

CITY OF SHELBYVILLE



SITE DEVELOPMENT PLAN

APPLICATION PACKET

Shelbyville Planning & Building Department
Plan Commission
44 W. Washington Street
Shelbyville, IN 46176
317-392-5102
www.cityofshelbyvillein.com

Quick Check List

- Completed Application (notarized) – 11 copies & one (1) digital
- Civil plans and other supporting materials – 11 copies & one (1) digital
- Letter of Intent – 11 copies & one (1) digital
- Notarized Affidavit & Consent of Property Owner (if the petitioner doesn't own the property)
- Property Deed with Legal Description of land for the file
- Filing Fee – check made payable to the City of Shelbyville
- Completed Post Office Form 3877
- Affidavit of Publication
- Attend Meeting

DEADLINE DATE: _____ MEETING DATE: _____

SITE DEVELOPMENT PLAN APPLICATION PROCEDURES

SITE DEVELOPMENT PLAN REQUIRED

Site Development Plan approval is required for all developments for which an Improvement Location Permit is required by the Unified Development Ordinance and that are located in any of the following zoning districts:



Site Development Plan is also required for any development in the following overlay districts:

1. *AR-OL - Airport Overlay*
2. *RT-OL - Race Track Overlay*

EXEMPTIONS FROM SITE DEVELOPMENT PLAN REQUIREMENTS

The following types of development are exempt from the Site Development Plan Requirements, but are still required to obtain an Improvement Location Permit and/or any other permit or approval otherwise required by the Zoning Ordinance:

1. **Sign Installation:** The replacement or installation of any sign(s) not occurring as part of an improvement to any other aspect of the property.
2. **Parking Lot Expansion:** The expansion of an existing parking lot that does not result in (1) a greater than 25% or 2,000 square foot (whichever is greater) increase in the surface area of the parking previously available on the property; (2) the demolition of any structure; or (3) the need for modifications to street accesses.
3. **Structural Expansion:** The expansion of an existing structure or the construction of an accessory structure that does not result in a greater than 25% increase in the floor area of the structures that were previously existing on the property and does not require the provision of additional landscaping, parking, or other improvements regulated by the Zoning Ordinance.

GENERAL PROCEDURE

The general procedure for approval of a Site Development Plan is as follows:

1. **Application:** The applicant submits an application and required supplemental materials to the Zoning Administrator and pays the fee as indicated by the Planning and Building fee schedule available on the City of Shelbyville website or in the Plan Commission office. **Please make checks payable to the City of Shelbyville
2. **Technical Review Committee:** The Technical Review Committee will review the application and the supporting information. The Committee may make a recommendation on changes that need to be made. If the application and the supporting information passes Technical Review, then the applicant can file for a Plan Commission Hearing. Only the Technical Review Application needs to be filled out at this point. Applicant must supply 14 copies of supporting information.
3. **Plan Commission Hearing:** The application will be evaluated at a public hearing of the Commission.
4. **Improvement Location Permit:** Once the Site Development Plan is approved, the petitioner must obtain all appropriate Improvement Location Permits and any other permits required by the City of Shelbyville before construction may begin.

PUBLIC HEARING NOTIFICATION

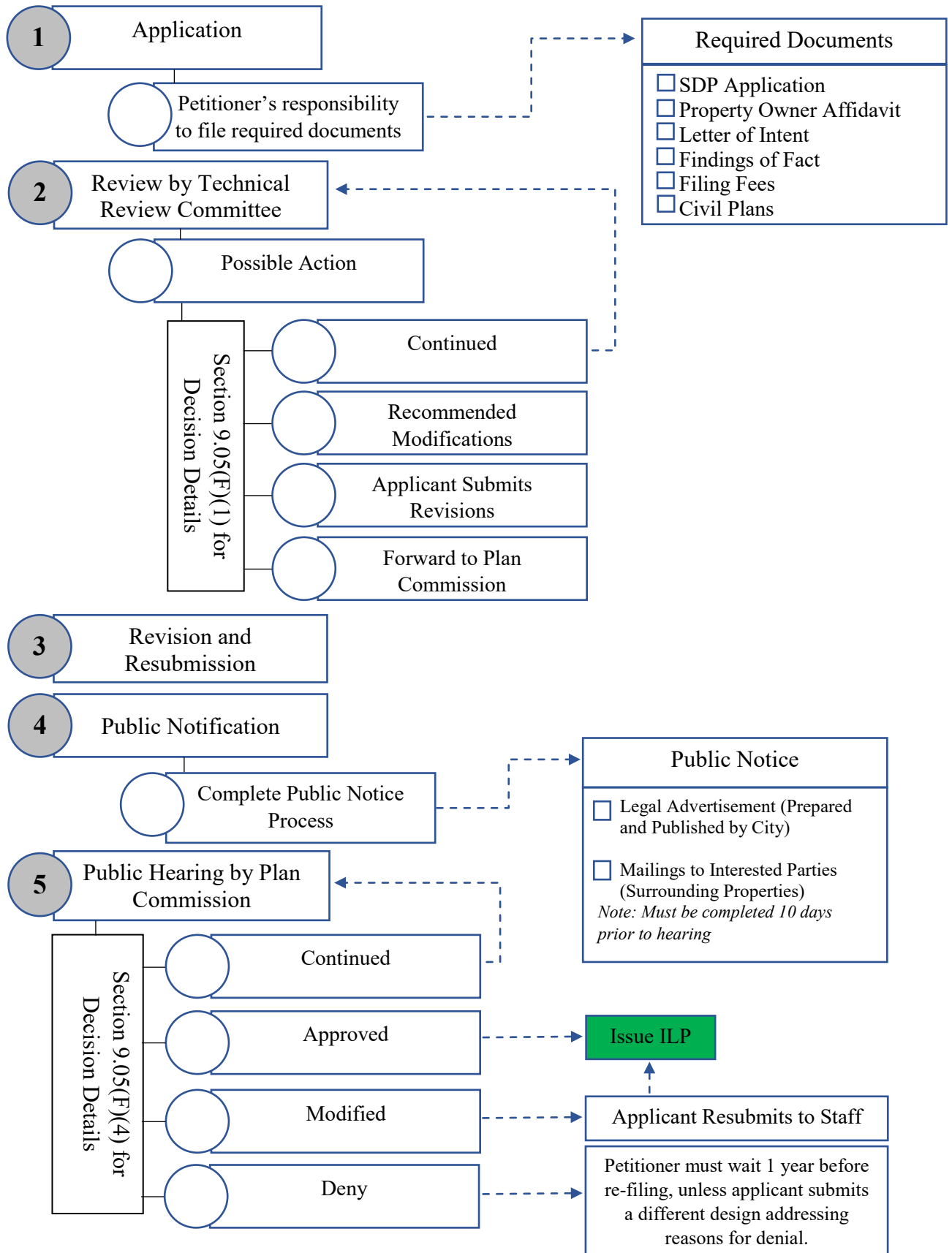
The City of Shelbyville is responsible for placing the Notice of Public Hearing in the local newspaper. The legal advertisement must run at least 10 days prior to the hearing (not including the date of the hearing). The applicant is responsible for:

1. **Notice to Interested Parties:** The applicant is responsible for preparing and distributing written notice of the petition (including the same information found in the Legal Notice) to all property owners within 2 ownerships of the boundaries of the subject property. Names and addresses of those property owners will be provided by the Plan Commission staff. The notices must be sent at least once, at least 10 days prior to the hearing. Notice may be distributed through either a certificate of mailing (requiring USPS Form #665), certified mail, or hand delivery (requiring signatures on form provided by Plan Commission Office).

2. Notification Certification: A copy of the materials provided to each property owner, the completed mailing and/or delivery forms, and a signed and notarized Affidavit of Notice certifying the correctness of the mailing list shall be provided to the Plan Commission Director by the petitioner a minimum of 2 business days prior to the date of the public hearing.

UDO 9.05 Site Development Plan

Process Outline





SITE DEVELOPMENT PLAN APPLICATION

Shelbyville Planning & Building Department
44 West Washington Street
Shelbyville, IN 46176
P: 317.392.5102

For Office Use Only:

Case #: PC _____ - _____

Hearing Date: _____

Fees Paid: \$ _____

Final Decision:

Approved _____ Denied _____

1.

Applicant

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email: _____

Property Owners Information (if different than Applicant)

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email: _____

2.

Applicant's Attorney/Representative

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email: _____

Project Engineer

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email: _____

3. Project Information:

General Location of Property (and address is applicable): _____

Current Zoning: _____ Existing Use of Property: _____

Proposed Zoning: _____ Proposed Use: _____

4. Attachments

- Affidavit and Consent of Property Owner (if applicable)
- Proof of Ownership (copy of deed, recent property card)
- Letter of Intent
- Civil Plans as prescribed in UDO 9.05
- Vicinity Map
- Lighting Plan
- Landscaping Plan
- Drainage Plan and Report
- Dimensioned Site Plan
- Filling Fee

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

Applicant: _____ Date: _____

State of _____)
County of _____) SS:

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

_____/_____
Notary Public Printed

Residing in _____ County. My Commission Expires: _____

AFFIDAVIT & CONSENT OF PROPERTY OWNER
APPLICATION TO THE SHELBYVILLE PLAN COMMISSION

STATE OF _____)
COUNTY OF _____) SS:

I, _____, AFTER BEING DULY SWORN, DEPOSE AND SAY THE
(Name of property owner)
FOLLOWING:

1. That I am the owner of real estate located at _____;
(Address of subject property)
2. That I have read and examined the Application made to the Shelbyville Plan Commission by:
_____.
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the Shelbyville Plan Commission.

Owner's Name (Please Print)

Owner's Signature

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

Notary Public / _____
Printed

Residing in _____ County My Commission expires _____



TECHNICAL REVIEW SUBMITTAL

Shelbyville Planning & Building Department
44 West Washington Street
Shelbyville, IN 46176
P: 317.392.5102

Project Name: _____

Applicant:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Owner:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Project Designer:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Address or Location of Property:

Type of Review

- Major Subdivision Preliminary Plat
- Minor Subdivision Preliminary Plat
- Site Development Plan
- Planned Unit Development Conceptual Plans
- Planned Unit Development Detail Plans
- Construction Plans
- Others _____

Contact of Representative for the Project

Name: _____

Address (if not listed above): _____

Phone Number: _____

Email: _____

Preferred Method of Contact: Email or Phone