

Site Plan Review

Town of Pittsboro, Indiana Advisory Plan Commission

This application is to be used to initiate the development review process of non-residential and multi-family development meeting one of the below mentioned criteria.

Attachments Required: A, B, F

Application Procedure:

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.

Site development plan review shall be required for any non-residential or multi-family development, prior to the issuance of a building permit for the following development situations:

- Any new principal structures;
- A twenty five (25) percent or greater gross area expansion of the existing structure;
- Any new or modified building and/or site improvements for a zoning lot which has previously received site development plan approval under this ordinance. Re-approval of the plan is required for components of the plan, which depart from the approved site development plan. The extent of required documentation of any proposed changes to be incorporated in the submittal for re-approval shall be determined by the Administrator;
- Any new or modified off-street parking or loading area improvements;
- A change of use that will result in an increase off-street parking requirements that cannot currently be met on the site.
- Any building that has been damaged by fire, explosion, act of God, or the public enemy to the extent of more than 50 percent of its value.

STEP TWO: APPLICATION

Applications must be received at least 30 days before the desired hearing of the Plan Commission. At this time the Administrator will decide to either forward the site development plan to the Plan Commission for review and approval or conduct Administrator review and approval as authorized by the Town Council and Indiana Code Section 36-7-4-1402(C). 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 application and shall be submitted when your application is filed.

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

Attachment B: Application Fees

Attachment F: Site Plan Review

Covenants and Restrictions (*if any*)

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.

Landscaping Plan

Lighting Plan

Site Plan

Per the Town of Pittsboro Zoning Ordinance, the following shall be required for a Site Plan Review application. For more specific requirements, please refer to Section 11.11 of the Zoning Ordinance.

- 1) Completed application form provided by the Administrator.
- 2) Each application shall include three (3) copies of all full sized documents and drawings. For all graphic and plan drawings, a scale of not less than one inch equals one hundred feet (1"=100') shall be used. Individual sheets or drawings shall not exceed twenty-four (24) inches by thirty-six (36) inches. If the application is to be reviewed by the Plan Commission the applicant shall provide an additional fifteen (15) sets of drawings not exceeding twenty-four (24) inches by thirty-six (36) inches.
- 3) The names and addresses of persons and/or firm responsible for preparing the plan.
- 4) A site plan drawing including the following:
 - a) Date, north point and scale;
 - b) The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties and buildings within two hundred (200) feet;
 - c) Boundary lines of adjacent tracts of land, showing owners of record;
 - d) Legal description of the parcel;
 - e) Tax parcel Identification number;
 - f) Existing and proposed topography with contours at two (2) foot intervals;
 - g) Existing and proposed easements;
 - h) The location of existing and/or proposed fire hydrants;
 - i) For a site which includes existing structures or improvements, an indication of those improvements that are to remain and those which will be removed;
 - j) Underground storage tanks, if any;
 - k) General alignment and lengths of all streets and all property lines;
 - l) All building restriction lines, highway setback lines, easements, covenants, reservations and rights-of-way;
 - m) Streets, using the classification in the Subdivision Control Ordinance; alleys; easements and utilities, including street lighting and underground conduits for street lighting;
 - n) Driveways, entrances, exits, parking areas and sidewalks;
 - o) Calculations of the following, as applicable:
 1. Number of dwelling units or square footage of non-residential uses;
 2. Number of parking spaces;
 3. Number of loading spaces; and
 4. Quantities of landscape materials to be provided.
 - p) A lighting plan indicating all exterior building mounted and free-standing lights and structures including overall height, type of lamp, luminaries;
 - q) Preliminary exterior building elevations of all proposed structures and exterior elevations of existing buildings when existing buildings are proposed to be structurally altered. Elevations shall indicate the materials to be used in the design of the structure and the proposed color scheme;
 - r) Elevations of proposed signs as well as the materials and colors intended for the sign. "Typical" elevations shall be provided for wall mounted signs including

- renderings of all sign faces; views of supporting members, poles, bases and pedestals; side views which indicate both signage depth and projections; method of illumination, materials indications, and dimensions of all sign elements;
- s) Include the proposed name by which the project shall be legally or commonly known.
 - t) Location, widths, and type of construction of all existing and proposed streets, street names, alleys, or other public ways and easements, railroad and utility rights-of way or easements, parks, wooded areas, cemeteries, water courses, drainage ditches, swamps, low areas subject to flooding, permanent buildings, bridges, and other data considered pertinent by the commission or the administrator for the subject land, and within three hundred (300) feet of the proposed project;
 - u) Existing and proposed water mains, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records;
 - v) Existing zoning of the land and all adjacent lands;
 - w) Existing contours based on U.S.G.S. datum with intervals of not more than five (5) feet where the slope is greater than ten percent (10%) and not more than two (2) feet where the slope is less than ten percent (10%). Elevations shall be based on sea level datum;
 - x) The water elevation at the date of the survey of lakes, streams, or swamps within the project affecting it, as well as the approximate high and low water elevation of such lakes, streams, or swamps. The plan shall also show the contour line of the regulatory flood (100-year flood) elevation. All elevations shall be based on sea level datum;
 - y) A statement of the proposed uses, stating the type and size of residential and nonresidential buildings, and the type of business, commercial or industry, so as to reveal the effect of the project on traffic, fire hazards, or congestion of population;
 - z) Full description and details, including engineering calculations, for provision of storm water drainage plans and facilities;
 - aa) Statement of proposed starting and completion dates for the project, including any proposed phasing and sequencing;
 - bb) Radii, internal angles, points of curvature, tangent bearings and lengths of all arcs, chords and chord bearings;
 - cc) Proposed covenants, restrictions, by-laws, or articles of incorporation affecting property owners and/or homeowners associations;
 - dd) Accurate location of all survey monuments erected, corners, and other points established in the field in their proper places; and
 - ee) Supplementary explanation of the specific type(s) of activities proposed on the site. Such information shall include, but is not limited to:
 - 1. Estimated number of employees, resident shoppers, residents, etc.;
 - 2. Hours of operation;
 - 3. Any changes anticipated in terms of dust, odor, smoke, fumes, noise, light, hazardous or noxious fumes, wellhead protection, etc.;

4. Modifications to vegetative cover, drainage patterns, earth work, problem areas;
5. Any ancillary improvements that the applicant proposed to remedy or prevent problems created by the development; and
6. Draft version of any covenants and design guidelines, if applicable.

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 Town Hall 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 complete a technical review of your application. This information must be submitted by the last day to submit information for the Staff Report.

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 a minimum of seven (7) days prior to the hearing. All documents, including revisions, 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: PLAN COMMISSION HEARING

Site Plan Review applications do not always need to go before the Plan Commission. Please check with Staff to determine the requirements of your particular application.

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.

Pittsboro Plan Commission

SITE DEVELOPMENT PLAN REVIEW 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:

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:
Project Area (acres):	Overlay District (if applicable): _____
Public Utility upgrades proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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:		Date TAC Review:		Date of PC Hearing:	
Decision of PC	<input type="checkbox"/> Unfavorable	<input type="checkbox"/> Favorable	<input type="checkbox"/> Favorable with Conditions		
Conditions (if any):					