



INSTRUCTIONS FOR FILING A REZONE WITHIN THE TOWN OF BARGERSVILLE
READ CAREFULLY

Application:

1. Application (Petition to Amend Zoning Ordinance) must be completed in ink or typed.
2. The application must be completed in its entirety.
3. The application must be notarized.
4. The application must be filed with the Bargersville Plan Commission on or before the appropriate filing deadline.
5. A filing fee of \$400.00 is required upon submitting an application.
6. A notarized letter of consent is required for any petition, which the applicant does not own the property involved.

Affidavit of Notice:

1. Application form must be completed in ink or typed.
2. This application form is necessary for any notice sent certified mail return receipt.
3. The names and addresses of those sent notice need to be listed on the form.
4. The form must be notarized.
5. The form must be filed with the Bargersville Plan Commission office on or before the Friday preceding the Plan Commission meeting (hearing date).
6. If the affidavit of notice, green cards, white receipts and newspaper notice are not filed with the Bargersville Plan Commission before the Friday preceding the Plan Commission meeting, the petition will automatically be continued to the next monthly meeting.
7. Notice to adjoining property owners located within *600 feet* of the property must occur *at least ten (10) days prior* to the scheduled public hearing.
8. The letter or notice sent to the adjoining property owners must contain the place, date, time and reason for the petition.
9. A copy of the letter of notice must be filed along with the Affidavit of Notice Form.

Site Plan Requirements:

1. Bargersville Plan Commission reserves the right to have all plans reviewed by a Technical Review Committee* prior to the hearing date.
2. A detailed site plan is required at the time of filing with each petition.
3. The site plan must show the entire layout of the property with all buildings, structures, drives, parking areas, and uses related to or proposed with the petition clearly delineated on the plan.
4. Minimums of twelve (12) copies of the site plan are necessary to be filed with the Bargersville Plan Commission.
5. An area plan that shows the adjacent properties within 1/2 mile of the property seeking the rezoning is suggested. This area plan should indicate the zoning and land use of the adjacent properties.

Newspaper Notice:

1. A legal notice must appear in the Johnson County Daily Journal newspaper.
2. The Daily Journal does require advance notice on items to be placed in the public notice section.
3. The notice must appear in the newspaper at least ten (10) days prior to the scheduled public hearing.
4. The notice must include the time, date, place and reason for the petition along with the address and legal description of the property
5. A copy of the legal advertisement must be submitted to the Bargersville Plan Commission office on or before the Friday preceding the Plan Commission meeting.

*Technical Committee shall mean a committee comprised of persons with the technical knowledge of various count, state and federal regulations and standards regarding development responsible for working with developers or subdividers in reviewing technical aspects of plans and other development projects and making technical findings for the Commission for their consideration in reviewing said plans.

PETITION TO AMEND ZONING ORDINANCE

Plan Commission Docket Number:

Receipt Number for Filing Fee:

Filing date received by the Plan Commission Office:

Scheduled date of public hearing:

PETITIONER (S):

ADDRESS OF THE PETITIONER:

PHONE NUMBER OF PETITIONER:

Land owner(s) name and address (if other than Petitioner):

Petition involves change in zoning ordinance

From : _____

To: _____

Area to be rezoned is described as follows: _____

Detailed statement of reasons for change of zoning: _____

THE ABOVE INFORMATION AND ATTACHED EXHIBITS TO THE BEST OF MY KNOWLEDGE AND BELIEF, ARE CORRECT:

STATE OF INDIANA)

)

SS:

COUNTY OF JOHNSON)

)

Subscribed and sworn to be before me this _____ day of _____, 20__ .

Notary Public, _____

(Name Printed)

Resident of _____ County, IN

My Commission expires: _____



AFFIDAVIT AND CONSENT OF PROPERTY OWNERS

I/We _____, after being duly sworn, depose and say:

That I/we are the owners of the real estate located at:

1. That we have read and examined the Application for Amendment of the Zoning Ordinance, and are familiar with its contents.
2. That we have no objections, to, and consent to such request as set forth in the Application.
3. That such request being made by the Applicant is not a condition to the sale or lease of the above referenced property.

Owner (s):

STATE OF INDIANA)
)
 COUNTY OF JOHNSON)

SS:

Subscribed and sworn to be before me this _____ day of _____, 20 ____ .

 Notary Public, _____
 (Name Printed)

Resident of _____ County, IN

My Commission expires: _____



NOTICE TO ADJACENT PROPERTY OWNERS AFFIDAVIT

I, _____ having first been duly sworn depose and say:

1. That I have notified in person or by CERTIFIED RETURN RECEIPT U.S. MAIL, all owners of property which is located within a six hundred (600) foot radius of the property located _____, Bargsville, Indiana (or hand delivered notices)
2. That the said property owners were informed by me of the filing of the application for amending the zoning classification and/or the nature of said application as provided in the Rules of Procedure of the Plan Commission.
3. That the property owners were also notified that the Bargsville Plan Commission will hold a public hearing regarding this application on _____, 20____ at 24 N Main Street, Bargsville, IN.
4. That the names and addresses of said property owners so notified are listed on a separate sheet of paper, which is a part of this Affidavit.

AND FURTHER AFFIANT SAYETH NOT.

Affiant

STATE OF INDIANA)
)
COUNTY OF JOHNSON)

SS:

Subscribed and sworn to be before me this _____ day of _____, 20 ____ .

Notary Public, _____
(Name Printed)

Resident of _____ County, IN

My Commission expires: _____

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Bargersville Plan Commission on the _____ day of _____
20____, at _____ p.m. at the Bargersville Town Hall located at 24 N Main Street in Bargersville, IN, will
hold a public hearing on request by _____ for consideration of an Amendment to the
Zoning Ordinance for the property located at _____ to change the zoning from __
_____ to _____.

Legal description attached:

Written suggestions or objections to provisions of the said request may be filed with the Secretary of the Plan Commission at or before such meeting and will be heard by the Commission at the time and place specified.

Interested persons desiring to present their views upon the said request, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place.

Petitioner