



**Plan Commission**  
**Site Development Plan Application**

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

<i>For Office Use Only</i>	
Case #:	_____
Review Date:	_____
Fees:	_____
Plan Comm. Review	_____
	Y N
Approved	Denied

**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: \_\_\_\_\_  
 \_\_\_\_\_  
 Name of Subdivision: \_\_\_\_\_  
 Name of Proposed Development: \_\_\_\_\_

Current Zoning: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_  
 Area in Acres: \_\_\_\_\_  
 Proposed Number of Principal Structures: \_\_\_\_\_

**4. Attachments:**

- Summary Statement
- Statement of Re-use Options
- Folded copies of the Site Plan
- Folded copies of the Building Elevations
- Folded copies of the Lighting Plan
- Folded copies of the Tree Preservation Plan (if necessary)
- Proof of ownership (Warranty Deed)
- List of Interested Parties (if necessary)
- Completed Notice of Public Hearing Sheet (if necessary)
- Folded copies of the Sign Plan (if appropriate)
- Folded copies of the Landscape Plan

**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 \_\_\_\_\_

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 \_\_\_\_\_

**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 \_\_\_\_\_

**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 objectors will be heard at this meeting. Hearings may be continued from time to time as may be necessary.

\_\_\_\_\_  
Applicant's Name

SITE DEVELOPMENT PLAN APPLICATION CHECKLIST  
Greencastle Plan Commission

Applicant: \_\_\_\_\_ Case #: \_\_\_\_\_ Date: \_\_\_\_\_

Project: \_\_\_\_\_

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

**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 legible reproduction or recording. All drawings shall be provided in hard copy and electronic format in a manner specified by the City Engineer.

**Descriptive Materials**

\_\_\_\_\_ A summary statement of the characteristics and operations of the development, including population densities, water and sewer usage (equivalent dwelling units), presence of any adult uses, and number of potential employees. The statement shall include any written commitments being made regarding the Site Development Plan.

\_\_\_\_\_ If the Site Development Plan involves a previously undeveloped location, a statement of re-use options describing the reasons why available redevelopment and infill development sites are not appropriate for the development.

\_\_\_\_\_ A general description of the site and its ownership, including the name, address and telephone number of the applicant, any land surveyors, engineers or other professionals responsible for the Site Development Plan, and the primary contact person. Also to include a legal description of the property, common address of the site, and the proposed name of the development.

**Vicinity Map Data**

A vicinity map clearly showing and clearly identifying the subject property and showing all land within 500 feet of the subject property. The location map should identify the current zoning and use of all property within 500 feet of the subject property.

\_\_\_\_\_ Show all property contiguous to the subject property that is owned and/or otherwise controlled by the owner or developer of the subject property.

\_\_\_\_\_ A conceptual drawing describing the future development of all contiguous holdings described above (if requested by the City Planner, City Engineer, Technical Review Committee, or Plan Commission)

**Property Survey Data**

A property survey bearing the seal of a registered land surveyor and drawn to a scale of not more than 1" = 100', showing the following existing features for the subject property and all property within 200 feet:

\_\_\_\_\_ The boundary line and dimensions of the subject property

\_\_\_\_\_ All structures (noting any structures listed in the *Indiana Historic Sites & Structures Inventory – Putnam County Interim Survey*)

\_\_\_\_\_ Topography interpolated from USGS sources

\_\_\_\_\_ Significant wooded areas and other isolated trees

\_\_\_\_\_ 100-year floodplain and 100-year floodway boundaries

\_\_\_\_\_ Public and private streets (including street names), rights-of-way, easements and road classifications

\_\_\_\_\_ Building setback and any build-to lines

**SITE DEVELOPMENT PLAN APPLICATION CHECKLIST**  
**Greencastle Plan Commission**

- \_\_\_\_\_ All known drainage areas, tiles, pipes and structures
- \_\_\_\_\_ Utility services (including fire hydrants)
- \_\_\_\_\_ Any known underground tanks
- \_\_\_\_\_ Street accesses
- \_\_\_\_\_ Any other paved or otherwise improved areas

**Site Plan Data**

A site plan, drawn to a scale of not more than 1" = 100', and bearing the seal of a professional engineer or surveyor, clearly showing all proposed aspects of the property and all features relevant to the Site Development Plan, including:

- \_\_\_\_\_ Setbacks and buffer yards
- \_\_\_\_\_ Topography (including elevation contour lines at 2 foot intervals or otherwise meeting the requirements of the City Engineer)
- \_\_\_\_\_ Structures (including buildings, fences and walls)
- \_\_\_\_\_ All structure heights, dimensions and floor areas
- \_\_\_\_\_ Areas of outdoor storage
- \_\_\_\_\_ Permanent dumpsters and trash areas
- \_\_\_\_\_ Locations, dimensions and design features (including all curb radii, tapers and parking space dimensions) of road accesses, interior drives, parking spaces and ramps for the disabled, parking lots, loading docks or areas, sight visibility triangles, and interior sidewalks (all public road access shall be subject to any additional requirements of the City Engineer)
- \_\_\_\_\_ Open spaces and specific landscaped areas
- \_\_\_\_\_ Locations and capacities of public and private utilities (all septic systems shall be subject to the approval of the Putnam County Health Department, all public sewer connections shall be subject to the approval of the City Engineer)
- \_\_\_\_\_ Sewer cleanout locations and elevations and top of casting elevations
- \_\_\_\_\_ Sanitary sewer invert elevations
- \_\_\_\_\_ The location, width and purpose of all easements
- \_\_\_\_\_ The use of each structure and the amount of parking allocated for those uses (consistent with the requirements of the Zoning Ordinance)
- \_\_\_\_\_ Public improvements including sidewalks, pathways, street trees and right-of-way dedications
- \_\_\_\_\_ Locations for temporary uses, such as seasonal sales areas
- \_\_\_\_\_ Water meter locations
- \_\_\_\_\_ Existing and proposed public and internal sidewalks and other pedestrian ways

**SITE DEVELOPMENT PLAN APPLICATION CHECKLIST**  
**Greencastle Plan Commission**

**Landscaping Plan Data**

A landscaping plan drawn to a scale of not more than 1" = 100', and showing the following:

- Proposed landscaping, buffer yards and street trees
- Topography (including elevation contour lines at 2 foot intervals or otherwise meeting the requirements of the City Engineer)
- 100-year floodplain and 100-year floodway boundaries
- The size and spacing of the plantings at the time of installation and the species proposed to be used to meet the requirements of the Zoning Ordinance
- All existing trees and vegetation to be preserved, and the driplines for such trees (where no construction activity shall occur)

**Sign Plan Data**

A sign plan showing the location, height, method of illumination (if any) and dimension of all permanent signs and indications of appropriate locations, heights and sizes of any temporary signs.

**Drainage Plan Data**

A site drainage plan bearing the seal of a professional engineer including all calculations required by the City Engineer. The drainage plan shall include the location of the following:

- All natural streams, regulated drains, and watercourses
- 100-year floodways and 100-year floodplains
- All marshes, wetlands, and wooded areas
- All drainage area features as described in the drainage calculations

**Lighting Plan Data**

A site lighting plan, drawn to a scale of not more than 1" = 100', showing the following:

- The location and type of all exterior lighting fixtures

**Construction Plan Data**

A site construction plan, drawn to a scale of not more than 1" = 100', showing:

- Proposed erosion and sediment control measures and instructions showing how those measures will be maintained throughout the construction process.
- The location of any proposed construction trailer and worker parking
- The location, height, and dimensions of any temporary construction-related signage
- Any temporary site accesses to be used during construction
- Any temporary utilities connections
- The location of any stockpiles of dirt, construction materials, and construction waste dumpsters or storage areas