



Plan Commission
PUD Conceptual Plan Application
 City Hall, 1 North Locust Street, Greencastle, IN 46135

1. Applicant/Property Owner

Applicant:

Name: _____
 Address: _____

 Phone Number: _____
 Fax Number: _____

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 Development: _____
 Area in Acres: _____
 Current Use: _____

Current Zoning: _____
 Proposed Zoning: _____
 Proposed Use: _____
 Proposed Miles of New Streets _____
 Proposed Number of Lots: _____

4. Attachments:

- Affidavit & Consent of Property Owner (if applicable)
- Authorization from Owner(s) (if applicant is not owner)
- Conceptual Development Plan
- Vicinity Map
- Common Holdings Map
- Sewerage Verification
- 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 Putnam) SS:

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

_____/_____
 Notary Public - Signed Printed

Residing in _____ County My Commission expires _____

Office Use Only

Application #: _____ Date Received: _____ Fee: _____ Approved Y N Date of Approval: _____

AFFIDAVIT & CONSENT OF PROPERTY OWNER
Application to the Greencastle Plan Commission

STATE OF INDIANA)
COUNTY OF PUTNAM) 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 affected property)
2. That I have read and examined the Application made to the Greencastle Plan Commission by:
_____ Case #: _____;
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the Greencastle Plan Commission.

Owner's Name (Please Print)

Owner's Signature

State of Indiana)
County of Putnam) SS:

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

Notary Public

Printed

Residing in _____ County My Commission expires _____

**PLANNED UNIT DEVELOPMENT
CONCEPTUAL PLAN APPLICATION CHECKLIST
Greencastle Plan Commission**

Applicant: _____ Case #: _____ Date: _____

Project: _____

All Conceptual Development Plans prepared for Planned Unit Development approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Greencastle. The Plan Commission has the sole discretion to waive or relax any of the requirements listed below for a Planned Unit Development as circumstances dictate.

General

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.

Conceptual Development Plans for Planned Unit Development Approval

The following shall be included on the Conceptual Development Plan submission:

- _____ Name, address, and telephone number of the applicant,
- _____ Name, address and telephone number of any land surveyors, engineers, or other professionals responsible for the Conceptual Development Plan design,
- _____ Name, address and phone number of the primary contact individual for the application (it shall be indicated if the primary contact person is the applicant or contracted design professional),
- _____ The legal description of the subject property and common address of the site,
- _____ Legend and notes, including a graphic scale, north point, and date,
- _____ The existing and proposed layout of streets, sidewalks and trails, open space, and other basic elements of the plan,
- _____ All existing and proposed easements and their purpose,
- _____ Existing and proposed easements and their purpose,
- _____ Location of known natural streams, regulated drains, 100-year floodplains, floodways, water courses, marshes, wooded areas, isolated preserved trees, wetlands, historic features, existing structures, dry wells, utility lines, fire hydrants and any other significant feature(s) that may influence the design of the development,
- _____ General description of the location and types of structures on the site, including the distances between the structures and their setbacks,
- _____ Proposals and plans for handling traffic, parking, sewage disposal, tree preservation and removal, lighting, signage, landscaping, and other pertinent development features,
- _____ A general statement of the covenants and written commitments to be made a part of the Detailed Development Plan as well as the order and estimated time of development,
- _____ A statement of the proposed order of development for the major elements of the project, including phasing, if applicable, and the order and content of each phase,
- _____ The land use categories within the development, including proposed densities of residential uses,
- _____ A topographic survey of the area with contour lines a maximum of 2 feet apart, or otherwise meeting the requirement of the City Engineer, and
- _____ A utilities plan, including storm sewer, sanitary sewer, water, and general drainage.



Plan Commission PUD Detailed Plan Application

City Hall, 1 North Locust Street, Greencastle, IN 46135

1. Applicant/Property Owner

Applicant:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

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 Development: _____
Area in Acres: _____
Current Use: _____

Current Zoning: _____
Proposed Zoning: _____
Proposed Use: _____
Proposed Miles of New Streets _____
Proposed Number of Lots: _____

4. Attachments:

- Affidavit & Consent of Property Owner (if applicable)
- Authorization from Owner(s) (if applicant is not owner)
- Detailed Development Plan
- Vicinity Map
- Common Holdings Map
- Sewerage Verification
- Preliminary Plat (if applicable)
- 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 Putnam) SS:

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

Notary Public - Signed / Printed

Residing in _____ County My Commission expires _____

Office Use Only

Application #: _____ Date Received: _____ Fee: _____ Approved Yes No
Concept Plan Application #: _____ Concept Plan Date of Approval: _____

**PLANNED UNIT DEVELOPMENT
DETAILED PLAN APPLICATION CHECKLIST
Greencastle Plan Commission**

Applicant: _____ Case #: _____ Date: _____

Project: _____

All Detailed Development Plans prepared for Planned Development approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Greencastle. The Plan Commission and the City Council have discretion to waive or relax any of the requirements listed above for a Planned Development as circumstances dictate.

General

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.

Detailed Development Plans for Planned Unit Development Approval

The following shall be included on the Detailed Development Plan submission:

- _____ All documents included in the Conceptual Development Plan, as updated, finalized, and/or amended,
- _____ Proposed covenants and development standards which will serve as the zoning requirements and development standards for the property once rezoned,
- _____ Index identifying all documents included in the Detailed Development Plan,
- _____ Cover sheet indicating that it is the Detailed Development Plan and indicating the date and case number,
- _____ Binding of all documents submitted on paper 8-1/2 x 11 inches in dimension, except for the maps, sketches, plans, and conceptual layout(s) which must be folded to 8-1/2 x 11 inches, and
- _____ Any other information requested in writing by the Planning Director, members of the Plan Commission, or Zoning Administrator deemed important to the development of the Planned Development.

**AFFIDAVIT OF NOTICE TO INTERESTED PARTIES
Public Hearing of the Greencastle Plan Commission**

STATE OF INDIANA)
COUNTY OF PUTNAM) SS:

I, _____, DO HEREBY CERTIFY THAT NOTICE TO INTERESTED
(Name of person mailing letters)
PARTIES OF THE PUBLIC HEARING BY THE GREENCASTLE PLAN COMMISSION, to consider the application

of: _____: Case #: _____
(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 Putnam County Plat 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 Putnam) SS:

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

Notary Public / Printed

Residing in _____ County My Commission expires _____

NOTICE OF PUBLIC HEARING
Notice by the Greencastle Plan Commission

Notice is hereby given that the Greencastle Plan Commission will hold a Public Hearing on _____
(Date of hearing)
at _____ at Greencastle City Hall located at 1 North Locust Street, Greencastle, Indiana, to consider
(Time)
a petition by _____ case number _____, to allow the following:
(Name of applicant) (Case number)

(Brief description of request)

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

(INSERT LEGAL DESCRIPTION OF PROPERTY)

A copy of this Petition, and all information pertaining thereto are on file and available for examination prior to the Public Hearing at the offices of the Greencastle Plan Commission located in City Hall at 1 North Locust Street, Greencastle, IN 46135.

Written comments in support of or in opposition of the Petition may be filed with or mailed to the City Planner 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 supporters or objectors will be heard at this meeting. Hearings may be continued from time to time as may be necessary.

Applicant's Name