 TOWN OF PRINCE’S LAKES

PLANNING COMMISON

**APPLICATION STANDARDS FOR REZONING**

An application for rezoning, either of the text of the Prince’s Lakes Zoning Ordinance or the Town’s Zoning Base Maps, will not be considered by the Plan Commission unless and until a written application, on Town forms, is filed with the Prince’s Lakes Zoning Administrator and the requisite filing fee is fully paid.

The application must include:

1. Name, address, and phone number of applicant.
2. Written consent of the owner of the property, if the owner is not the applicant.
3. Legal description of the property;
4. Description of zoning ordinance text amendment/ or base map amendment, with specific reference to all sections of the Prince’s Lakes Zoning Ordinance that are affected;

e. No later than 3 days prior to the hearing on any application for rezoning, the applicant shall submit to the Prince’s Lakes Zoning Administrator a verified statement, on a Town form, that all public notice requirements of the Prince’s Lakes Zoning Ordinance (Sections 4-501 and 4-502), set forth below, have been met, along with:

1. all returned receipts (green cards), evidencing that all property owners entitled to notice under the relevant provisions of the Prince’s Lakes Zoning Ordinance (Section 4-502) have been properly and timely notified, at least fifteen (15) days prior to the date of the public hearing, and
2. a publishers affidavit evidencing that proper notice was published in a newspaper of general circulation in accordance with the Prince’s Lakes Zoning Ordinance (Section 4-501).

**If proof of proper notice is not provided, as required, herein the Application will not be heard or considered**.

1. All costs of to provide notice shall be borne by the applicant.

**ZONING ORDINANCE 4-501, Notice of Public Hearings;**

The notice requirements for publication in a newspaper are as follows:

1. Before holding the public hearing, notice of the hearing shall be given in one or more newspapers of general circulation in the Town at least fifteen (15) days before the date of the hearing.
2. The notice shall set forth the time and place of the hearing, and the nature of the proposed appeal, rezoning, special exception or revocation.
3. All cost for the Notice of Public Hearing shall be borne by the applicant by the applicant or initiator and a proof of publication shall be required from the applicant or initiator prior to final action being taken on the petition.

**ZONING ORDINANCE 4-502, Notice to Parties in Interest:**

Notice shall be given to parties of interest as follows:

1. Before holding the public hearing, written notice of such hearing shall be mailed by the applicant(s) or initiator(s) by certificate mailing, in a form which meets the Board’s requirements at least fifteen (15) days prior to the day of the hearing to the owners of all adjoining parcels of land to a depth of two (2) ownerships or 250 feet, whichever is greater, of the exterior boundaries of the subject property. For the purpose of notification of parties in interest, where any such adjacent parcels of land are owned by the applicant(s), the subject property shall be deemed to include adjacent land owned by the applicants.
2. A verified written statement that all interested parties have been mailed a written notice as set out in 4-502 (a) above, shall be submitted by the applicant prior to final action being taken on the petition.

**GENERAL INSTRUCTIONS FOR FILING AN APPLICATION FOR REZONING**

THE FOLLOWING PAGES SHOULD BE READ THOROUGHLY FOR DETAILED STANDARDS. EACH STEP OF THE REZONING PROCESS IS IMPORTANT; NONCOMPLIANCE MAY RESULT IN THE REQUEST NOT BEING HEARD.

1. YOU ARE REQUIRED TO SUBMIT A SITE PLAN/MORTGAGE SURVEY. The applicant shall provide a plan of the subject property showing the location of all boundaries property lines, buildings, and all other structures, driveways, parking and loading areas, open space, landscaping, service areas, utilities, signs, and other improvements. The plan shall be drawn to scale and shall show the dimensions of the property, buildings, structures, and other improvements.
2. YOU ARE REQUIRED TO NOTIFY ADJOINING PROPERTY OWNERS OF THE PUBLIC HEARING 15 DAYS PRIOR TO THE HEARING: The applicant is to send a certified letter to every adjoining property owner within 250' or two (2) owners depth (whichever is greater) at least 15 days prior to the Public Hearing of the Board of Zoning Appeals, do not include the day of the meeting. Give yourself plenty of time to meet the 15 day requirement.
3. YOU ARE REQUIRED TO PUBLISH NOTICE OF THE PUBLIC HEARING IN A NEWSPAPER OF LOCAL CIRCULATION AT LEAST 15 DAYS PRIOR TO THE PUBLIC HEARING. The application must be accompanied by a notarized proof (Affidavit) of publication of notice of the Public Hearing for the rezoning in a newspaper having general circulation within the Town of Prince’s Lakes. It must be 15 days prior to the meeting, not including the actual day of the Public Hearing, allow yourself adequate time.

All cost of legal advertising and required notice to affected property owners shall be borne by the applicant/petitioner.

1. YOU MAY BE REQUIRED TO PROVIDE A STATEMENT OF CONSENT: Any application filed by any person other than the legal owner of the real estate involved in the petition shall be accompanied by a notarized written statement of the legal owner consenting to the filing of the application.

**APPLICATION FOR REZONING**

**TOWN OF PRINCE’S LAKES, INDIANA**

REZONING CASE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Address: Phone

Legal Description of Property: Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lot # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or metes and bounds Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Present Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Present Zoning District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Proposed Zoning District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

How does the proposed amendment relate to the Town’s Comprehensive Plan:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Date of Public Hearing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature Date

**PRINCE’S LAKES PLAN COMMISSION**

**LEGAL NOTICE OF PUBLIC HEARING**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have filed, with the Prince’s Lakes Plan Commission, an Application for Rezoning, related to property at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seeking to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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A Public Hearing on the Application will be held by the Plan Commission, at 6:30 p.m. on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, in the Prince’s Lakes Town Hall, 14 East Lakeview Drive, Prince’s Lakes. All interested persons will be given the opportunity to be heard and/ or may submit to the Prince’s Lakes Zoning Administrator, at least three (3) days prior to the hearing, written comments or objections, which will be considered by the members at the hearing.

The application is on file with and may be viewed in the office of the Town’s Zoning Administrator.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant

**AFFIDAVIT OF NOTICE**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby certify and affirm, under penalties for perjury, that notice of Public Hearing by the Prince’s Lakes Plan Commission, to consider case \_\_\_\_\_\_\_\_\_\_\_\_ was published in at least one newspaper of general circulation in the Town of Prince’s Lakes, and mailed, certified, return receipt requested, to the last known address of each of the following persons:

Name: Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(add additional pages, if necessary)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant