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

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

Department Info Below
Logsos Permit No.: __________________________
Application File Date: __________________________
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 ______

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