

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

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.

PLAN COMMISSION REZONING PETITION PROCEDURES

- The City of Jeffersonville has established a procedure for the consideration of request to change the zoning of property in the community. Rezoning requests are reviewed by the Plan Commission which forwards a recommendation to the City Council which makes the final determination. Rezoning requests may originate from either property owners or potential owners (subject to the consent of the current owners). In reviewing all rezoning requests the Plan Commission and City Council shall consider the following:
 - The recommendations of the Jeffersonville Comprehensive Plan;
 - The current conditions and character of structures in each district;
 - The most desirable use for which the land in each district is adapted;
 - The conservation of property values throughout the jurisdiction; and
 - Responsible growth and development;

<p>Docket #: _____</p> <p>Date Filed: ____/____/____</p> <p>To be assigned by planning department. This space for office use. Pg. 2</p>
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PLAN COMMISSION SUBMISSION CHECKLIST

- Complete application
 - The application must be filled out in its entirety where applicable in blue or black ink.
- Scaled Survey or Site Plan based on a survey
 - This survey/site plan must depict the following items:
 - Accurate lot dimensions of the property involved
 - Location of existing and proposed structure(s) & the distance between structures on the property, if applicable.
 - The location, width and length of all current and proposed entrances and exits to and from the property.
 - Any easements on the property, their purpose (for i.e. “utility & drainage easements”) and their widths.
 - Indicate the extent (area) of the lot to be disturbed by construction
 - Proposed drainage
 - The common address, plat & parcel number(s) of the subject property shall be noted on the survey.
- List of all adjacent owners to the property involved (2-tier).
- Any additional information required by the Director or Zoning Administrator.
 - Architectural elevations
 - Sign plans
 - Floodplain Certifications
 - COA-Certificate of Appropriateness
 - Other_____
- Any application filed by the necessary deadline and unsupported by site plan, engineer’s report, or other documentation as may be deemed necessary by the Plan Commission staff, shall determined “incomplete” and may not be docketed for the meeting agenda.
- After an application is approved by the Director or Zoning Administrator, the applicant will be placed on the agenda and assigned a Docket number.



PLAN COMMISSION
APPLICATION FOR REZONING

1. Applicant

Name of Applicant: _____
Applicants Address: _____
Name of Business: _____
Phone: () _____ Fax: () _____
Email: _____ Cell: () _____

2. Applicant's Attorney/Contact Person and Project Engineer (if any):

Attorney Name: _____ Address: _____
Phone: () _____ Fax: () _____
Email: _____ Cell: () _____

Project Engineer: _____ Address: _____
Phone: () _____ Fax: () _____
Email: _____ Cell: () _____

3. Project/Development Information:

Location of Property (and address if applicable): _____

Current Use: _____ Current Zoning: _____
Proposed Use: _____ Proposed Zoning: _____

4. Reason (s) for Rezoning Request:

5. Attachments:

- a. Legal description of property
- b. Letter of Intent
- c. Written authorization from owner
- d. Application fee: \$275.00 (includes sign posting, legal ad & adjoiner fees)
- e. One 18 x 24" and one 11"x 17" copy of proposed conceptual plan
- f. Proof of ownership (Warranty Deed)
- g. List of Adjoining Property Owners (two-tier notification)

h. Any additional information as required by Director or Zoning Administrator

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. Pg. 5



**- 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: _____



**Application for Rezoning -
Finding of Fact & Recommendation by the Jeffersonville Plan Commission**

Applicant: _____ Docket#: _____
Location: _____

The Plan Commission of the City of Jeffersonville, having heard the application for rezoning described above, and all opposition from parties claiming to be adversely affected thereby, has considered the request based on the provisions of Indiana law and forwards the following findings and recommendation to the Jeffersonville City Council:

1. The request is/is not consistent with the City of Jeffersonville Comprehensive Plan because: _____

2. The request is/is not consistent with the current conditions and the character of structures and uses in each zoning district because: _____

3. The request is/is not consistent with the most desirable use for which the land in each district is adapted because: _____

4. The request is/is not consistent with the conservation of property values throughout the jurisdiction because: _____

5. The request is/is not consistent with responsible growth and development because:

Based on the findings described above, the Commission hereby forwards a favorable/unfavorable recommendation to the City Council. So ordered this ____ day of _____, _____.

Jeffersonville Plan Commission

By: _____
President

Attest: _____
Secretary