

**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](mailto:bpd@ci.auburn.in.us)

Public Meeting/Hearing Date: \_\_\_\_\_

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**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)

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**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. A list of adjoining property owners names and addresses. (Acquire from the DeKalb County Transfer Department/Auditors office)	Attached	Not Attached	Not Required
8. 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

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