

**PLAN COMMISSION APPLICATION FOR
PETITION FOR MEETING AND/OR PUBLIC HEARING**

Department Info Below

Logos Permit No.: _____

Application File Date: _____

City of Auburn Plan Commission form prepared by:

Department of Building, Planning and Development

210 S. Cedar St., P.O. Box 506, Auburn, In 46706-0506

Ph: 260-925-6449 Fax: 260-920-3342 email: bpd@ci.auburn.in.us

Public Meeting/Hearing Date: _____

PROJECT INFORMATION

1. Project Name _____

2. Applicant Name _____ Phone _____

Address _____ Fax _____

Email Address _____

3. Owner Name _____ Phone _____

Address _____ Fax _____

Email Address _____

4. Developer Name _____ Phone _____

Address _____ Fax _____

Email Address (*Required*) _____

PROPERTY INFORMATION

5. Property Information: Address _____ Subdivision _____ Lot No. _____

Boundaries description (do not use the legal description) _____

6. - Current Zoning District _____ Lot/Land Area _____ sq. ft. Acres _____

- Proposed Zoning District _____ Lot/Land Area _____ sq. ft. Acres _____

(Zoning District: R-1 / R-2 / R-3 / R-2P / R-3P / C-1 / C-2 / C-2P / I-1 / I-2 / MH / OS)

7. Property location: (Check one) _____ City of Auburn (limits) Jurisdiction _____ Extra-Territorial (ETJ) Jurisdiction

UTILITY INFORMATION

8. Utilities (currently or proposed to serve the property) within the City Limits and/or ETJ area

Electric Location _____

Natural Gas Location _____

Sanitary Sewer Location _____

Water Location _____

APPLICATION REQUEST AND INFORMATION

9. Request: (Check items that apply to request)

- Type of Development: ___ Residential/Single/Multi-Family ___ Commercial ___ Industrial ___ Recreational

___ Annexation (Lot/Land Area) _____ sq. ft. (Acres) _____

___ Zoning/ Rezoning – (Requested Zoning District): _____ (Lot/Land Area) _____ sq. ft. (Acres) _____

___ Subdivision Primary Plat / Subdivision Secondary Plat (Lot/Land Area) _____ sq. ft. (Acres) _____

___ Development Plan (Lot/Land Area) _____ sq. ft. (Acres) _____

___ Parking Lot Plan (Provide parking information: # of employees, shifts and the proposed size of the structure)

___ Other (Misc Permits) _____

APPLICATION REQUEST AND INFORMATION *(Request may be typed/written and attached to this application)*

10. Describe the request in detail and the reason for the request.

(Provide parking info: # of employees, shifts and the proposed size (sq. footage of gross floor area of the structure for calculation verification)

CERTIFICATION: I certify and/or acknowledge that:

1. I am the owner or legal agent for the owner(s) of the property subject to this application; and,
2. The completed application will be presented to the Plan Commission for public hearing/meeting for review and approval; and,
3. The application will be reviewed not less than once by the city’s planning, building, fire and utility departments and the planning review committees prior to the public hearing/meeting; and,
4. The applicant or the applicant’s representative shall be present at the public meeting and/or public hearing; and,
5. The applicant is responsible for payment prior to the hearing of: (1) the cost of providing notice of the hearing to adjacent property owners; and (2) the cost of publication of a legal notice, as specified by city ordinance; and,
6. The information and documents provided in with this application is to the best of my knowledge, true and accurate.

_____/_____/_____
 Signature of Applicant or Owner Printed Name Date

_____/_____/_____
 Signature of Applicant or Owner Printed Name Date

REQUIRED ATTACHMENTS (other attachments/documents/information may be required)

1. Copies of recorded deeds describing each parcel included in this petition. (Acquire a copy from the DeKalb County Recorder’s office)	Attached	Not Attached	Not Required
2. A site plan showing property lines, existing and proposed structures and changes to structures, utility locations, entrance access onto public rights of way and all other details necessary to explain the proposed project as per Development Plan Requirements.	Attached	Not Attached	Not Required
3. Survey of the property showing the property lines and existing improvements with a legal description.	Attached	Not Attached	Not Required
4. Property located in a floodplain: a floodplain certification done by a Registered land surveyor.	Attached	Not Attached	Not Required
5. Property located in or near a County Regulated Drain/Ditch: provide the written approval of the DeKalb County Drainage Board.	Attached	Not Attached	Not Required
6. Affidavits of ownership for all owners of the property included in this application who did not sign the application.	Attached	Not Attached	Not Required
7. Fee: \$_____ (pay by check, cash or money order) (see department fee schedule)	Attached	Not Attached	Not Required

OFFICE USE

Date Received

Received By

Report and Meeting Dates

Application _____

Routing _____

Filing Fee Receipt: _____ \$ _____

Hearing _____

Newspaper Notice _____

Agenda _____

Mail Receipts _____

Staff Report _____

PDF/Cad File: _____

Sent reports to petitioner's _____

Zoning District: R-1 / R-2 / R-3 / R-2P / R-3P / C-1 / C-2 / C-2P / I-1 / I-2 / MH / OS

Zoning Code Sections from the City of Auburn Zoning Code of Ordinances: applicable to request

