



Minor Subdivision

Step 1: Application

Pre-Application Meeting. At least one week prior to the intended filing of the petition, the applicant must discuss the potential application with the Town Planner for the purpose of becoming familiar with requirements, procedures, deadlines, and hearings. At this meeting, the Town Planner will sign off on *Attachment L: Project Routing Sign-Off Sheet*. Contact the Town Planner by calling (317) 966-8640 or emailing wpcstaff@whitestown.in.gov.

Making Application. The applicant must make an appointment with the Town Planner in order to file an application by calling (317) 966-8640 or emailing wpcstaff@whitestown.in.gov. A complete application and all required attachments are to be submitted by the date shown on the Application Schedule (see page 3). At this time, the Town Planner 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. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

Submittal Requirements. (One 8 ½" x 11" original of each is required unless otherwise specified)

- Application Fee. Make checks payable to "Town of Whitestown".
 - Minor Subdivision (includes primary and secondary review): \$350
- Application Form. All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
- Vicinity Map. 8 ½"x11" in size showing where the property is located in Whitestown, making sure major streets are labeled. Scale should be approximately 1:1,000.
- Reproducible Secondary Plat. Submit one basic, overall plat that is 11" x 17" or smaller in size showing where this section of the subdivision is in relation to the entire development.
- Attachment B: Notice of Public Hearing for Newspaper
- Attachment C: Notice of Public Hearing for Surrounding Property Owners
- Attachment D: Affidavit and Consent of Property Owner. (Submit only if the owner is different from the applicant.)
- Attachment L: Project Routing Sign-Off Sheet
- Boone County Drainage Board Report (two copies if applicable)
- Drainage Calculations and Watershed Map (two copies)
- Secondary Plat and Construction Plans. Submit eight (8) full sets of plans that are 24" x 36" in size. Secondary Plat plans shall be prepared in accordance with the *Whitestown Subdivision Control Ordinance, Section IV.C: Minor Residential Subdivisions*. Plans shall be rolled (not folded).

Note that Form 1 (or 2), and Form 3 are to be submitted at least three days prior to the hearing.

Step 2: Notifying the Public

State Law and the Rules and Procedures for Whitestown's PC and BZA require you to notify the public of the hearing in two different ways: by newspaper and by notifying property owners that surround the subject property. Signing and submitting an *Affidavit of Notification* verifies this notification.

Notification by Newspaper

1. Complete *Attachment B: Notice of Public Hearing for Newspapers*. At the application meeting, the Town Planner will review and approve the completed attachment.
2. Publish the approved attachment one time in both of the newspapers listed below at least 10 days prior to the Hearing (see Application Schedule on page 3). Failure to meet the publishing deadlines will result in delay in hearing your petition and may cause you to re-advertise. Be certain to obtain a "Proof-of-Publication" affidavit from the newspaper for your advertisement. These affidavits must be filed with your application in the Town Planner at least three days prior to the hearing (see Application Schedule on page 3).
 - a. *Lebanon Reporter*. Published daily. Information must be submitted at least 4-5 business days prior to the date you want your ad to be published. (765) 482-4650.
 - b. *Zionsville Times Sentinel*. Published once a week on Wednesdays. Information must be submitted on the Friday before the Wednesday publication. (317) 873-6397.

Surrounding Property Owner Notification

1. Complete *Attachment C: Notice of Public Hearing for Surrounding Property Owners*. At the application meeting, the Town Planner will review and approve the completed attachment.
2. The Petitioner must notify all surrounding property owners within 600 feet or two properties in depth of the subject property (whichever is least). If the petitioner owns adjacent parcels, then go 600 feet and two properties beyond those parcels (whichever is least). Notification can be done either by mail or in person.
 - a. **By Mail.** Notification by first class U.S. Mail should be done by either Certificate of Mailing or Certified Mail.
 - i. Certificate of Mailing provides evidence that mail has been presented to the post office for mailing. Use Form 2 for listing those notified (copy enclosed). Proof of Mailing will be Form 2 that has been stamped by the Post Office.
 - ii. Certified Mail or "green cards" provides the sender with a mailing receipt and proof of delivery. Visit the Post Office for special cards and stickers for addressing letters sent by Certified Mail. Proof of Mailing is a combination of the "green cards" that have been sent back to you and your Certified Mail Receipt for letters that were not claimed.

All letters must be postmarked at least 10 days prior to the hearing (see Application Schedule on page 3). Proof of mailing must be submitted to the Town Planner at least three days prior to the hearing (see Application Schedule on page 3). Mail the following information to each person notified by mail:

- A copy of the approved Attachment C
 - Attachment A (if part of this kit)
 - A copy of the Site Plan/Concept Plan that is 8 ½"x11" to 11"x17" in size
- b. **In Person.** Have each property owner sign *Form 1: Signatures of Adjacent Property Owners* to verify that they were notified in person. Form 1 must be submitted to Town Planner at least three days prior to the hearing (see Application Schedule on page 3). Hand-deliver the following to each surrounding property owner at least 15 days prior to the hearing:
 - A copy of the approved Attachment C
 - Attachment A (if part of this kit)
 - A copy of the Site Plan/Concept Plan that is 8 ½"x11" to 11"x17" in size

Step 3: 2011 Application Schedule

The following table depicts the deadlines for petitions before the Whitestown BZA. Deviations from this schedule are not permitted without approval from the Board.

Application Submittal	Publish Public Notice	Agenda & Staff Report Published	Submit Proof of Public Notice	BZA Hearing
February 10	March 4	March 7	March 10	March 14
March 10	April 1	April 4	April 7	April 11
April 7	April 29	May 2	May 5	May 9
May 12	June 3	June 6	June 9	June 13
June 9	July 1	July 4	July 7	July 11
July 7	July 29	August 1	August 4	August 8
August 11	September 2	September 5	September 8	September 12
September 8	September 30	October 3	October 6	October 10
October 13	November 4	November 7	November 10	November 14
November 10	December 2	December 5	December 8	December 12

Application Submittal: The filing deadline is 4:00pm on the date indicated. Call (317) 966-8640 or email wbzastaff@whitestown.in.gov to make an appointment to file your application. Application meetings are at the Whitestown Utility Office, 6999 Lexington Circle, Zionsville, IN 46077.

WBZA Hearing: WBZA Hearings are held at 6:30pm at the Whitestown Town Hall, 6320 S Cozy Lane, Whitestown, IN 46075.

Step 4: Subject Petition Information

(Completed By Staff at the time of application)

- The File Number for this petition is _____. Please use this number for referencing the request and when submitting additional information/plans in the future.
- This petition will be discussed by the TAC on _____ at the Whitestown Utility Office, 6999 Lexington Circle, Zionsville, IN 46077. An agenda will be emailed that identifies your discussion time slot.
- This petition will be considered by the Whitestown Plan Commission on _____, 6:30pm, at the Whitestown Town Hall, 6320 S Cozy Lane, Whitestown, IN 46075.

What Happens Next?

Minor Subdivision approval is done by the WPC and is generally subject to the submittal and approval of final plans.

1. Submit final plans for review.
2. Receive assigned addresses.
3. Post performance surety (if applicable).
4. Record secondary plat.
5. Begin infrastructure construction (if applicable).
6. Submit as-built drawings for infrastructure construction (if applicable).
7. Release performance surety (if applicable).
8. Post maintenance surety (if applicable).
9. Apply for Improvement Location Permit (ILP).



Town of Whitestown
6320 S Cozy Lane, Whitestown, IN 46075
wpctstaff@whitestown.in.gov
www.whitestown.in.gov



Whitestown Plan Commission

Minor Subdivision

For Office Use Only

File # _____

Filing Date _____

Fee _____

Applicant Info

Name _____

Street Address _____

City, State, Zip _____

Primary Contact Person regarding this petition _____

Phone _____

Fax _____

E-Mail _____

Person preparing plans _____

Phone _____

Fax _____

E-Mail _____

Property Owner

Name _____

Street Address _____

City, State, Zip _____

Phone _____

Fax _____

E-Mail _____

Applicant is (circle one): Sole owner Joint Owner Tenant Agent Other (specify) _____

Premises Affected

Address, Subdivision & Lot Number, or location from major streets _____

Total Acreage _____

Flood Zone on Site? _____

Name of Proposed Subdivision _____

Number of Lots _____

Zoning of Subject Property _____

Use of Subject Property _____

Zoning of Adjacent Properties _____

North: _____

South: _____

East: _____

West: _____

Use of Adjacent Properties _____

North: _____

South: _____

East: _____

West: _____

Notarization

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

Signature of Applicant _____

Notary Public's Name (printed) _____ Signature of Notary _____

My Commission Expires State _____ County _____

Subscribed and sworn to before me this _____ day of _____, _____



Attachment B: Notice of Public Hearing for Newspapers

Project _____ Docket _____

Attach: 1) Legal Description

Notice is hereby given that I have, as the owner (or with the owner’s consent) of the property commonly described as the address of _____, and legally described by the attached legal description, have filed a petition before the *(check the applicable body)*

- Whitestown Plan Commission
- Whitestown Board of Zoning Appeals

which petition requests: *(check the applicable request and provide necessary information)*

- Annexation and Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____ for the purpose of _____.
- Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____ for the purpose of _____.
- Site Development Plan** for a Mobile Home Park.
- Primary Plat** of the said property for a development with _____ lots, to be known as _____.
- Minor Subdivision** of property with _____ lots.
- Use Variance** for the said property in order to allow a _____ use, which is generally not permitted in the _____ zoning district.
- Dimensional Variance** for the said property in order to _____.
- Special Exception** for the said property to allow property that is zoned _____ to be used for _____.

This petition, Docket # _____, will come for hearing at 6:30pm in the Whitestown Town Hall, 6320 S Cozy Lane, Whitestown, IN 46075, on _____.

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 Town Planner so accommodation can be made. The petition and file on this matter is available for examination by contacting the Town Planner at (317) 966-8640 or email at dluzier@grwinc.com.



Whitestown Plan Commission and Board of Zoning Appeals

Attachment C: Notice of Public Hearing for Surrounding Property Owners

Project _____ Docket _____

Attach: 1) Legal Description, 2) Site/Concept Plan, 3) Attachment A (if applicable)

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of _____, and legally described by the attached legal description, have filed a petition before the *(check the applicable body)*

- Whitestown Plan Commission
- Whitestown Board of Zoning Appeals

which petition requests: *(check the applicable request and provide necessary information)*

- Annexation and Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____ for the purpose of _____.
- Zone Map Change** of the said property from the current zoning district of _____ to the proposed district of _____ for the purpose of _____.
- Site Development Plan** for a Mobile Home Park.
- Primary Plat** of the said property for a development with _____ lots, to be known as _____.
- Minor Subdivision** of property with _____ lots.
- Use Variance** for the said property in order to allow a _____ use, which is generally not permitted in the _____ zoning district.
- Dimensional Variance** for the said property in order to _____.
- Special Exception** for the said property to allow property that is zoned _____ to be used for _____.

This petition, Docket # _____, will come for hearing at 6:30pm in the Whitestown Town Hall, 6320 S Cozy Lane, Whitestown, IN 46075, on _____.

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 Town Planner so accommodation can be made. The petition and file on this matter is available for examination by contacting the Town Planner at (317) 966-8640 or email at dluzier@grwinc.com.



Whitestown Plan Commission & Board of Zoning Appeals

Attachment D: Affidavit & Consent of Owner

Project _____ Docket _____

Complete and submit if applicant is different from property owner.

I (we) _____
NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(s) of the real estate located at _____
(ADDRESS)
2. That I/we have read and examined the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. That such request being made by the applicant (____ is) (____ is not) a condition to the sale or lease of the above referenced property.

(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

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

, Notary Public

My Commission expires: _____ County of Residence: _____



Form 1: Signatures of Persons Notified in Person

Project _____ Docket _____

***Complete and submit ONLY if surrounding property owners are notified in person.
Make additional copies if necessary.***

By affixing my signature hereon, I (the adjacent property owner) hereby acknowledge that:

1. _____ or their representative has served me written notice that they have filed an application for _____ for the property located at _____.
2. Said applicant or their representative has explained to me the nature of the petition and the improvements, if applicable, that they propose to make;
3. **I AM THE OWNER OF THE PROPERTY** indicated by the address following my signature;
4. The applicant or their representative also notified me in writing that there will be a public hearing conducted by the BZA/Plan Commission regarding said application at the Whitestown Town Hall, 6320 S Cozy Lane, Whitestown, IN, 46075, at 6:30pm on the date of _____;
5. That by affixing my signature hereon, I acknowledge **ONLY** that I have received written notice. In no way am I indicating that I approve nor disapprove the granting of said petition; and
6. I have received a copy of the following:
 - Legal Description
 - Site/Concept Plan
 - Attachment A (if applicable)

	Name/Signature	Address	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Whitestown Plan Commission and Board of Zoning Appeals

Form 2: Adjacent Property Owners Notified by Mail

Project _____ Docket _____

If property owners are to be notified by mail, either complete this form or provide a list with the same information. Make additional copies if necessary.

Name and Address of Sender

Type of Mail:

- Certified Mail
- Certificate of Mailing ONLY

Line	Name & Address	Postage	Fee	Remarks
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, per *(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



Whitestown Plan Commission and Board of Zoning Appeals

Form 3: Affidavit of Notification

Project _____ Docket _____

Submit this Form three days prior to the hearing along with proof of publication and proof of mailing.

I (we) _____

After being first duly sworn, depose and say:

1. That I have notified in person or by First Class U.S. Mail all owners of property located within a 600 foot radius of my property located at _____.
2. That the said property owners were informed by me of the filing of the petition and of the nature of said application, as directed in the application packet "Notifying the Public", which is part of the Rules and Procedures of the Plan Commission and/or BZA as described;
3. That the said property owners were notified that the Plan Commission/BZA will hold a public hearing regarding this application on the date of _____, at 6:30pm; and
4. That the names and addresses of said property owners so notified are listed on a separate paper which is a part of this Affidavit.

And further the Affiant sayeth not.

(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

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

_____, Notary Public

My Commission expires: _____

County of Residence: _____