff; Engineer; Public Utility; Town Manager; Street Department, applicable School Superintendent; and applicable Safety Services. You or a designated representative with technical information regarding your submittal should attend. In some instances, additional information may be required by the TRC in order to make a technical review of your application. This information must be submitted by the last day to submit information for the Staff Report, which is approximately two (2) weeks after the meeting of the TRC.

#### **STEP FOUR: STAFF REPORT AND AGENDA**

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After a thorough examination of information in the public record and findings from additional research, staff shall release the Staff Report and Agenda providing analysis of each agenda item. Such report shall be released along with the agenda seven (7) days prior to the hearing according. All additional documents to be studied and considered by staff for use in the Staff Report should be submitted no less than ten (10) days prior to the hearing. Any interested party may provide support documentation to be delivered to the Plan Commission members along with the Staff Report. To do so, the party must provide ten (10) copies of each document, which should be submitted no less than ten (10) days prior to the hearing.

#### **STEP FIVE: PUBLIC NOTICE PROCEDURES:**

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Proof of newspaper advertisement and surrounding property owner notification must be provided seven (7) days before the hearing date. Failure to provide proof of notice by this deadline may result in rescheduling of the hearing date.

- Newspaper Advertisement (Attachment D)**
- Surrounding Property Owner Notification (Attachment E)**

#### **STEP SIX: PLAN COMMISSION HEARING**

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The Plan Commission shall follow their adopted Rules of Procedure for the hearing, a copy of which is available at the Town Hall. Public hearings of the Plan Commission are generally held the fourth Tuesday of each month at 7:00 p.m. at the Pittsboro Town Hall. Always check with the Town Hall or Town Staff to verify the exact meeting date, place, and time should a conflict occur.

When your request comes up on the agenda, you will be asked to present your request to the Commission. You may employ a representative for this purpose or do it yourself. You may use any maps or graphics that will assist in the presentation. If the Commission members need additional information, they will ask questions regarding your request. Following any questions,

the Commission will take action on your application. They may make a favorable recommendation, favorable recommendation with conditions, an unfavorable recommendation, or no recommendation. The recommendation of the Plan Commission is then sent to the Town Council for a final hearing.

## **STEP SEVEN: LEGISLATIVE BODY HEARING**

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After the Plan Commission Hearing, the petitioner must contact the President of the Town Council to place their petition on the agenda of the appropriate Legislative Body. The applicant or a representative is required to attend the hearing of the Legislative Body.

The Town Council shall either adopt or reject the recommendation of the Plan Commission or adopt some modification of the recommendation of the Plan Commission. Failure of the legislative body to pass the proposed amendment within ninety (90) days after its rejection by the Plan Commission constitutes rejection of the proposed amendment; and the proposed amendment may not be reconsidered by the Plan Commission or legislative body until the expiration of one (1) year after the date of its original rejection by the Plan Commission.

**Pittsboro Plan Commission**

**PLANNED UNIT DEVELOPMENT (PUD)  
ORDINANCE AMENDMENT APPLICATION**

**1. Applicant(s)**

Check One: <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Lessee <input type="checkbox"/> Contract Purchaser <input type="checkbox"/> Other: _____		
Name:		
Address:		
Phone:	Fax:	Email:

**2. Property Owner(s)**

If Applicant is not the Owner, attach completed **Attachment A: Affidavit of Ownership**

<input type="checkbox"/> Check if owner and applicant are same party.		
Name:		
Address:		
Phone:	Fax:	Email:

**3. Applicant's Contact Person, Attorney, and/or Project Engineer/Surveyor (if any)**

Any persons identified within this section are authorized to act on behalf of the petitioner.

Check One: <input type="checkbox"/> Attorney <input type="checkbox"/> Agent <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Other: _____		
Name:		
Address:		
Phone:	Fax:	Email:

Check One: <input type="checkbox"/> Attorney <input type="checkbox"/> Agent <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Other: _____		
Name:		
Address:		
Phone:	Fax:	Email:

#### 4. Site Information

If only part of a parcel is requested for the Zoning Amendment, then write "PART" after the Tax Parcel Identification Number(s).

Tax Parcel Identification Number(s) or Subdivision and Lot Number(s):
Address (Number and Street):
Address (City, Zip Code, State):
If no address, please provide a general location description:

#### 5. Description of the Proposed Amendment(s)

Briefly describe the changes proposed from the adopted PUD Ordinance:
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## 6. Standards for Evaluating Amendments

1. The proposed amendment is consistent with the goals, objectives, and policies of the Comprehensive Plan, as adopted and amended from time to time by the Town Council because...

2. The proposed amendment is compatible with current conditions and the overall character of existing development in the immediate vicinity of the subject property because...

3. The proposed amendment is the most desirable use for which the land in the subject property is adapted because...

4. The proposed amendment will not have an adverse effect on the value of properties throughout the jurisdiction because...

5. The proposed amendment reflects responsible standards for development and growth because...

**The undersigned states the above information is true and correct as (s)he is informed and believes.**

Signature(s) of Applicant(s):

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Notary Statement**

Sworn to and subscribed before me the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Notary Public in and for the State of Indiana.

Notary Public / Printed

Seal

My Commission expires: \_\_\_\_\_

**For Office Use Only**

Date Filed:

Public Notice:

Newspaper Ad:

Date of PC Hearing:

Complete and Accepted on:

Decision of PC

Unfavorable

Favorable

Favorable with Conditions

Conditions: