



## McCCORDSVILLE PLAN COMMISSION DEVELOPMENT PLAN REVIEW APPLICATION

Zoning Ordinance Section 10.09

### **Applicant Information**

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip)

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### **Property Owner Information** (the "owner" does not include tenants or contract buyers)

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip)

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### **Tenant / Lessee Information** (if applicable)

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip)

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### **Administrative Officer Use Only:**

Existing Zoning: \_\_\_\_\_

Future Land Use: \_\_\_\_\_

Date Application Filed: \_\_\_\_\_

Docket No.: \_\_\_\_\_

**Notification Information** (list the person to whom all correspondence regarding this application should be directed)

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

(Number) (Street)

(City)

(State)

(Zip)

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Property Information**

Property Address: \_\_\_\_\_

(Number) (Street)

**OR** General Location: (if no address has been assigned, please provide a street corner, subdivision lot number, or attach a legal description)

Project Title / Facility Name: \_\_\_\_\_

Total Number of Signs Requested: \_\_\_\_\_

*(If the applicant is also proposing sign(s) please attach a Sign Permit Application for each sign)*

Zoning: \_\_\_\_\_

Property Size: \_\_\_\_\_ acres **OR** \_\_\_\_\_ square feet

**Applicant's Signature**

The information included in and with this application is completely true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

**Owner's Signature** (the "owner" does not include tenants or contract buyers)

I authorize the filing of this application and will allow Town staff to enter this property for the purpose of processing this request. Further, I will allow a public notice sign to be placed and remain on the property until the processing of the request is complete.

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Date)

## **DEVELOPMENT PLAN REVIEW - APPLICATION CHECKLIST**

**(McCordsville Zoning Ordinance: Section 10.09 Development Plan Review)**

**The following shall be included in the Development Plan Review Application. The applicant is responsible for contacting the Administrative Officer to identify any information that is not applicable. The applicant is also required to provide any other information requested by the Administrative Officer or his/her designee to demonstrate compliance with the requirements of the McCordsville Zoning Ordinance.**

### Development Plan Review Application Checklist:

- ☐ Pre-Application Meeting (required)
- ☐ Technical Review Committee Meeting (required)
- ☐ Plan Commission Meeting (required)
- ☐ Development Plan Review Application
- ☐ Affidavit & Consent of Property Owner(s) (if owner is someone other than applicant), 5 copies
- ☐ Copy of Deed for Property Involved, 5 hard copies in a recordable format plus one electronic submittal in a format acceptable to the Administrative Officer
- ☐ Filing Fee
- ☐ Supporting Information<sup>1</sup>, 5 hard copies in a recordable format plus one electronic submittal in a format acceptable to the Administrative Officer
  - ☐ Summary Statement
  - ☐ Site Description
  - ☐ Cover Sheet
  - ☐ Property Survey
  - ☐ Site Plan
  - ☐ Landscaping Plan
  - ☐ Stormwater Drainage Plan
  - ☐ Lighting Plan
  - ☐ Erosion Control / Sedimentation Plan
  - ☐ Construction Plan
  - ☐ Street Plan and Profile
  - ☐ Sanitary Sewer Plan and Profile
  - ☐ Utility Plan, including water and electricity

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<sup>1</sup> In the event that the information contained herein conflicts with the applicable requirements of the McCordsville Zoning Ordinance, as amended from time to time, the regulations of the McCordsville Zoning Ordinance shall prevail.

- ☐ Grading Plan
- ☐ Sign Permit Application(s), if applicable
- ☐ Improvement Location Permit, if applicable