

Brian Fogle, Director of Planning & Zoning
Mary Hunter, Zoning Administrator
Mary Frey, Code Enforcement Officer
Linda Mills, Code Enforcement Officer
Connie Sellers, Code Enforcement Officer



Thomas R. Galligan, Mayor

CITY OF JEFFERSONVILLE
DEPARTMENT OF PLANNING & ZONING
500 QUARTERMASTER COURT, SUITE 200
JEFFERSONVILLE, IN 47130

PHONE: (812) 285-6413

WEBSITE: www.cityofjeff.net

PLAN COMMISSION DEVELOPMENT PLAN APPLICATION

APPLICATION REQUIREMENTS

In order for the staff of the City of Jeffersonville Plan Commission to expedite your request in a timely manner, we ask that you follow these requirements:

1. The application and supporting materials must be submitted before the appropriate meeting deadline. No exceptions.
2. Once the application has been submitted with the required application processing fee, our staff will review the application to verify that all the required items in the checklist have been included. All items on the checklist must be submitted with the application or the request will not be assigned a Docket number. This is considered an incomplete application, and the submitted items will be promptly mailed back to the applicant.
3. When the application is deemed complete by the staff, the request will be assigned a Docket number and will be placed on the appropriate agenda, and the applicant will be notified of the meeting date.
4. A pre-filing conference is encouraged for all Plan Commission petitions.
Call 285-6413 to set an appointment to discuss a petition prior to filing for a hearing before the Plan Commission.



**PLAN COMMISSION
APPLICATION FOR A DEVELOPMENT PLAN**

• **Applicant**

Name of Applicant: _____

Applicants Address: _____

Name of Business: _____

Phone: () _____ Fax: () _____

Email: _____ Cell: () _____

• **Applicant's Attorney/Contact Person and Project Engineer (if any):**

Attorney Name: _____ Address: _____

Phone: () _____ Fax: () _____

Email: _____ Cell: () _____

Project Engineer: _____ Address: _____

Phone: () _____ Fax: () _____

Email: _____ Cell: () _____

• **Project/Development Information:**

Location of Property (and address if applicable): _____

Current Use: _____ Current Zoning: _____

Proposed Use: _____ Proposed Zoning: _____

• **Attachments:**

- Authorization from Owner(s)
- Letter of Intent
- List of Adjoining Property Owners (two-tier notification)
- Site Plan
- Fee \$ 275.00
- One 18"x24" Minimum & One 11"x17" of Each Plan Sheet
- Sign Plan
- Landscape Plan
- Building Elevations
- Lighting Plan
- Tree Preservation Plan [if necessary]
- Any Additional Information as Required by Director



The undersigned states the above information is true and correct as (s)he is informed and believes to the best of her/his knowledge.

Signature of Applicant: _____ Date: _____

State of Indiana)
Clark County) SS:

Subscribed and sworn before me this _____ day
of _____, _____.

Notary Public – Signed Printed

Residing in _____ County My Commission expires: _____.

OFFICE USE ONLY---DO NOT WRITE BELOW THIS LINE

Application (all materials in file) certified completed on: ____/____/____.
Plan Commission public hearing date: ____/____/____.
Adjacent property owners notified via mail on: ____/____/____.
Legal ad emailed to The Evening News on : ____/____/____.
Sign addresses emailed to Stephanie @ Street Department on: ____/____/____/
Public notice posted at City Hall on: ____/____/____.
Public notice posted on City's website on: ____/____/____.
PC & BZA public notices emailed to Linda on: ____/____/____.
PC & BZA agendas emailed to Larry Thomas on: ____/____/____.

Docket #: _____
Date Filed: ____/____/____
**To be assigned by planning
department. This space for
office use.**



**- AFFIDAVIT & CONSENT OF PROPERTY OWNER -
Application to the Jeffersonville Plan Commission**

STATE OF INDIANA)
COUNTY OF CLARK) SS:

I, _____, AFTER BEING DULY SWORN, DEPOSE AND SAY THE FOLLOWING:

1. That I am the owner of real estate located at: _____;
(Address of affected property)

2. That I have no objections to, and consent to the request(s) described in the Application made to the Jeffersonville Plan Commission.

Owner's Name (Please Print)

Owner's Signature

State of Indiana)

County of Clark) SS:

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public / Printed

Residing in _____ County My Commission expires: _____



**DEVELOPMENT PLAN APPLICATION CHECKLIST -
Jeffersonville Plan Commission**

Applicant: _____

Docket Number: _____ Date: _____

Project: _____

All plans prepared for Development Plan approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Jeffersonville. The Planning Director at his/her discretion may waive or relax any of the site plan requirements below, as circumstances dictate.

General

If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for legible reproduction or recording.

Site Plan Data

A site plan submitted in pursuit of development plan approval shall be drawn to a scale of not more than 1" = 100' and shall include the following information:

- ___ Name and address of the applicant;
- ___ Proof of ownership;
- ___ Proposed name of development (if applicable);
- ___ Address of the site;
- ___ Legal description of the real estate;
- ___ Name and address of land surveyor;
- ___ Legend and notes, including a graphic scale, north point, and date;
- ___ Boundary line of site indicated by a solid heavy line including all dimensions of the site;
- ___ Layout, number and dimensions of lots;
- ___ Building setback lines;
- ___ Location and dimensions of all existing structures including paved areas;
- ___ Location and dimensions of all proposed structures including paved areas indicated by crosshatching;

- _____ Layouts of existing and proposed streets, alleys and access easements; including their names, within two-hundred (200) feet of the development. The names of streets shall conform so far as practicable to the names of streets on the same approximate alignment existing in the vicinity of the development;
- _____ Location of any proposed and existing driveway and its width at the lot line;
- _____ All proposed improvements to the street system both on and off-site;
- _____ Measurement of curb radius and/or taper;
- _____ Parcels of land proposed to be dedicated or temporarily reserved for public use or set aside for use in the development such as parks, recreation, conservation areas, wetlands, etc., which shall be designated and labeled as such including dimensions;
- _____ Location of natural streams, regulated drains, 100-year flood plains, floodway, water courses, marshes, wooded areas, wetlands, historic features, existing structures, dry wells, utility lines, fire hydrants and any other significant feature(s) that may influence the design of the development;
- _____ The species and caliper size at breast height of all trees over six (6) inch caliper and all flowering trees and shrubs over six (6) feet in height;
- _____ All trees and/or shrubs to be preserved. These shall be marked "Do Not Remove" ("DNR"). Care should be taken to attempt to preserve all trees with a caliper size of twenty-four (24) inches at breast height or greater;
- _____ Location of orange construction fencing that is required to be installed during construction around the dripline of each tree to be preserved that is marked "DNR";
- _____ Location, width and purpose of existing and proposed easements;
- _____ Use of each structure including parking labeled with approximate density or size. For example, no. of parking spaces required and provided, gross floor area of office or retail space (labeling whether office or retail);
- _____ Structures designated to be razed shall be indicated as such;
- _____ Distance of all structures including parking from the front, rear and side lot lines. This distance is measured from the point where the structure is closest to the lot line;
- _____ Any other information requested in writing by the Plan Commission or the Planning Director;

Building Elevation Data

Building elevations submitted in pursuit of development plan approval shall include the following information:

- _____ Proposed name of development (if applicable);
- _____ Address of the site;
- _____ Legend and notes, including a graphic scale, and date;
- _____ Elevations for each facade of the building;
- _____ Type of building materials to be used for all wall, window, roof and architectural features shall be specified;
- _____ Proposed colors for all materials and features shall be specified;
- _____ Any other information requested in writing by the Plan Commission or the Planning Director;

Sign Plan Data

Sign plans submitted in pursuit of development plan approval shall include the following information:

- ___ Proposed name of development (if applicable);
- ___ Address of the site;
- ___ Legend and notes, including a graphic scale, and date;
- ___ A site plan indicating the location of any existing and proposed freestanding or ground signs;
- ___ Elevations of proposed signs including size, materials, color and illumination details;
- ___ Placement, size, color and illumination details for any existing or proposed wall, projecting or window sign;
- ___ Any other information requested in writing by the Plan Commission or the Planning Director;

Lighting Plan Data

Lighting plans submitted in pursuit of development plan approval shall include the following information:

- ___ Proposed name of development (if applicable);
- ___ Address of the site;
- ___ Legend and notes, including a graphic scale, and date;
- ___ Boundary lines of the site including all dimensions of the site;
- ___ Location and dimensions of all existing and proposed structures, parking areas, etc;
- ___ Type and location of all exterior lighting fixtures, including wattage and type of light;
- ___ Intensity of lighting at base of light structure and at the lot line measured in foot candles. Measurements shall be given as if the light meter were facing the center of the property at a height of six (6) feet;
- ___ If building lighting is proposed, elevations for each facade of the building indicating the location, type and intensity of lighting at the lot line measured in foot candles. Measurements shall be given as if the light meter were facing the center of the property at a height of six (6) feet;
- ___ Any other information requested in writing by the Plan Commission or the Planning Director

Landscape Plan Data

Landscape plans submitted in pursuit of development plan approval shall include the following information:

- ___ Proposed name of development (if applicable);
- ___ Address of the site;
- ___ Legend and notes, including a graphic scale, and date;
- ___ Boundary Lines of the site;
- ___ Location and dimensions of all existing and proposed structures, parking areas, etc;
- ___ Location of all floodway and floodway fringe areas within the site;
- ___ Existing elevations and proposed contour lines at two (2) foot intervals;
- ___ Proposed sidewalk or pedestrian ways;

- _____ Size, species and spacing (on center) of all proposed landscaping material;
- _____ Location of any existing and proposed freestanding or ground signs;
- _____ Any other information requested in writing by the Plan Commission or the Planning Director;

Tree Preservation Plan Data (if necessary)

Tree Preservation plans submitted in pursuit of development plan approval shall include the following information:

- _____ Proposed name of development (if applicable);
- _____ Address of the site;
- _____ Legend and notes, including a graphic scale, and date;
- _____ Boundary lines of the site including all dimensions of the site;
- _____ Survey all existing vegetation on site indicating species and caliper size at breast height;
- _____ All trees and/or shrubs to be preserved - these shall be marked "Do Not Remove" ("DNR"). All trees and shrubs that are not within twenty (20) feet of the footprint of any structure must be preserved. This requirement may be reduced upon approval of the Planning Director. The Planning Director may also reduce this requirement to allow for parking areas provided no other open areas exist already that could accommodate parking;
- _____ Description of methods to preserve trees without injury and with sufficient area for the root system to sustain the tree;
- _____ Description of protective care and physical restraint barriers at the drip line to prevent alteration, compaction or increased depth of the soil in the root system area prior to and during groundwork;
- _____ Location of orange construction fencing that is required to be installed around the dripline of each tree to be preserved that is marked "DNR" during construction.