

## **RENSSELAER ADVISORY PLANNING COMMISSION PLAT AMENDMENT PROCEDURES**

### **APPLICANTS ARE REQUIRED TO FOLLOW THE PROCEDURES OUTLINED BELOW TO ENSURE THE PROCESSING OF ALL APPLICATIONS**

Failure to comply with all requirements, including but not limited to, complete submission of site plan(s), signed power of attorney documents, notarized signatures of owner(s) and applicant(s) and engineer's report will result in the petition being RETURNED to the petitioner and WILL NOT be placed on the meeting agenda. When all completed documentation is in order, the petition can be resubmitted for the NEXT regular meeting date. Development rights are not vested until a complete application is submitted.

### **CONFER WITH THE ZONING DIVISION STAFF**

1. Discuss the proposed application with staff to ensure that proper procedures are followed.

### **SUBMIT APPLICATION AND FILING FEE**

1. Follow and return the completed checklist with all information required
  - a. Completed application with original signatures
  - b. Current Legal Description of Property
  - c. Copy of recorded deed for the property affected
  - d. Filing Fee

### **NOTIFY PROPERTY OWNERS AND LIST OF NOTIFIED OWNERS**

1. The Building Department is responsible for notifying the surrounding property owners within a 300 ft radius from the applicant's property.
2. The Building Department is responsible for advertising the newspaper legal notice.

The applicant will be charged accordingly for each of the duties fulfilled by the Building Department. These fees, along with the filing fee, are due to be paid in full prior to the scheduled meeting.

### **APPEAR AT THE PUBLIC HEARING BEFORE THE BOARD OF ZONING APPEALS**

1. The applicant and/or designated representative must be present at the hearing and asked to present their petition to the Board. The hearing will take place at City Hall Council Chambers at 5:30 PM CST.

## CHECK LIST

**Please place a check next to each item being submitted.**

### PETITIONER INFORMATION

- ☐ Applicant Information (name, mailing address, phone number)
- ☐ Owner Information (name, mailing address, phone number)
- ☐ Contact Person
- ☐ Property Address or Address Range
- ☐ Notarized Signature and Printed Name of Applicant
- ☐ Notarized Signature and Printed Name of Owner
- ☐ Engineer/Surveyor Information
- ☐ Name of Subdivision
- ☐ Location of Land to be Subdivided
- ☐ Utility Easement Quit Claim Deed - if applicable
- ☐ Original Tax Certificates for all Parcels
- ☐ Survey
- ☐ Petition is For: \_\_\_\_\_

### ADDITIONAL INFORMATION

- ☐ Recorded Deed with current Legal Description of Property
- ☐ Power of Attorney documents - if applicable
- ☐ Mylar Plat for Recording
- ☐ Filing Fee

## PLAT AMENDMENT APPLICATION

Name of Applicant(s): \_\_\_\_\_

Address of Applicant(s): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip.: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Address of Owner(s): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address or Range: \_\_\_\_\_

Engineer/Surveyor Name: \_\_\_\_\_

Engineer/Surveyor Address: \_\_\_\_\_

Engineer/Surveyor Phone/Email: \_\_\_\_\_

Location of Land to be Subdivided and Address Range: \_\_\_\_\_

\_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Acres: \_\_\_\_\_ # of Lots: \_\_\_\_\_ Residential or Non-Residential: \_\_\_\_\_ Zoning: \_\_\_\_\_

Type of Plat Amendment:

\_\_\_\_\_ Re-Subdivison \_\_\_\_\_ Re-Plat \_\_\_\_\_ Minor Boundary Adj. \_\_\_\_\_ Change to Recorded Plat

\_\_\_\_\_ Lot Consolidation \_\_\_\_\_ Minor Corrections \_\_\_\_\_ Large Lot Subdivision

**ATTACH A COPY OF RECORDED DEED WITH CURRENT AND CORRECT LEGAL DESCRIPTION**

I (we) hereby certify that I (we) have the authority to complete the above application and that the information enclosed is true and correct.

I hereby grant permission for the members of the Rensselaer Advisory Planning Commission and Staff to enter the property described in this application for the purpose of gathering information related to this petition.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Printed Name of Owner

State of Indiana, County of Jasper:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

\_\_\_\_\_  
Printed Name of Notary Public

Expiration of Commission: \_\_\_\_\_

Resident of \_\_\_\_\_ County.

**LETTER**  
NOTICE OF PUBLIC HEARING

To Whom It May Concern,

Notice is hereby given that the Rensselaer Advisory Planning Commission of Rensselaer, Indiana, Jasper County, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 5:30 PM CST in Council Chambers, located in City Hall at 124 S Van Rensselaer St., Rensselaer, Indiana, will hold a public hearing on a proposed Plat Amendment in accordance with the provisions of Zoning Ordinance 15-2008, and all amendments thereto, of the City of Rensselaer, Indiana.

Property is located at: \_\_\_\_\_

Proposed Change of Zoning Classification is from \_\_\_\_\_ to \_\_\_\_\_.

Legal Description:

Written suggestions or objections to the provisions of the proposed Plat Amendment may be filed with the City of Rensselaer Building Commissioner at or before the meeting and will be heard by the Rensselaer Advisory Planning Commission at the time and place specified. This petition may be continued on the Rensselaer Advisory Planning Commission agenda from time to time, as may be necessary, without further notice.

**LEGAL ADVERTISEMENT**  
**RENSSELAER ADVISORY PLANNING COMMISSION**  
RENSSELAER, INDIANA  
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**Rensselaer Advisory Planning Commission**  
**Rensselaer, Indiana**

RENSSELAER REPUBLICAN-KV POST PUBLISH DATE: \_\_\_\_\_