



City of Richmond
Advisory Plan Commission
Zoning Map Amendment

Case Number:

PC -- _____

Address:

Date Received:

Date of Hearing:

Department of Metropolitan Development
50 North 5th Street
Richmond, IN 47374

For questions, contact:

Sarah Mitchell, City Planner
smitchell@richmondindiana.gov
(765) 983-7217

Application Requirements

1. *Pre-Application Meeting*: Prior to submitting an Application for Rezoning, the applicant shall meet with the Zoning Administrator to review the current zoning district, the proposed zoning district, adjacent zoning districts and land uses, applicable ordinance provisions, the application packet, and the procedure involved
2. A complete application must be filed and fees paid a minimum of 28 days prior to the public meeting at which it is first to be considered by the Advisory Plan Commission.
3. Submittals require the names and addresses of all known interested parties. Currently interested parties are defined as any adjacent property regardless if a road, river, railroad, or other physical barrier exists. This information may be obtained from the Wayne County Auditor's Office.
4. After the submittal has been deemed complete, the Zoning Administrator shall notify all interested parties of the public hearing by regular US mail a minimum of ten (10) days before the public hearing.
5. The City of Richmond staff shall also place a sign on the subject parcel notifying the public of a scheduled hearing.

Site Plan Requirements

Applicable plans, drawings, and descriptions of the use and proposed site shall accompany the application. The supporting information shall accurately and completely describe the proposed project and need for the requested zoning amendment, including but not limited to:

1. All existing and proposed structure(s)
2. Elevation of proposed construction, indicating the height of all structure(s)
3. Entire lot dimensions
4. Adjacent street(s)
5. Distances from structure(s) to property lines
6. Distance between structure(s)
7. Labelled property lines
8. Labelled recorded easements
9. All existing and proposed landscaped areas

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. It is the responsibility of the applicant to ensure the application is complete at time of submittal. Staff will not be available to provide missing information.

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Site Information

Site Address: _____

Parcel Number: _____

Subdivision Name (*if applicable*): _____

Overlay District (*if applicable*): _____

Proposed Use: _____

Existing Zoning: _____ Total Acres: _____

Proposed Zoning: _____ Total Acres: _____

Property Owner Information

Name: _____

Address: _____

City: _____ Zip: _____

CONTACT INFORMATION

Home: _____ Work: _____ Mobile: _____

Email: _____

Agent Information

Name: _____

Address: _____

City: _____ Zip: _____

CONTACT INFORMATION

Home: _____ Work: _____ Mobile: _____

Email: _____

Zoning Map Amendment

Details of Zoning Amendment Request
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Describe the Zoning Amendment requested.

Describe the reasons for this request.

The **Richmond Plan Commission** shall assess this application based upon its adherence to **Findings of Fact** (*per UDO 9.18E*):

- i. The City of Richmond Comprehensive Plan.
- ii. Current conditions and the character of current structures and uses in each district.
- iii. The most desirable use for which the land in each district is adapted.
- iv. The conservation of property values throughout the jurisdiction.
- v. Responsible development and growth.

The Plan Commission shall certify the amendment to the Official Zoning Map and forward the application to the Common Council with a favorable recommendation, an unfavorable recommendation, or no recommendation. The Plan Commission may also recommend commitments concerning the use and/or development of the land in connection with the Application for Rezoning. The Common Council makes the final determination regarding an Application for Rezoning and any recommended commitments by ordinance.

Applicant Certification

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge. I understand that any misrepresentation of submitted data may invalidate any approval of this document.

I further understand that this completed application must be filed and fees paid at least twenty-eight (28) days prior to the next scheduled Advisory Plan Commission meeting.

APPLICANT SIGNATURE: _____ **DATE:** _____

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Owner Certification

This is to certify that the undersigned is/are the owner(s) of the real estate described in said application, and hereby acknowledge(s) and agree(s) _____ is duly authorized to present said application before the City of Richmond, IN Advisory Plan Commission and Richmond Common Council.

I swear or affirm under penalties for perjury that the above representations are true and correct.

Signature

Printed Name

Signature

Printed Name

STATE OF INDIANA, COUNTY OF _____.

Before me the undersigned, a Notary Public in and for _____ County, in the State of Indiana, personally appeared _____ and acknowledged the execution of the foregoing instrument this _____ day of _____, 20_____.

Notary Public

My commission expires _____



Date Received:

Case Number:

Date of Hearing:

Time of Hearing:
7:00pm

Location of Hearing:
City of Richmond
Council Chambers

3rd Floor, Municipal Building
50 North 5th Street
Richmond, IN 47374

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MEETING REMINDER

The applicant or certified agent must be present at the Advisory Plan Commission hearing to explain the proposed rezoning and address and discuss comments and concerns posed by the Advisory Plan Commission.

Failure to appear may result in the dismissal of the Application for a Rezoning.

The presenter should be capable of defending the rezoning request based upon the following Findings of Fact:

- i. The City of Richmond Comprehensive Plan.
- ii. Current conditions and the character of current structures and uses in each district.
- iii. The most desirable use for which the land in each district is adapted.
- iv. The conservation of property values throughout the jurisdiction.
- v. Responsible development and growth.

The Plan Commission shall certify the amendment to the Official Zoning Map and forward the application to the Common Council with a favorable recommendation, an unfavorable recommendation, or no recommendation. The Plan Commission may also recommend commitments concerning the use and/or development of the land in connection with the Application for Rezoning.

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