

# SELLERSBURG PC APPLICATION PACKET

**Contact:** Administrator 812.246.3821, [jcorbett@sellersburg.org](mailto:jcorbett@sellersburg.org)

**Sellersburg Planning & Zoning:** 316 E. Utica St, Sellersburg, IN 47172

**Version:** December 2020

---

This application packet is for petitions under the jurisdiction of the Sellersburg Plan Commission (PC) and includes:

- 1. Zone Map Change:** A change from one zoning district to another.
- 2. Minor Residential Subdivision:** Preliminary & secondary approval of a minor residential subdivision of six (6) or less lots that does not include the opening or creation of a new public right-of-way.
- 3. Concept Plan:** Approval conceptual subdivision layout.
- 4. Primary Plat:** Preliminary approval of a subdivision layout.
- 5. Secondary Plat:** Final approval of a subdivision layout including the plat and detailed construction drawings.
- 6. Development Plan:** A specific plan for new development of a property including new commercial, industrial, and multi-family projects.
- 7. Planned Unit Development District:** A zone map change to PUD accompanied by PUD District Ordinance.

## PC Application Instructions

### **Step 1: Pre-Plat/Pre-Application Conference.** (optional but highly recommended)

The applicant may discuss the potential application with the Administrator for the purpose of becoming familiar with requirements, submittals, procedures, deadlines, and hearings. Contact the Administrator at 812.246.3821 or [jcorbett@sellersburg.org](mailto:jcorbett@sellersburg.org).

### **Step 2: Complete & Submit the Application.**

A complete application and all required attachments must be submitted by the date shown on the Application Schedule to be considered at the specified hearing date. At the time of application, the Administrator will review the application to determine whether the application is complete. If the application is not complete, it will be returned to the applicant with the deficiencies identified.

The following submittal checklist identifies the required items for each type of application.



# SELLERSBURG PC SUBMITTAL CHECKLIST

	Minor Subdivision	Concept Plan	Primary Plat	Secondary Plat	Development Plan	Zone Map Change	PUD District
1. Application Fee	✓	✓	✓	✓	✓	✓	✓
2. Electronic Copy All Checklist Items	✓	✓	✓	✓	✓	✓	✓
3. Narrative	✓	✓	✓	✓	✓	✓	✓
4. Agency Approvals	✓		✓	✓	✓		
5. Development Plans					✓		
6. Plat Drawings	✓	✓	✓	✓	✓		
7. Construction Plans				✓	✓		
8. Legal Description, Deed, Recorded Restrictions (if applicable), & Title Search	✓		✓	✓	✓	✓	✓
9. Proof of Sewer/Water Service	✓			✓	✓		
10. PC Form 1: PC Application Form	✓	✓	✓	✓	✓	✓	✓
11. PC Form 2: Notice for Public Hearing	✓		✓			✓	✓
12. PC Form 3: Affidavit of Notice of Public Hearing	✓		✓			✓	✓
13. PC Form 4: Waiver Request (if applicable)	✓		✓	✓			
14. PC Form 5: PUD Ordinance Outline Guide							✓
15. PC Form 6: Development Plan Checklist					✓		
16. PC Form 7: Plat Application Checklist		✓	✓	✓			

- 1. Application Fee.** Make checks payable to “Sellersburg Planning and Zoning”.
- 2. Electronic Copy.** Submit a USB flash drive or [jcorbett@sellersburg.org](mailto:jcorbett@sellersburg.org) with ALL of the items on the submittal checklist on Page 2. File format should be PDF and each item should be saved as an individual file.
- 3. Narrative.** A narrative describing the nature of the application, land use, reason for request, and/or proposed development including number of lots, hours of operation, number of employees, anticipated traffic generation, and the dates/details of previous construction/permits if applicable. Also include a bulleted statement of the history of the project (annexation, rezoning, platting, amendments, approvals, etc.). Any additional evidence or information the applicant would consider necessary to support the application can be included in the narrative. Please be specific and include details. For Secondary Plats, only include any new information that was not previously provided.





4. **Agency Approvals.** Submit copy(s) of the submitted plat and/or approval(s) from Clark County Health Department, Indiana State Department of Health, and Indiana Department of Environmental Management, or other approval agency, as applicable.
5. **Development Plans.** Submit one (1) full-size copy of each of the following items for all development plans: Site Plan, Landscape Plan, Sign Plan, Parking Plan, Lighting Plan, Drainage Plan, Erosion Control Plan, any include the applicable standards included in *Chapter 3: Site Development Standards* of the Sellersburg UDO, and any additional information per the Administrator. It is recommended that these plans be combined as much as possible to reduce the number of sheets submitted.
6. **Plat Drawings.** Submit a PDF via email or flash drive. Plans **MUST** be prepared in accordance with *Chapter 7, Section C: Document and Drawing Specifications* of the Sellersburg UDO.
7. **Construction Plans.** Submit a PDF via email or flash drive. Plans **MUST** be prepared in accordance with *Chapter 7, Section C: Document and Drawing Specifications* of the Sellersburg UDO.
8. **Legal Description, Deed, Recorded Restrictions (if applicable), and Title Search.** Submit a copy of the following: legal description (the written words delineating the property and a corresponding drawing with dimensions and bearings), deed, any recorded restrictions or covenants, and any relevant title searches (if applicable).
9. **Proof of Sewer/Water Service.** Provide written verification that sewer and water service are available for the site and that the utility is willing to serve the site. If the development is not served by a public utility for sewer and water, include verification of approval from the Clark County Health Department and/or Indiana State Department of Health.
10. **PC Form 1: PC Application Form.** This form is required for all PC applications. All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized or signed by the applicant(s) in the presence of the Administrator. If the property owner(s) is not the applicant, then the application must also be signed and notarized by the property owner(s).
11. **PC Form 2: Notice for Public Hearing.** This notice is required for PC application for Minor Residential Subdivisions, Primary Plats, Zone Map Changes, and PUD Districts. This provides the language required to be published in the identified newspaper and also provided to adjacent property owners. Details for public notice are included in Step 3 of this application.
12. **PC Form 3: Affidavit of Notice for Public Hearing.** This notice is required for PC application for Minor Residential Subdivisions, Primary Plats, Zone Map Changes, and PUD Districts. Applicant must complete and provide documentation to show proof of public notice for public hearings as outlined in Step 3 of this application.
  - **List of Adjacent Property Owners.** Applicant must obtain an official list of adjacent property owners as outlined in Step 3 of this application. The list must be obtained from the town's GIS system, Elevate, or from the Clark County Auditor's Office (300 Corporate Drive , Jeffersonville, IN 47130; 812.285.6211).
13. **PC Form 4: Waiver Request.** This form should be used for waivers as outlined in *Chapter 7, Section C.4: Waivers* of the Sellersburg UDO.
14. **PC Form 5: PUD District Ordinance Guide.** Provide the "detailed terms" for development in the form of written standards (development standards, covenants/recorded restrictions, etc.) used to govern the development of a PUD in accordance with the *Chapter 8: Section D.3: PUD District Procedures* of the Sellersburg UDO.
15. **PC Form 6: Development Plan Checklist.** The checklist provides a guide for applicants in identifying the information to show compliance with the regulations of the Sellersburg UDO for Development Plans.
16. **PC Form 7: Plat Checklist.** The checklist provides a guide for applicants in identifying the information required for Primary Plats and Secondary Plats in accordance with the regulations of the Sellersburg UDO.



### Step 3: Notifying the Public.

State Law and the Rules and Procedures for the Sellersburg PC and BZA require you to notify the public of the hearing in three (3) different ways: by newspaper, by notifying surrounding property owners, and by an on-site Notification Sign. Signing and submitting *PC Form 3: Affidavit of Notice of Public Hearing* verifies this notification. Both *PC Form 2: Notice for Public Hearing* and *PC Form 3: Affidavit of Notice of Public Hearing* must be completed and returned for all Special Exceptions, Development Standards Variances, and Use Variances, at least one (1) week prior to the Hearing. The applicant must complete the three (3) following types of public notice:

#### A. Notification for Newspaper

The Applicant MUST:

1. Publish the legal notice included in *PC Form 2: Notice for Public Hearing* one (1) time in the newspaper(s) listed below at least ten (10) days prior to the Hearing (see Application Schedule). Public Notice language in *PC Form 3: Notice for Public Hearing* should not be altered. The applicant should be aware that the newspaper has deadlines for submittal of public notices and it is the sole responsibility of the applicant to meet these deadlines. Failure to meet the publishing deadlines will delay the hearing of your petition.
  - o **The News & Tribune.** 221 Spring Street, Jeffersonville, IN 47130, 812.283.6636, [www.newsandtribute.com](http://www.newsandtribute.com).
2. Submit a "Proof-of-Publication" affidavit from the newspaper for your advertisement and *PC Form 3: Affidavit of Notice of Public Hearing* to the Administrator at least one (1) week prior to the hearing (see Application Schedule).

#### B. Notification of Surrounding Property Owner

The applicant MUST:

1. Send the legal notice included in *PC Form 2: Notice for Public Hearing* via Certified Mail or Certificate of Mailing to each abutting property owners. The list of owner names and addresses must be obtained from the town's GIS system, Elevate, or from the Clark County Auditor's Office (300 Corporate Drive, Jeffersonville, IN 47130; 812.285.6211). All letters must be postmarked at least ten (10) days prior to the hearing (see Application Schedule).
  - o All abutting property owners must be notified. If there are less than five (5) abutting property owners, the petitioner must notify the five (5) closest property owners.
  - o Notification must be mailed by Certified Mail or Certificate of Mailing.
    - i. Certified Mail or "green cards" provides the sender with a mailing receipt and proof of delivery. The Post Office provides the certified mailing cards and stickers for addressing letters sent by Certified Mail.
    - ii. Certificate of Mailing provides evidence that mail has been presented to the post office for mailing. The Post Offices affixes a stamp with the postmarked date of receipt that the letters were mailed on a specified date.
2. Submit proof of mailing (which includes the "green cards" and Certified Mail Receipt for Certified Mail for letters that were not claimed or Certificate of Mailing Stamped Form) and *PC Form 3: Affidavit of Notice of Public Hearing* to the Administrator at least one week prior to the hearing (see Application Schedule).



### C. On-Site Notification Sign

The applicant MUST:

1. Post on-site notification sign(s) in a conspicuous place on the subject property. All signs shall be a minimum of 22" x 28", legible from the road, and identify the petition type and hearing date/time/location. All signs shall be placed at least every five hundred (500) feet and at least ten (10) days prior to the date of the public hearing.
  - Signs are available for purchase from the Planning & Zoning Office at the time of filing but still must be placed by the applicant as indicated above.
2. Submit a photo of the sign(s) posted on the subject property as part of *PC Form 3: Affidavit of Notice of Public Hearing*.





# 2025 Application Schedule

The following table depicts the deadlines for petitions before the Sellersburg Plan Commission and Board of Zoning Appeals (BZA). Deviations from this schedule are not permitted without requesting approval from the Administrator.

Application Submittal Deadline	Public Notice Deadline	PC Hearing
December 16, 2024	January 09, 2025	January 20, 2025
January 20, 2025	February 07, 2025	February 18, 2025
February 18, 2025	March 06, 2025	March 17, 2025
March 17, 2025	April 10, 2025	April 21, 2025
April 21, 2025	May 08, 2025	May 19, 2025
May 19, 2025	June 05, 2025	June 16, 2025
June 16, 2025	July 10, 2025	July 21, 2025
July 21, 2025	August 07, 2025	August 18, 2025
August 18, 2025	September 04, 2025	September 15, 2025
September 15, 2025	October 09, 2025	October 20, 2025
October 20, 2025	November 06, 2025	November 17, 2025
December 15, 2025	January 09, 2026	January 20, 2026

**\*\* No meetings in December**

- 1. Application Submittal.** The filing deadline is 3:00 pm on the date indicated. Call 812.246.3821 or emailing [jcorbett@sellersburg.org](mailto:jcorbett@sellersburg.org) to make an appointment to file your application.
- 2. Public Notice Deadline.** Deadline for public notice to be published in the newspaper and postmarked mailings to surrounding property owners.
- 3. PC and BZA Hearing.** Unless otherwise noticed, Plan Commission Meetings are held at 5:00 p.m. BZA Meetings are held at 6:00 p.m. in Sellersburg Town Hall, 316 E Utica St, Sellersburg, IN 47172.



# PC FORM 1

# Application Form

For Office Use Only

Petition # \_\_\_\_\_ Fee \$ \_\_\_\_\_

Filing Date \_\_\_\_\_

Hearing Date \_\_\_\_\_

Staff Review     TRC Review     ARC Review

Favorable     Unfavorable     No Rec.

Approved     Approved w/ commitments/conditions

Denied

This application is being submitted for (check all that apply):

- Minor Residential Subdivision       Development Plan
- Primary Plat                                 Zone Map Change
- Secondary Plat                               PUD District

## Applicant Information

Full Legal Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Applicant is (choose one):    Corporation    LLC    Partnership    Individual(s)    Other (specify) \_\_\_\_\_

Primary Contact Person	Name: _____	Phone: _____	Email: _____
------------------------	-------------	--------------	--------------

Surveyor/Engineer	Name: _____	Phone: _____	Email: _____
-------------------	-------------	--------------	--------------

Will the Project Use A Temporary Work Trailer:    Yes    No

## Property Owner Information

Full Legal Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: _____	Email: _____
--------------	--------------

Property Owner is (choose one):    Corporation    LLC    Partnership    Individual(s)    Other (specify) \_\_\_\_\_

## Property Information

10-digit Parcel Number: \_\_\_\_\_

Property Address (Actual/approximate address or location from major streets) : \_\_\_\_\_

County Road Serving Property: _____	Township: _____
-------------------------------------	-----------------

Subdivision Name (if applicable): _____	Lot Number(s) (if applicable): _____
---	--------------------------------------

Total Acreage: _____	Property Located in Floodway or Floodplain:    Yes    No
----------------------	--

Development will be served by:    Septic    Sewer (specify provider: \_\_\_\_\_)

Current Zoning of Subject Property: _____	Current Use of Subject Property: _____
---	--

Proposed Zoning: _____	Proposed Land Use: _____
------------------------	--------------------------

## Consent of Property Owner(s): Complete if the applicant is different from the property owner

I (we), _____, after being first duly sworn, depose and say that I/we are the owner(s) of the real estate located the above address; that I/we have read and examined the Application, and are familiar with its contents; that I/we have no objection to and consent to such request as set forth in the application; and that such request being made by the applicant (____ is) (____ is not) a condition to the sale or lease of the above referenced property.	Property Owner(s): _____ Printed Name(s): _____ Date: _____
---	---

Notary Public's Name (printed): _____ My Commission Expires: _____ State/County of Residence: _____	Signature of Notary: _____ Subscribed and sworn to before me this ____ day of _____, 20____.
---	---

## Notarization: The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant: _____	Date: _____
-------------------------------	-------------

Notary Public's Name (printed): _____ My Commission Expires: _____ State/County of Residence: _____	Signature of Notary: _____ Subscribed and sworn to before me this ____ day of _____, 20____.
---	---



# PC FORM 2 | Notice of Public Hearing

*Publish this language in the required newspaper and mail notification with this language to surrounding property owners at least ten (10) days prior to the hearing (see Step 3 of PC Application Packet).*

The Plan Commission will meet on \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_ at 5:00 p.m. at the Sellersburg Town Hall, 316 E Utica St, Sellersburg, IN 47172 for the purpose of holding a public hearing and acting on the following petition (Petition # \_\_\_\_\_):

Requested Action: The applicant, [INSERT APPLICANT LEGAL NAME], is requesting a [INCLUDE ALL THAT APPLY: Minor Residential Subdivision, Primary Plat, Zone Map Change, PUD District] to do the following:

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

At the following commonly known address: \_\_\_\_\_

The petition is available for public review at the Sellersburg Planning & Zoning Office, 316 E Utica St, Sellersburg, IN 47172 between the hours 7:00 a.m. to 3:30 p.m. or by contacting the Administrator at 812.246.3821 or [jcorbett@sellersburg.org](mailto:jcorbett@sellersburg.org).

In accordance with the Americans With Disabilities Act, if anyone wishes to attend the public hearing on the above referenced matter and is in need of reasonable accommodation in order to hear, present evidence, or participate in the proceedings at the public hearing on this matter, please contact the Administrator so accommodation can be made.

Interested persons desiring to present comments either in writing or verbally will be given the opportunity to be heard at the aforementioned time and place. Written objections to the proposal that are filed with the Secretary of the Commission before the hearing will be considered. Information to be considered in any supporting materials and distributed to the PC members in advance of the meeting must be received ten (10) days prior to the hearing and must be sent to [jcorbett@sellersburg.org](mailto:jcorbett@sellersburg.org) or the Sellersburg Planning & Zoning Office, 316 E Utica St, Sellersburg, IN 47172. The hearing may be continued from time to time, as may be found necessary.

Sellersburg Plan Commission





**Affidavit of Notice of Public Hearing**

*Submit this form to the Administrator at least one (1) week prior to the hearing date along with proof of publication and proof of mailing (see Step 3 of PC Application Packet).*

I (we) \_\_\_\_\_ certify that notice of public hearing to consider Petition # \_\_\_\_\_ pertaining to the \_\_\_\_\_ was provided by:

- 1) Newspaper Notification: I have notified the public per the required newspaper notification and proof of notification is attached from said newspaper showing publication at least ten (10) days prior to the hearing;
- 2) Mail Notification: I have notified all owners of adjacent property per requirements as listed in the attached list. Proof of mailing(s) is attached showing a postmark at least ten (10) days prior to the hearing by:
  - Certified Mail, or
  - Certificate of Mailing
- 3) On-site Notice Sign: That a notification sign(s) was properly posted on the in a conspicuous place on the subject property (at least every five hundred (500) feet) for at least ten (10) consecutive days prior to the hearing. A photo of the sign(s) posted on the subject property is attached as proof of posting on-site sign(s) per the requirements.

\_\_\_\_\_  
Applicant, Attorney, or Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

STATE OF \_\_\_\_\_ )  
   ) SS:  
COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_ County of Residence: \_\_\_\_\_



# PC FORM 3 | Affidavit of Notice of Public Hearing (cont.)

Attached List of Property Owners Notified (Attach additional copies as necessary):

Name and Address of Sender:

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

Type of Mail:

- Certified Mail; or
- Certificate of Mailing

Line	Property Owner's Name	Mailing Address
------	-----------------------	-----------------

1

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

2

3

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

4

5

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

6

7

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

8

9

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

10

Total number of pieces listed by sender:

Total number of pieces received at Post Office:

POSTMASTER (name of receiving employee):

Affix stamp here if issued as certificate of mailing or for additional copies of this bill. POSTMARK AND DATE OF RECEIPT:

Page \_\_\_\_\_ of \_\_\_\_\_



Use the following form for all Waiver Requests from regulations in Chapter 5: Subdivision Types and/or Chapter 6: Subdivision Design Standards.

Where the PC finds that extraordinary hardships or practical difficulties may result from strict compliance with the regulations contained in Chapter 5: Subdivision Types or Chapter 6: Subdivision Design Standards of the UDO and/or the purpose and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers so that substantial justice may be done and the public interest secured. Waivers shall not have the effect of nullifying the intent and purpose of these regulations.

Use the form below for each waiver requested. Attach a separate sheet if necessary.

Ordinance Citation(s): \_\_\_\_\_  
\_\_\_\_\_

Ordinance Language to be waived: \_\_\_\_\_  
\_\_\_\_\_

Alternative/Substitute to be offered: \_\_\_\_\_  
\_\_\_\_\_

**Standards for Evaluation:**

1. The approval of the waiver request will not be detrimental to the public safety/health/welfare or injurious to property within a reasonable proximity to the subject property involved in the waiver request.

True  False Explanation/Justification: \_\_\_\_\_  
\_\_\_\_\_

2. The strict application of the applicable ordinance standard will result in practical difficulties in the development due to the particular physical surroundings, unique constraints, or topographical conditions of the subject property. These conditions will not substantially alter the character of the subject district or neighborhood

True  False Explanation/Justification: \_\_\_\_\_  
\_\_\_\_\_

3. The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives (Note: financial hardship does not constitute grounds for a waiver).

True  False Explanation/Justification: \_\_\_\_\_  
\_\_\_\_\_

4. The waiver request is necessary and represents a minimal deviation from explicit ordinance standards.

True  False Explanation/Justification: \_\_\_\_\_  
\_\_\_\_\_





# PC FORM 5 | PUD District Ordinance Guide

Use the following ordinance guide for all Planned Unit Development (PUD) proposals.

Per Chapter 8, Section D.3: PUD District Procedures, a PUD District Ordinance shall be submitted with the “detailed terms” for development in accordance with IC 36-7-4-1509(a)(2). This PUD District Ordinance shall address all of the details of development utilizing the outline and formatting below so that it parallels the Sellersburg UDO. Utilizing this format enables Staff to have a familiar and clear understanding in the administration and enforcement of the PUD District Ordinance. **Note that procedures and regulations that are NOT contained in the PUD District Ordinance shall default to the procedures and regulations contained in the Sellersburg UDO as best interpreted by the Administrator.**

**SECTION 1. Introductory Provisions.** All of the enabling language for the PUD District Ordinance as well as the purpose, intent, jurisdiction, administration, and effective date.

**SECTION 2. Districts.** A profile of each land use district within the PUD and its purpose as well as a summary of permitted land uses and basic development standards. The following table/template shall be utilized to outline this information for each land use district:

PERMITTED USES for each LAND USE DISTRICT	
LAND USE CATEGORY ▪ primary use	LAND USE CATEGORY ▪ primary use
SPECIAL EXCEPTION USES for each LAND USE DISTRICT	
LAND USE CATEGORY ▪ primary use	LAND USE CATEGORY ▪ primary use

\* Indicates use is conditional and specific development standards apply. See Chapter 4: Use Development Standards.

DEVELOPMENT STANDARDS		
	Land Use Type	
<b>Structure Standards</b>		
Maximum height of structure	Primary structure	xx feet
	Accessory structure	xx feet
Minimum living area (per unit)		xxx sqft
<b>Lot Standards</b>		
Minimum lot width		xx feet
Minimum lot area		xx sqft
Minimum front yard setback	Primary structure	xx feet
	Parking	xx feet
Minimum side yard setback	Primary structure	xx feet
	Accessory structure	xx feet
Minimum rear yard setback	Primary structure	xx feet
	Accessory structure	xx feet
Maximum impervious surface coverage		xx%



# PC FORM 5 | PUD District Ordinance Guide (cont.)

**SECTION 3. Site Development Standards.** An alphabetical list of all of the standards that apply to development. At a minimum the development standards shall include:

- Accessory Structure Standards.
- Architectural Standards.
- Bufferyard and Bufferyard Planting Standards.
- Driveway and Access Management Standards.
- Lighting Standards.
- Lot and Setback Standards.
- Parking and Loading Standards.
- Sidewalks and Pedestrian Amenity Standards.
- Sign Standards.
- Storage Standards.
- Structure Standards.
- Trash Receptacle Standards.
- Utility Standards

**SECTION 4. Use Development Standards.** An itemized list of any uses that have additional development standards above and beyond the minimums listed in Section 2: Districts above.

**SECTION 5. Administration and Procedures.** This chapter explains all of the administration and procedures for the PUD including amendments, variances, and appeals. Note that procedures for the subdivision of land within the PUD shall follow *Chapter 7: Subdivision Administration and Procedures* of the Sellersburg UDO.

**SECTION 6. Definitions.** Any terms that are specific to the PUD shall be listed to aid in the interpretation of the ordinance.



# PC FORM 6 | Development Plan Checklist

Use the following checklist for all Development Plan applications.

Per *Chapter 8, Section D.2: Development Plan Procedures*, a Development Plan shall be submitted that demonstrates the proposed development is in compliance with the regulations and the satisfies the development requirements of the Sellersburg UDO. The following checklist provides a guide for applicants in identifying the information required by the UDO.

In addition to the PC Submittal Checklist on Page 2 of this Application Packet, applications for Development Plans shall include, but not limited to, the following information:

- Site Plan, including, but not limited, to all use and dimensional standards (Chapter 2); site development standards (Chapter 3); and use development standards (Chapter 4) that are not included below.
- Landscape Plan, including, but not limited, all planting and bufferyard standards.
- Lighting Plan, if applicable.
- Sign Plan, including, but not limited, all sign locations (if applicable).
- Parking Plan, including, but not limited, all parking and loading standards.
- Drainage Plan, including, but not limited, all drainage and stormwater standards.
- Erosion Control Plan.
- Secondary Plat (only for commercial and industrial subdivisions that were completed as an Individual Lot with Development Plan as outlined in *Chapter 7, Section B.1*).
- Additional Information (to demonstrate compliance with the UDO) Per Administrator.

**NOTE:** Improvement Location Permits (ILPs), which are commonly referred to as building permits, are required prior to beginning any construction activities. Following the approval of a Development Plan, the applicant will need to complete an ILP application for all building permits, including sign permits.





# PC FORM 7 | Plat Application Checklist

Use the following checklist for Primary Plat and Secondary Plat applications.

Per Chapter 7, Section C: Document and Drawing Specifications, a Concept Plan, Primary Plat and Secondary Plat shall be submitted that is in compliance with the regulations and the satisfies the requirements of the Sellersburg UDO. The following checklist provides a guide for applicants in identifying the information required by the UDO.

In addition to the PC Submittal Checklist on Page 2 of this Application Packet, applications for Concept Plans, Primary Plats, and Secondary Plats shall include, but not limited to, the following information:

**NOTE:** Approval of construction drawings is required before the construction and development process may begin and before approval of the Secondary Plat as outlined in Chapter 7, Section D: Construction and Development Process.

## CONCEPT PLAN APPLICATION CHECKLIST:

- General:
  - Shown on one 18"x24" sheet.
  - Drawn to scale.
- All Concept Plans must include the following information on one sheet:
  - Project Information.
    - Name of the project/subdivision;
    - Location of the property by street, block, and adjacent subdivisions (with block and lot numbers) or section, township, range, and county if adjacent property if not subdivided;
    - Total acreage within the project and the number of lots;
    - General boundary lines of adjacent tracts of land, showing owners of record and names of adjoining developments;
    - Existing zoning of the subject property and all adjacent properties;
    - Name and address of the owner, developer, and land surveyor and/or engineer; and
    - Listing of any covenants on the parcel(s).
  - ii. Site Conditions (based on applicable mapping data and other readily available sources).
    - General location of property boundaries;
    - General site topography;
    - General location of existing buildings/structures (can be shown with aerial photo);
    - General location of existing utilities;
    - General locations of floodplains and water bodies; and
    - Other general site conditions that may need to be considered.
  - iii. Proposed Development.
    - General layout of streets, blocks, and lots for the subdivision;
    - Identification of general area(s) to be set aside for public facilities or common area;
    - Identification of sites and proposed uses; and
    - General concept for water service, sanitary service, and stormwater drainage.
  - iv. Title Block:
    - The proposed name by which the project shall be legally and commonly known;
    - Date of survey, scale, and north point; and
    - Revision dates.

## PRIMARY PLAT APPLICATION CHECKLIST:



- Copy of any title searches, recorded easements, or other items that may affect development.
- General:
  - Be prepared and signed by a Registered Land Surveyor.
  - Shown on one 18"x24" sheet.
  - Drawn to scale.
  - Tied to state plane coordinates for horizontal controls.
- Traffic Impact Analysis, if required.
- All Primary Plat must include the following information on one sheet:
  - Project Information:
    - A location map with north arrow at a scale of one-inch equals four hundred feet (1"=400') or less showing the boundaries of the proposed project and covering the general area within which it is to be located.
    - Boundaries of the tract with accurate dimensions and bearings, as determined by an accurate survey conforming with 865 IAC 1-12, in the field which has been balanced and closed, as well as physically located by monumentation.
    - Location and description of all monuments with references by distance to bearings to both ¼ section corners, section corners, grant corners, or recorded subdivisions.
    - Boundary lines of adjacent tracts of land, showing owners of record and names of adjoining developments.
    - Existing zoning of the subject property and all adjacent properties.
    - Name of the project/subdivision.
    - Name and address of the owner, developer, and land surveyor and/or engineer.
    - If non-residential, a statement of the proposed uses, stating the type of buildings, and the type of business, commercial, or industrial uses so as to reveal the effect of the project on traffic, fire, and population.
    - Total acreage within the project and the number of lots.
  - Site Conditions:
    - Existing contours based in NAVD 1988 datum with vertical intervals of two (2) feet if the general slope of the site is less than two percent (2%) and vertical intervals of five (5) feet if the general slope is greater than two percent (2%). A benchmark, which is easily accessible and re-locatable, shall be shown. The benchmark shall be determined by use of NAVD 88 datum (vertical), which are based on sea level datum.
    - Existing buildings/structures and their placement on the lots.
    - Existing and proposed water mains, fire hydrants, 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.
    - Location, widths, and type of construction of all existing streets, street names, alleys, or other public ways and easements, street classifications as per the Comprehensive Plan, railroad and utility rights-of-way or easements, parks, wooded areas, trails, cemeteries, watercourses, drainage ditches, designated wetlands, floodplain per FEMA/DNR maps, and bridges. Other structures shall be located by dimensions on the plans, in relation to surrounding physical features. Other data may be added which is considered pertinent by the PC or the Administrator for the subject land. Existing site conditions shall include all land within one hundred (100) feet of the proposed project.
    - The water elevation at the date of the survey of lakes, stream flow, or designated wetlands within the project or affecting it.
    - The regulatory flood (100-year flood) elevation based on NAVD 1988.





- Proposed Development:
  - Basic layout of the proposed project/subdivision showing lot/block lines, lot/block numbers, and streets that show length, width, depth, and area of all lots.
  - Building and thoroughfare (if applicable) setback lines, showing dimensions.
  - All lots or blocks/outlots intended for sale or lease shall be designated with boundary lines shall be identified with letters and be in alphabetical order. Lots shall be numbered consecutively within each block.
  - Private areas, common areas, or other excluded parcels shall be designated as such and clearly labeled on the plans.
  - Note stating: No buildings, structures, fences, shrubs, or trees shall be placed in the public right-of-way without prior written review and approval by the appropriate agency.
  - Internal and perimeter sidewalk system/pedestrian circulation plan, if any.
  - Such other information as may be deemed necessary for proper review of the Primary Plat by the Administrator, the Engineer/Surveyor, or PC.
- Title Block:
  - The proposed name by which the project shall be legally and commonly known.
  - Date of survey, scale, and north point.
  - Revision dates.

**SECONDARY PLAT APPLICATION CHECKLIST:**

- General:
  - Be prepared and signed by a Registered Land Surveyor.
  - Shown on one 18"x24" sheet.
  - Drawn to scale.
  - Tied to state plane coordinates for horizontal controls.
- Covenants and Restrictions, if applicable.
- Note stating monuments shall be set on all lot corners in accordance with 865 IAC.
- All Primary Plat must include the following information on one sheet:
  - Proposed Development:
    - Name of the project.
    - All lots or outlots intended for sale or lease shall be designated with boundary lines and numbered or labeled for identification purposes.
    - Private areas, common areas, or other excluded parcels shall be designated as such and clearly labeled on the plat and plans.
    - Building setback lines, showing dimensions.
    - Monument sign location, including dedicated easement or dedicated common area.
    - Easements.
  - Endorsements and Explanations:
    - Form for endorsements by PC President.
    - Form for endorsement by Owner.
    - Description of drainage easements, site easements, reservations, etc.
  - Other:
    - The notes outlined in *Chapter 7, Section C.5.ii.(a)* shall be included on the secondary plat before recording.
    - Notation of any self-imposed restrictions.
    - Endorsement by every person having a security interest in the property that they are subordinating their liens to all covenants, servitudes, and easements imposed on the property.

