

Department of Planning &
Community Development
CITY OF CRAWFORDSVILLE

Procedure for Planning Commission

In order to appear before the Plan Commission of the City of Crawfordsville, the following procedures must take place:

1. Contact the Director of Planning & Community Development to discuss your request to do the following:
 - Rezone
 - Subdivision (*Schedule Pre-Plat Conference with Director of Planning & Community Development*)
2. Complete application process which includes:

REZONE Request

- Complete and Sign necessary application
- Obtain and submit a legal description for the property being rezoned
- Provide a current zoning map of the area and the adjoining properties
- Obtain a list of adjacent and adjoining property owners from the Planning Department
- Submit all applicable fees by the filing deadline

SUBDIVISION Request(s)

- Complete and Sign necessary application
- Submit necessary plans per specifications attached for:
 - Primary Plat Approval (*See attached specifications*)
 - Secondary Plat Approval (*See attached specifications*)
- Obtain a list of adjacent and adjoining property owners from the Planning Department
- Submit all applicable fees by the filing deadline

Filing Fees as prescribed by the Official Fee Schedule:

- Rezoning Filing Fee	\$100.00
- Primary Plat - Lot Split	\$100.00
- Primary Plat - Subdivision	\$300.00
- Secondary Plat - Subdivision Only	\$300.00
- Legal Publication Fees (<i>Required Fee</i>)	\$ 75.00
- Certified Letters (<i>Required Fee</i>)	\$ 6.11 (x the number of property owners to be notified)

All applications require legal publication and certified notification fees.

The completed application packet must be turned in by the filing deadline.

3. Attend Plan Commission meeting
4. Attend Plat Committee meeting for Secondary Plat Approval (*if applicable*)
5. Attend City Council meeting (*if applicable, for Rezoning request only*)

The Plan Commission of the City of Crawfordsville meets on the Third Tuesday of each month at 5:00 p.m. in the
Common Council Chambers of the City Building.

FILING DEADLINE: _____

Plan Commission Meeting Date: _____

Department of Planning &
Community Development
CITY OF CRAWFORDSVILLE

Petition to Amend the Zoning Map

Petition No. _____

Petitioner: _____

Phone No. _____

Address: _____

Owner: _____

Phone No. _____

Address: _____

The above hereby petitions to amend the Zoning Maps of Crawfordsville, Indiana by reclassifying property from the _____ Zoning District(s) to the _____ Zoning District(s) for the property described as follows, and shown on the maps attached hereto, which are made a part of the petition.

Property Address: _____

Legal Description: _____

Date Purchased: _____

Subdivision: _____

Parcel Size: _____

Parcel No. _____

Zoning District: _____

Current Use of Property: _____

Proposed Use: _____

Reason for Request: _____

Section of Ordinance from which Appeal is sought: _____

I understand and agree, upon execution and submission of this petition, that I agree to abide by all provisions of the Crawfordsville Zoning Code as well as all procedures and policies of the Crawfordsville Plan Commission whose provisions, procedures, and policies related to the handling and disposition of this application; and that the above information is true and accurate to the best of my knowledge.

Petitioner/Agent

Date

NOTICE: An accurate legal description and map of the property shall be attached to the petition for Plan Commission consideration.

FOR OFFICE USE ONLY

Date Received: _____

Petition Fee: _____

Legal Fee: _____

Certified Mail: _____

TOTAL: _____

Municipal Building

300 E. Pike Street

Crawfordsville

Indiana

47933

p. 765.364.5152

f. 765.364.1140