

CITY OF SHELBYVILLE



MAJOR SUBDIVISION APPLICATION PACKAGE

Shelbyville Plan Commission
44 West Washington Street
Shelbyville, IN 46176
Phone: 317.392.5102
www.cityofshelbyvillein.com

(Last Revised 29 December 2003)

MAJOR SUBDIVISION SKETCH PLAN APPLICATION CHECKLIST

SHELBYVILLE PLAN COMMISSION

Applicant: _____ Case #: _____ Date: _____

Project: _____ Section: _____

All plans prepared for Sketch Plan approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Shelbyville.

GENERAL REQUIREMENTS

If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for quality reproduction or recording. Sketch plan application materials shall be prepared in pen, pencil, or electronic media; and shall make use of sheets not exceeding 24 inches by 36 inches.

1. Sketch Plan

The Sketch Plan shall be at an appropriate scale and shall include the following:

Property Name

- _____ *Subdivision Name*: The name of the subdivision (if the subject property is within an existing subdivision); *or*
- _____ *Proposed Name*: A proposed name (if the property is not within a previously platted subdivision). The proposed name shall not duplicate the name of any subdivision in Shelby County that has been previously recorded; *or*
- _____ *Common Property Name*: The common name of the property if no subdivision name has been chosen (the name by which the property is locally known).

Property Description

- _____ *Location*: A written description of the location of the property, including street address and legal description (which must state the total area of the subdivision in acres).
- _____ *Parcels*: The size of all existing properties included in the proposed subdivision in acres. If properties to be included in the subdivision are less than 1 acre, they should also be described in terms of square footage.

Property Ownership

- _____ *Owner/Developer*: The name, street address, e-mail address, and telephone number of the legal property owner and developer of the property and his/her agent.
- _____ *Covenants & Easements*: An indication of any existing covenants, rights-of-way, and/or easements affecting the property.
- _____ *Professionals Involved*: The name, street address, e-mail address, and telephone number of any professional person(s) responsible for the preparation of Sketch Plan application materials.

Subdivision Drawing

- _____ *Site Features*: The location of any existing property lines, structures, streets, easements, and rights-of-way within or immediately adjacent to the property.
- _____ *Topography*: A description of the topography of the property, including streams, suspected wetlands (based on the National Wetlands Inventory), wooded areas, and 100-year floodplains. The topographic details may be based on USGS data, a field survey, and/or other suitable data sources (as determined by the Plan Commission Director).
- _____ *Zoning*: The current zoning of the property.
- _____ *Proposed Sidewalks*: The general layout of sidewalks and other pedestrian pathways.
- _____ *Utilities*: Preliminary proposals for connection with existing sanitary sewage and drainage systems.
- _____ *Proposed Drainage*: General provisions for collecting and discharging surface storm water.
- _____ *Proposed Lot Arrangement*: A general description of the size, dimensions, and number of lots to be created in the subdivision.

2. Contiguous Holdings Map

Whenever the Sketch Plan covers only a part of an applicant's contiguous property holdings, the applicant shall also submit a map of all contiguous holdings, drawn at a convenient scale. This map shall include the following:

- _____ *Sketch*: A sketch of the proposed subdivision area and an indication of the likely future street and drainage system serving the remaining portion of the property.



MAJOR SUBDIVISION SKETCH PLAN APPLICATION

Shelbyville Plan Commission
44 West Washington Street
Shelbyville, IN 46176
P: 317.392.5102

<i>For Office Use Only</i>	
Case #:	_____
Hearing Date:	_____
Fees:	_____
Approved	Denied

1. Applicant/Property Owner

Applicant:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
E-mail Address: _____

Owner:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

2. Applicant's Attorney/Contact Person and Project Designer (if any):

Attorney/Contact Person:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

Project Designer:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

3. Project Information:

Development Name: _____
Section/Phase#: _____
Area in Acres _____

Zoning Classification: _____
Number of Lots: _____

4. Attachments:

Please see checklist for detailed information about the required attachments.

- Sketch Plan
- Contiguous Holdings Map

The undersigned states the above information is true and correct as (s)he is informed and believes.

Signature of Applicant: _____ Date: _____

State of Indiana)
County of Shelby) SS:

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

_____/_____
Notary Public - Signed Printed

Residing in _____ County My Commission expires _____

MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION CHECKLIST

SHELBYVILLE PLAN COMMISSION

Applicant: _____ Case #: _____ Date: _____

Project: _____ Section: _____

All plans prepared for Preliminary Plat approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Shelbyville.

GENERAL REQUIREMENTS

Preliminary Plat application materials shall be prepared and certified by a land surveyor or engineer registered in the State of Indiana.

1. Preliminary Plat

The Preliminary Plat shall be at an appropriate scale; shall be prepared in pen or electronic media; and shall include the following:

Property Name

- _____ *Subdivision Name:* The name of the subdivision (if the subject property is within a previously platted subdivision); or
- _____ *Proposed Name:* A proposed name (if the property is not within a previously platted subdivision). The proposed name shall not duplicate the name of any subdivision in Shelby County that has been previously recorded.

Property Description

- _____ *Location:* A written description of the location of the property, including current zoning, street address and legal description (which must state the total area of the subdivision in acres).
- _____ *Dimensioned Drawing:* A dimensioned drawing of the parcel of land that is being subdivided, including any remaining tract. The drawing shall show the subdivision boundary with benchmarks, the legal description point of beginning, and all dimensions, including the size of all existing properties included in the proposed subdivision in acres. If any properties to be included in the subdivision are less than 1 acre in size, they shall also be described in terms of square footage.

Property Ownership

- _____ *Owner/Developer:* The name, street address, e-mail address, and telephone number of the legal property owner and developer of the property and his/her agent. The ownership information shall include the citation of the last instrument conveying the property titles to each property involved in the proposed subdivision, giving grantee, date, and book and page or instrument number reference.
- _____ *Covenants & Easements:* An indication of any existing covenants, rights-of-way, and/or easements affecting the property.
- _____ *Professionals Involved:* The name, street address, e-mail address, and telephone number of any professional person(s) responsible for the preparation of Preliminary Plat application materials.

Preliminary Plat Drawing

- _____ *Legend:* A legend and notes, including a graphic scale, north arrow, and date.
- _____ *Natural Features:* The location of existing burial grounds, watercourses, 100-year floodplains and floodways (including elevations), wooded areas, wetlands (certified by a professional possessing a U.S. Army Corps of Engineers Regulation 4 Jurisdictional Wetland Certification), and other natural features.
- _____ *Existing Structures:* The location(s) of any existing structure(s) on the site and a description of their future demolition or incorporation into the proposed subdivision.
- _____ *Topography:* Topographic contours consistent with the requirements of the City Engineer, referenced to sea level and an established benchmark.
- _____ *Lot Arrangement:* The location, area (indicated in square feet and acres), and dimensions of each lot. The location of all monuments and the buildable area of each lot, per applicable zoning district setback requirements and any other regulatory or natural limitations, shall also be indicated.
- _____ *Easements & Rights-of-Way:* All existing and proposed easements and rights-of-way, including the location, width, and purpose of each.
- _____ *Street Systems:* All existing and proposed street systems on and adjoining the site of the proposed subdivision showing the proposed names, functional classifications, right-of-way widths, approximate gradients, types and widths of pavements, curbs, sidewalks, on-street parking areas, street signs, street trees, and streetlights.

- _____ *Pedestrian Systems:* All proposed sidewalks and/or proposed pedestrian pathways.
- _____ *Set-Aside Areas:* Any parcels of land proposed to be dedicated or reserved for common areas, natural areas, schools, parks, playgrounds, or other public, semi-public, or community purposes (including common areas and linear open space surrounding pedestrian paths).
- _____ *Utilities:* The location, size, slope, and invert elevation of existing and proposed utilities adjacent to and on the site, including storm and sanitary sewers; water mains (including fire hydrants); electrical, telephone, and cable television lines.
- _____ *Temporary Stakes:* The location of any temporary stakes to enable the Plan Commission Director and City Engineer to find and appraise features of the Preliminary Plat by visiting the property.

2. Vicinity Map

On a separate sheet, at a convenient scale, a vicinity map must be included that includes the following information:

- _____ *Property Location:* The location of the proposed subdivision within the City, referencing surrounding streets and subdivisions.
- _____ *Adjacent Property Owners:* Existing subdivisions and lots adjacent to or within 250 feet of the proposed subdivision. The owners of each of these properties shall be identified on the drawing with the date and book and page (or instrument number) of the last conveyance of ownership.
- _____ *Related Facilities:* Existing schools, parks, playgrounds, or other similar facilities that will serve the proposed subdivision.
- _____ *Utilities:* Location and size of all utilities adjacent to or within 250 feet of the subdivision site, including sanitary and storm sewers, gas lines, electric lines, telephone lines, water mains, fire hydrants, and cable television lines.
- _____ *Thoroughfares:* All public thoroughfares/rights-of-way adjacent to or within 250 feet of the site.
- _____ *Street & Pedestrian Systems:* Existing streets and rights-of-way on and adjoining the site of the proposed subdivision showing the names, functional classifications, roadway widths, surface types, widths of pavement, and presence of curbs, street trees, sidewalks, on-street parking, and street lights.
- _____ *Boundaries:* Any municipal, fire district, school district, utility service, or other boundaries lying within or contiguous to the subdivision property.

3. Contiguous Holdings Map

Whenever the Preliminary Plat covers only a part of an applicant's contiguous property holdings, the applicant shall also submit a map of all contiguous holdings, drawn at a convenient scale. This map shall include the following:

- _____ *Sketch:* A sketch of the proposed subdivision area, with its proposed street and drainage system, and an indication of the likely future street and drainage system serving the remaining portion of the property.

4. Subdivision Phasing Description

_____ *Phasing:* If the Preliminary Plat is to be divided into sections for the phasing of the development, the preliminary boundaries and numbers of such sections shall be shown.

5. Subdivision Covenants

Any protective covenants applicable to the subdivision shall be prepared by the applicant and shall be legally sound. Either the covenants, or a reference to the covenants, shall be incorporated on the plat.

- _____ *Maintenance:* At a minimum, covenants or other plat documentation shall provide a means for the maintenance and upkeep of drainage swales and other drainage facilities and any common areas or entry features. The covenants shall specifically provide that the maintenance of drainage swales and other drainage features shall be the responsibility of a lot owner's association and shall be enforceable by the Board of Public Works & Safety and the City Engineer.
- _____ *Consistency:* All covenants shall be consistent between all subdivision phases that result from a single Preliminary Plat.

6. Drainage Plan & Report

The subdivider shall provide a drainage report describing the existing and proposed drainage conditions and evaluating the ability of proposed watercourses, channels, drainage tiles, farm tiles, storm sewers, culverts, and other improvements to accommodate the additional run-off generated by the proposed subdivision. The drainage plan shall include:

Drainage Report

A registered professional engineer or surveyor shall prepare the report, which shall include:

- _____ *Watershed Conditions:* The conditions of the watershed that may affect run-off, such as subsoil type, positive drainage, and obstructions.
- _____ *Drainage Tiles:* The location of all subsurface drainage tiles and a plan to preserve or relocate the tiles.
- _____ *Water Estimates:* Estimates of the water entering the subdivision
- _____ *Drainage Systems:* A description of minor and major drainage systems. The minor drainage system shall consist of storm sewers, drainage ditches, grassed swales, and storm inlets or infiltration structures. The major drainage system shall consist of roadways, culverts, bridges, and drainage flow-ways.

Watershed Map

On a separate sheet, a watershed map complementing the Drainage Report using USGS contour information shall be provided, showing:

- _____ *Drainage Area*: The delineation of the drainage area in which the subdivision is located.
- _____ *Drainage Courses*: The location of drainage courses and the existing direction of surface water flow within the drainage area.

Drainage Plan Description

On a separate sheet in the same scale and media as the Preliminary Plat, a description of drainage/topography/natural environment complementing the Drainage Report shall be provided that includes the following information:

- _____ *Natural Features*: The location of natural streams, regulated drains, 100-year floodplains and floodways (including elevations).
- _____ *Existing Structures*: The location of any existing or proposed subsurface drain tile, structures, culverts, or swales.
- _____ *Topographic Features*: A map noting significant physical and topographical features of the tract, showing the proposed direction of the flow of surface water runoff from the site.
- _____ *Preliminary Drainage Plan*: A preliminary drainage plan showing the proposed storm water drainage system to an improved outlet, including surface drainage systems, storm sewer systems, subsurface drainage systems, and storm water detention facilities. Arrows designating the general drainage of all streets and lots shall be included.

7. Engineering Capacity Report

A report prepared by a professional engineer or land surveyor registered in the State of Indiana covering sewage, street, and drainage facilities for the subdivision shall be provided which includes but is not limited to the following:

- _____ *Utility Systems*: A description of the feasibility of connecting to existing storm and sanitary sewers, including the distance from the nearest public sewer and the capacity of the existing system intended to handle the additional waste load.
- _____ *Street Construction*: A preliminary report on the anticipated street construction based on the specifications provided by the Subdivision Control Ordinance and any additional requirements of the City Engineer.



MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION

Shelbyville Plan Commission
44 West Washington Street
Shelbyville, IN 46176
P: 317.392.5102

<i>For Office Use Only</i>	
Case #:	_____
Hearing Date:	_____
Fees:	_____
Approved	Denied

1. Applicant/Property Owner

Applicant:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
E-mail Address: _____

Owner:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

2. Applicant's Attorney/Contact Person and Project Designer (if any):

Attorney/Contact Person:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

Project Designer:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

3. Project Information:

Address/Location of Property: _____

Proposed Name of Subdivision: _____
Area in Acres: _____

Current Zoning: _____
Proposed Use: _____
Proposed Number of Lots: _____

4. Waivers:

Are any waivers to the requirements, standards or specifications of the Shelbyville Subdivision Control Ordinance being requested?

No Yes (specify request and Section Number): _____

5. Attachments:

Please see checklist for detailed information about the required attachments.

- | | |
|----------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Subdivision Covenants |
| <input type="checkbox"/> Vicinity Map | <input type="checkbox"/> Drainage Plan & Report |
| <input type="checkbox"/> Contiguous Holdings Map | <input type="checkbox"/> Engineering Capacity Report |
| <input type="checkbox"/> Subdivision Phasing Description | <input type="checkbox"/> Application Fee |

The undersigned states the above information is true and correct as (s)he is informed and believes.

Signature of Applicant: _____ Date: _____

State of Indiana)
County of Shelby) SS:

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

Notary Public - Signed

Printed

Residing in _____ County My Commission expires _____

MAJOR SUBDIVISION FINAL PLAT APPLICATION CHECKLIST

SHELBYVILLE PLAN COMMISSION

Applicant: _____ Case #: _____ Date: _____

Project: _____ Section: _____

All plans prepared for Final Plat approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Shelbyville.

GENERAL REQUIREMENTS

The applicant shall prepare and have certified, by a land surveyor or engineer registered in the State of Indiana, a Final Plat and complete set of Construction Plans, including profiles, cross-sections, specifications, and other supporting data for all required public street, utilities, and other subdivision facilities. These materials shall either be prepared for the entire area included in the Preliminary Plat or for each section of that plat. Application materials for Final Plat & Construction Plan approval should include the following items.

1. Final Plat Drawing

All Final Plats shall substantially comply with the Preliminary Plat and Construction Plans for the subdivision. The Final Plat shall be prepared by a land surveyor or engineer registered in the State of Indiana, shall be shown at an appropriate scale, shall be drawn on reproducible mylar; and shall include the following information on a sheet meeting the size and clarity requirements of the Shelby County Recorder:

Property Name

_____ *Subdivision Name:* The name of the subdivision followed by the words "Major Subdivision Final Plat" (the name shall not duplicate the name of any subdivision in Shelby County that has been previously recorded).

Property Description

_____ *Legal Description:* An accurate metes and bounds description of the property boundary.

_____ *Boundary Lines:* An accurate property boundary line expressed in feet and hundredths of a foot, with dimensions and angles, and the bearing of all lines to a minimum of ½ minute.

_____ *Benchmark:* Accurate distances and directions to the nearest official monument, including reference corners.

Property Ownership

_____ *Owner/Developer:* The name, street address, e-mail address, and telephone number of the legal property owner and developer of the property and his/her agent. The ownership information shall include the citation of the last instrument conveying the property titles to each parcel of property involved in the proposed subdivision, giving grantee, date, and book and page or instrument number reference.

_____ *Professionals Involved:* The name, street address, e-mail address, and telephone number of the professional land surveyor or engineer responsible for the Final Plat.

Subdivision Description

_____ *Legend:* A complete legend and notes, including a graphic scale, north arrow, and date.

_____ *Existing Features:* Accurate locations of all preexisting easements, rights-of-way, and other pertinent features on the property and/or intersecting the boundaries of the tract; including a description of their future use or abandonment.

_____ *Public Ways:* The location, width, and other dimensions of the existing and proposed rights-of-way and easements for all streets, alleys, and pedestrian pathways. Street rights-of-way shall include street names and setbacks or build-to lines.

_____ *Curve Table:* A complete curve table for all curves included in the plat.

_____ *Lots:* The location and dimensions (expressed in feet and hundredths of a foot), area, and the bearing of all lines to ½ minute for every lot and/or block created by the subdivision, including any remaining tract. All lots shall be consecutively numbered and all blocks shall be lettered in alphabetical order, consistent with the Preliminary Plat.

_____ *Easements:* Accurate locations, widths, and other dimensions of all easements, including a description of their use.

_____ *Monuments:* The location, type, material, and size of all existing and proposed monuments and markers included in the subdivision.

_____ *Set-Aside Areas:* Accurate locations and dimensions for any property to be dedicated or reserved for public, semi-public, or community use (including common areas and linear open space surrounding pedestrian pathways).

_____ *Setbacks:* All building lines and setback locations and dimensions throughout the subdivision.

_____ *Covenants & Restrictions:* The text of, or references to, any restrictions that will run with the land and become covenants in the deeds for the lots.

_____ *Explanations:* An explanation of all easements and reservations.

- _____ *References:* Sufficient data acceptable to the City Engineer to readily determine the location, bearing, and length of all lines for the reproduction of such lines on the property.
- _____ *Endorsement:* A statement signed and dated by the property owner(s) endorsing the Final Plat.
- _____ *Land Surveyor Certification:* Certification by a registered land surveyor.
- _____ *Plan Commission Approval Statement:* A form indicating approval of the Final Plat and providing a place for the signature of the Plan Commission President and Secretary and the date of Preliminary Plat approval.
- _____ *Other Endorsements & Signatures:* Forms providing the necessary statements, signatures, and dates for the recording of the Final Plat in the Shelby County Recorder's Office.

2. Construction Plan Documents

Construction Plans shall be based on the approved Preliminary Plat and be consistent with the Final Plat. Construction plans shall be prepared for all required improvements and shall be designed on the state plane coordinates. The Construction Plans shall include the following:

- _____ *Topographical Features Map:* A map noting significant physical and topographical features of the tract. For plats containing more than 2 lots, a topographical map at typical contour intervals, meeting the requirements of the City Engineer, that extends 100 feet beyond the boundary lines of the proposed tract must be submitted. This map should also show the direction of the flow of surface water runoff to and from the site.
- _____ *Street Profiles:* Profiles showing existing and proposed elevations along centerlines of all streets
- _____ *Street Cross-Sections:* Plans and profiles showing the location and typical cross-section of all streets, including curbs, gutters, sidewalks, rights-of-way, drainage facilities and easements, manholes, and catch basins.
- _____ *Street Systems:* Plans showing each street's functional classification (consistent with the Shelbyville Thoroughfare Plan) and the location of all street trees, street lights, street signs, sidewalks and/or pedestrian pathways, and permitted on-street parking areas.
- _____ *Utility Systems:* Plans showing the location, size, and invert elevations of existing and proposed sanitary sewers, storm water drains, water lines, gas lines, and fire hydrants, connections to existing or proposed utility systems, and the exact location and size of all underground utilities and structures.
- _____ *Grading Plan:* A site grading plan for the entire subdivision.
- _____ *Significant Features:* The location, size, elevation, and other appropriate descriptions of any other existing physical and natural features or facilities including 100-year floodplains and floodways, water bodies, trees, the points of connection to proposed facilities and utilities, and the approximate high- and low-water elevations of all ponds, lakes and streams.
- _____ *Other Approvals:* Copies of any necessary approvals from other agencies, such as any required approvals from the U.S. Army Corps of Engineers, Indiana Department of Environmental Management, or Indiana Department of Natural Resources regarding modifications to wetlands or the regulatory floodplain.
- _____ *Other Features:* Any other construction details required to be shown by the Plan Commission Director, City Engineer, Technical Review Committee, or applicable adopted Shelbyville Standards.

**NOTICE OF PUBLIC HEARING
BY THE
SHELBYVILLE PLAN COMMISSION**

Notice is hereby given that the Shelbyville Plan Commission will hold a Public Hearing on _____
(Date of hearing)
at _____ in the Common Council Chambers at the Shelbyville City Hall to consider a petition
(Time)
by _____ to allow the following:
(Name of applicant)

(Type a brief description of request)

On property commonly know as _____ and also described by the following:
(Common address of property)

(INSERT LEGAL DESCRIPTION OF PROPERTY)

The application may be examined at the office of the Plan Commission of the City of Shelbyville, Indiana in City Hall located at 44 West Washington Street, Shelbyville, Indiana, 46176, Monday through Friday between the hours of 8:00 AM and 4:00 PM.

Written comments in support of or in opposition to the Petition may be filed with or mailed to the Plan Commission Director prior to the Public Hearing at the above address or filed with the Plan Commission Secretary at the Public Hearing. Said Public Hearing will be open to the public and any objectors will be heard at this meeting. Hearings may be continued from time to time as may be necessary.

Plan Commission
Representative

Title

**AFFIDAVIT OF NOTICE TO INTERESTED PARTIES
PUBLIC HEARING OF THE SHELBYVILLE PLAN COMMISSION**

STATE OF INDIANA)
COUNTY OF SHELBY) SS:

I, _____, DO HEREBY CERTIFY THAT NOTICE TO INTERESTED
(Name of person mailing letters)

PARTIES OF THE PUBLIC HEARING BY THE SHELBYVILLE PLAN COMMISSION, to consider the application

of: _____
(Name of person on application)

Requesting: _____

For Property Located at: _____

Was sent to the following owners and addresses as listed in the Plat Books of the Shelby County Auditor's Office (attach additional sheets if necessary):

OWNERS

ADDRESS

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

And that said notices were sent on or before the ____ day of _____, _____, being at least ten (10) days prior to the date of the Public Hearing.

(Name of person mailing the letters)

State of Indiana)
County of Shelby) SS:

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

Notary Public / Printed

Residing in _____ County My Commission expires _____



**REQUEST FOR WAIVER OF THE SUBDIVISION CONTROL ORDINANCE
FINDINGS OF FACT BY THE SHELBYVILLE PLAN COMMISSION**

Applicant: _____

Case #: _____

Location: _____

Waiver from the Shelbyville Subdivision Control Ordinance Article #: _____

Requesting: _____

The Shelbyville Plan Commission find the following facts:

1. The granting of the waiver **will/will not** (*circle finding*) be detrimental to the public safety, health, and/or welfare because:

2. The granting of the waiver **will/will not** (*circle finding*) be injurious to the reasonable use and development of other property because:

3. The conditions upon which the request for a waiver is based **are/are not** (*circle finding*) unique to the property for which a waiver is sought and are not applicable generally to other property because:

4. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a hardship to the owner **would/would not** (*circle finding*) result if the strict letter of these regulations were carried out because:

5. The waiver **will/will not** (*circle finding*) contradict the intent of the City of Shelbyville Zoning Ordinance or Comprehensive Plan because:

Based on the findings described above, the Plan Commission does now **approve/deny** this application. So ordered this _____ day of _____, _____. (*Circle Plan Commission finding*)

Shelbyville Plan Commission

By: _____

President

Attest: _____

Secretary