VIII Appendix A: Applications

A. Ripley County Area Planning Commission
P.O. Box 151
Versailles, IN 47042

Application for Rezone

This Application Re-zone Package consists of three parts: 1) the application form, 2) a set of instructions, and 3) an example site plan. This form needs to be completed by printing clearly or by typing. It should be completed in English only.

I. Application Form

A. Personal Information:

1. Name _____
2. Address _____
   _____
3. Phone Numbers: home _____
   business _____
   cell _____

B. Re-zone Property Information

4. Location of re-zone Property: Sec_____ Twp _____ Rng ____
   or Name of Incorporated Town _____

5. Tax Parcel Number: _____

6. Proof of ownership by deed recorded _____

7. Is a survey available for this property? _____
   Located at the recorder's office in _____

C. Re-zone Information

8. Asking to re-zone property from a _____ zone to a _____ zone

9. Are you re-zoning to a Roadside Business (RB) zone? _____

10. Acres to be re-zoned _____

11. Purpose for the re-zoning _____
    _____

12. Does the re-zone conform to the future land use map? _____
    If not, how does it fit? _____

D. Utilities & Infrastructure Information

13. Name of City Water Provider_____

14. Name of Electric Provider _____

15. Name of Sewer Provider _____
or has septic been permitted _____

16. Number and Width of access drive(s) _____

17. Name of nearest major road _____

18. Distance to nearest major road _____

19. The number of parking spaces to be provided? _____

20. Number of structures that need to be built? _____

E. Check List of Required Information Prior to Hearing:

21. Has a site plan been provided? _____
22. Has a list of interested parties with their addresses been provided? _____
23. Have six (6) aerials been provided? _____
24. Has a Development Plan been provided for a RB zone request? _____
25. Has a description of re-zone property been provided? _____
26. Has a fee of $250 been paid? _____
27. Has proof of publication (newspaper)been provided? _____
28. Has proof of notification by certified mailing been provided? _____

I understand that this application is being submitted in accordance with the Ripley County Zoning Ordinances, and that I am responsible for the accuracy and completeness of the application. I understand that incomplete or inaccurate information may result in delay or denial of the request.

_____ _____
(Applicant's Signature) (Date)

Check List

This checklist is to ensure that you have all the information needed to file for an application for the Area Plan Commission or the Board of Zoning Appeals.

- _____ Application form completed in full.
- _____ Green Cards are to be sent to all interested parties at least Ten (10) days prior to the meeting.
- _____ Public notice is to be published at least Ten (10) days prior to the meeting.
- _____ Green Cards, and or the receipts for the certified mailings are to be presented to the Executive Director prior to the meeting.
- _____ Proof of publication is to be presented to the Executive Director prior to the meeting.
- _____ Application fee is to be paid at the time of application.

_____ _____

Applicant Date

II INSTRUCTIONS

A. Personal Information

1. Name: Indiana Law requires that a petition for a re-zone be made by an owner of at least 50% of the property.
2. Address: The current mailing address of the applicant.
3. Phone Numbers: These are necessary for communications between the Executive Director and the applicant during the re-zoning process.

B. Re-zone Property Information

4. The Section, Township, and Range can be found at the beginning of your legal description on your deed or at the Ripley County Surveyor's Office.
5. The Tax Parcel Number can be found on your tax statement, from the Auditor's Office, or the Surveyor's Office. The Executive Director may be able to furnish this information. If a new lot has been created, the new survey and deed will need to be recorded in the Recorder's Office, before the Auditor will issue a new Tax Parcel Number.
6. Proof of ownership can be a deed or a land contract. If it is an unrecorded land contract, a copy of the contract will be necessary. The location of your deed or land contract is sometimes marked in the right-hand corner of the first page. If not, the information can be obtained in the Recorder's Office.
7. A survey is not necessary for a re-zone. If one can be found in the recorder's office, the location of the survey is being requested. A copy of the survey (recorded or not) could be helpful at the hearing and for drawing the site plan.

C. Rezone Information

8. The current zone of the petitioner's property is noted on the Ripley County Zone Maps. Ask the Executive Director or the Ripley County Surveyor's Office for assistance. The permitted uses for each zone can be found in the Ripley County Area Zone Code. The zone being requested must match the intended use of the petitioner's property.
9. All business uses in the Roadside Business Zone require approval of the Board of Zoning Appeals in accordance with the Special Exception procedure set forth in Sec 80.24 of Ripley County Area Zone Code. Meeting the requirements of the Special Exception before the Plan Commission hearing will helpful in gaining the re-zone.
10. The acres to be re-zoned do not have to be the entire tract of land owned by the petitioner. The petitioner may want to re-zone only a part of the parent tract. Only the acres asking to be re-zoned should be cited.
11. The petitioner does not have to disclose the purpose for the re-zone, but it could be helpful in gaining the approval of the Board. The Board does have the obligation to look at the most intense use that is permitted for the zone being requested and judge whether it is appropriate for the area.

12. The future land use map is found in the Ripley County Comprehensive Plan. The Board will be using this as a guide for making a decision on the petitioner's request. The Executive Director and the Ripley County Surveyor's Office has a copy of this plan. If the petitioner's request does not fit with the Comprehensive Plan, he or she should be prepared to explain how granting the request would benefit Ripley County.

D. Utilities & Infrastructure Information

13. A letter from the appropriate water company stating their permission for service could be requested. If the site will be furnished water by well or cistern, a letter from the Health Department may be needed.
14. A letter from the appropriate electric company stating their permission for service may be requested.
15. City sewer may not be necessary for the intended use under your requested re-zone. If it is and it is not currently being provided, a letter from the appropriate sewer company stating their permission for service will be requested. If a septic tank is currently being used, or is intended to provide the sewer system, a letter from the Health Department stating the tank's current capabilities or stating the Department's approval for a septic tank will be necessary.
16. Name the number of entries to the proposed re-zone area and the width in feet of the driveways.
17. Traffic flow may be an issue with the new intended use. The name of the nearest road will help the Plan Commission and the Governing Body determine if any increased traffic will become a problem.
18. The proposed re-zone area may or may not be on a major road. The distance to a major road may help the Plan Commission and the Governing Body determine if congestion will become a problem.
19. The new intended use may require parking space. The number of spaces available would be helpful in determining whether there will be adequate parking.
20. The new intended use may require new structures. Adequate space for the structure and setback lines will be reviewed.

E. Attached Information Provided Check List

21. Site Plan: (Ripley County Ordinance Section 80:39 & Ordinance Number 2004-32. Section 1. Amendments (K & L)
    a. A site plan does not have to be drawn by a professional engineer, surveyor, or architect, but it does have to be complete and neatly drawn.
    b. It will be drawn on an 8" x 11" clean white paper in ink.
    c. It does require the use of a straight edge and should be properly dimensioned and drawn to scale.
    d. It must be labeled "Site Plan".
    e. It shall have the Tax Parcel Number listed along with the name and address of the petitioner.
    f. It shall have a description of the area being re-zoned. If the entire tract

of land is to be re-zoned, the legal description can be found on the deed or survey, which can be found at the Recorder's Office. If only part of the tract is to be re-zoned, a new survey of only the re-zone area does not have to be performed for the site plan. But if the re-zoned area is be separated, a survey with a legal description would have to be obtained. Examples of non-surveyed land would be: "2 acres out of the northwest corner of the following legal description", " The South 200' of the following legal description", or " About a 300' x 600' area of land out of the east side of the following legal description". The Surveyor's Office or the Executive Director can help with the description to be used.

g. Show the actual shape and dimension of the re-zoned area, include the acreage and/or lot number.

i. Show the location and size of all building, existing and proposed.

j. Show the location of all entrances to the re-zoned area, along with all adjoining roads or streets and their names.

k. Primary and Secondary septic sites will be shown.

l. A location map included would be helpful.

22. Interested Parties are (according to the Rules of Procedure):
    a. All owners of the property within the area included in the Petition who are not the Petitioners.
    b. For unincorporated areas: All property owners whose land touch the petitioner's property lines, even if connected by only a single point.
    c. For incorporated areas: all land owners of adjoining parcels to a depth of one (1) ownership surrounding the perimeter of the petitioner's property lines.

    Interested parties and their addresses may be obtained from the Assessor's Office.
23. Six copies of an aerial view of the subject property.
24. If the re-zone is a request for a RB Zone, a special exception will also be required. Special exceptions will require the applicant to provide a development plan. All Development Plans are required to be drawn by a professional engineer, surveyor, or architect.
25. See the 'Site Plan' explanation above on re-zone description (#21- f).
26. A fee of $250 is charged for a re-zone hearing (Ripley County Area Planning & Zoning Book, Section 80:44). This must be paid at the time of application or the petition will not be placed on the agenda. This fee is not refundable.
27. The Executive Director will give the applicant a form letter to be published.
    a. The applicant is responsible for giving a copy of the completed letter to at least one local newspaper (The Osgood Journal, The Versailles Republican, or The Herald Tribune) for publication. This notice must be published at least ten (10) days prior to the date of the public hearing.
    b. Proof of such publication will be given to the applicant by the newspaper office. The applicant is responsible for giving this proof to the Executive Director at least five (5) days prior to the public hearing.
28. Copies of the same completed form letter described in #27 shall be sent to

every interested party as listed according to #22.

a. The applicant is responsible for sending these notices by "Certified Mail" at least ten (10) days prior to the public hearing.
b. Proof of such mailing (the "white cards") shall be given to the Executive Director at least five (5) days prior to the public hearing.
c. All "green cards" from such mailing are to be given to the Executive Director prior to the meeting night.

* Proof of mailings and publication will not be accepted the night of the hearing. *

Meeting Information

1. A re-zone will be heard by the Ripley County Area Plan Commission. Their meetings are held the first Tuesday of every month. They will only give a recommendation to the Governing Body.
2. The Governing Body for each town is the Town Council. The Governing Body for the County is the County Commissioners. They will grant the re-zone and a separate hearing will be conducted.
    a. County Commissioners meet every other Mondays.
       They hear re-zones at 8:00 AM.
       Contact the Auditor's Office to be placed on their agenda.
    b. Contact the appropriate town offices for a hearing with any Town Council.
3. The Deadline for filing for a re-zone is no later than 3:00 P.M. on a date, which is at least 15 business days prior to the initial hearing before the Plan Commission Meeting at which the Petition is to be considered.
4. No petitioner is to contact any member of the Ripley County Area Plan Commission in advance of a public hearing with the intent to influence the Plan Commission member's action on such petition. If there are any questions regarding the proposed re-zone, please contact the Executive Director.
5. It is the responsibility of the petitioner to "state his case" and convince the Plan Commission and the Governing Bodies that the re-zone should be granted. Any other type of relevant information should be brought to the meeting. Be prepared.