

PUD Master Plan

Town of Pittsboro, Indiana Advisory Plan Commission

This application is the second step in the PUD process. An approved PUD Concept Plan and Ordinance is required before a PUD Master Plan can be submitted.

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

Application Procedures:

STEP ONE: PRE-APPLICATION

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. Applicants will be responsible for all fees associated with the review of the application by the Town's Consultants.

STEP TWO: MASTER PLAN APPLICATION

Applications must be received at least 30 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 Master Plan application and shall be submitted when your application is filed (please refer to Section 13.5 of the Zoning 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 C: Review Fees**
- Attachment D: Newspaper Notice**
- Attachment E: Neighbor Notice**
- Written Commitments** (if required by the Town)
- Memorandum of Understanding** (if required by the Town)
- Memorandum of Understanding/Commitments** (if required by the Town)
 - Adopted by reference, attached as an exhibit to the submittal
- 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**
- Finalized Copy of the Covenants**
- Electronic Files**
 - The above documentation should be submitted in hard copy as well as electronically (as both PDF and DWG) for the Town's files. If electronic copies are not possible, Town Staff can scan paper copies.
- Approved Concept Plan**
 - Attach 16 copies of the Approved PUD Concept Plan and PUD Ordinance.
- Approved PUD Designation Ordinance**
 - Adopted by reference, attached as an exhibit to the submittal and statement that the master plan is in compliance with the adopted PUD Zoning Designation.
- Maintenance Statement**
 - A statement placed on the plat indicating that the operation and maintenance of designated common areas, common facilities, common buildings and open spaces shall be under the control of a homeowners association in accordance with the laws of the Town of Pittsboro governing such association as provided for in the Application and Approval Process in the Subdivision Control Ordinance.

Final Landscape Plan

- Show specific location of all plant material, specifying size and species.

Final Lighting Plan

- Plan describing site lighting including the type of lighting and minimum and maximum light values.

Master Site Plan

- The Master Plan shall include all of the required information from the Concept Plan, as described in Section 13.5.A of the Town of Pittsboro Zoning Ordinance.
- Master site plan for each section to be approved and to be recorded as final/secondary plat.
- Each application must include sixteen (16) copies of all full sized documents and drawings.
- All graphic and plan drawings should have a scale of not less than one inch equals one hundred feet (1" = 100') shall be used.
- In no event, shall individual sheets or drawings exceed twenty-four (24) inches by thirty-six (36) inches. Six (6) sets of 24"x36" and ten (10) sets of reduced, scaled copies sized at eleven (11) inches by seventeen (17) inches shall be submitted. All sets of drawings submitted must be folded. The submission may be composed of one (1) or more sheets.
- Date of preparation of original drawing and the date of any revisions.
- For the entire list of items to be displayed on the Secondary Subdivision Plat reference Chapter 3, Section 6, item 4 of the Subdivision Control Ordinance.
- Electronic Files. The above documentation should be submitted in hard copy as well as electronically (as both PDF and DWG) for the Town's files.

Construction Plans

- Construction Activities plan indicating how construction activity will be controlled by addressing contractor ingress/egress, construction parking, maintenance of traffic plan, and street cleaning.

STEP THREE: TECHNICAL REVIEW COMMITTEE

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

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:

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

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 approve, approve with conditions, or deny the application.

The approved Master Plan must be recorded with Hendricks County at the applicant's expense.

Copies of the Master Plan must be submitted to:

- Hendricks County Auditor and Recorder
- Any corporate utility company that may be affected
- Subdivider or applicant
- File of Plan Commission
- Hendricks County Surveyor, if applicable
- Town Engineer
- Town Administrator

Pittsboro Plan Commission

PLANNED UNIT DEVELOPMENT (PUD)

MASTER PLAN 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):
Address: (Number and Street):
Address: (City, Zip Code, State):
If no address, please provide a general street location from the closest street intersection:

5. Plat Information

Current Use of Property: <input type="checkbox"/> Agriculture <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other: _____	
Zoning District:	Comprehensive Plan Designation:
Proposed number of lots:	Project Area (acres):
Proposed number of entrances/exits:	

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

Signature(s) of Applicant(s):

Date:

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	<input type="checkbox"/> Unfavorable	<input type="checkbox"/> Favorable	<input type="checkbox"/> Favorable with Conditions
Conditions:			