

# ADVISORY PLAN COMMISSION



61 N. Green Street | Brownsburg, IN 46112  
Phone 317-852-1128 | Fax 317-852-1134  
www.brownsburg.org

## PLAT AMENDMENT APPLICATION

THE PLAT AMENDMENT IS, GENERALLY, AN ADMINISTRATIVE PROCESS, AND MAY BE FILED WITH THE PLANNING & BUILDING DEPARTMENT FOR ANY SUBDIVISION PLAT WHICH HAS NOT RECEIVED SECONDARY PLAT APPROVAL. THE ADMINISTRATOR MAY REQUIRE THE PLAT AMENDMENT TO BE HEARD BY THE ADVISORY PLAN COMMISSION.

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### APPLICATION SUBMITTAL REQUIREMENTS:

#### **THE FOLLOWING INFORMATION, DOCUMENTS AND FEES ARE REQUIRED WHEN FILING AN APPLICATION FOR PLAT AMENDMENT APPROVAL TO BE HEARD BY THE BROWNSBURG ADVISORY PLAN COMMISSION:**

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§ 154.021 SECONDARY PLAT AND PLANS; REVIEW, APPROVAL AND RECORDING.

(A) PREREQUISITES FOR SECONDARY APPROVAL. THE FOLLOWING MUST TAKE PLACE BEFORE THE TOWN MAY GRANT SECONDARY APPROVAL OF A SUBDIVISION PLAT:

- (1) EXPIRATION OF THE THIRTY (30) DAY APPEAL PERIOD PROVIDED FOR IN § 154.020(B)(2).
- (2) OBTAIN FINAL APPROVAL FROM THE COUNTY DRAINAGE BOARD AND ANY AND ALL OTHER LOCAL, STATE AND FEDERAL APPROVALS, IF APPLICABLE.
- (3) SUBMIT PROPOSED SECONDARY PLAT ALONG WITH FINAL DEVELOPMENT AND CONSTRUCTION PLANS FOR REVIEW AND COMMENT BY THE STAFF.
- (4) SUBMIT TO THE ADMINISTRATOR THE PROPOSED DOLLAR AMOUNTS FOR THE PERFORMANCE BONDS FOR THE REQUIRED PUBLIC IMPROVEMENTS.
- (5) SATISFY ANY OTHER CONDITIONS OF PRIMARY APPROVAL AS REQUIRED BY THE PLAN COMMISSION.

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A. PRE-FILING MEETING

1. APPLICANT IS REQUIRED TO ATTEND A PRE-FILING MEETING WITH THE PLANNING DEPARTMENT (CONTACT: [PLANNING@BROWNSBURG.ORG](mailto:PLANNING@BROWNSBURG.ORG))

B. APPLICATION AND REQUIRED SUBMITTALS

1. COMPLETED APPLICATION WITH NOTARIZED SIGNATURES
2. APPLICATION FEE (NON-REFUNDABLE FEE MUST BE PAID WHEN APPLICATION IS FILED)
  - a. PLAT AMENDMENT FEE \$200.00
3. AFFIDAVIT AND CONSENT OF PROPERTY OWNER
4. SUBMIT PLANS: TWO (2) SETS OF THE RE-PLAT ON 18" X 24"; AND ONE (1) DIGITAL COPY OF ALL PLANS AND DOCUMENTS SUPPLIED IN PDF FORMAT.
5. AREA MAP AND LEGAL DESCRIPTION OF SUBJECT PROPERTY

C. FINAL APPROVALS

1. PROVIDE UTILITIES LETTER OF INTENT TO SERVE
2. FINAL APPROVAL FROM HENDRICKS COUNTY DRAINAGE BOARD (IF PROJECT IS WITHIN A WATERSHED OF A LEGAL DRAIN).
3. FINAL APPROVAL FROM THE INDIANA DEPARTMENT OF TRANSPORTATION- INDOT (IF THE PROJECT PROPOSES AN IMPACT ON A THOROUGHFARE UNDER THEIR JURISDICTION).

# ADVISORY PLAN COMMISSION

## PLAT AMENDMENT APPLICATION

### CONTACTS

#### **INDIANA DEPARTMENT OF TRANSPORTATION**

LETHA COFFING  
INDOT, CRAWFORDSVILLE DISTRICT  
41 W. 300 N.  
P.O. Box 667  
CRAWFORDSVILLE, IN 47933  
765.361.5252

#### **HENDRICKS COUNTY DRAINAGE BOARD**

THE SURVEYOR'S OFFICE  
355 S. WASHINGTON STREET #214  
DANVILLE, IN 46122  
317.745.9237

#### **WESSLER ENGINEERING (STORMWATER/EROSION CONTROL AND POST CONSTRUCTION)**

6219 SOUTH EAST STREET STE. A  
INDIANAPOLIS, IN 46227  
317.788.4551

#### **VS ENGINEERING (TRAFFIC IMPACT STUDIES)**

4275 NORTH HIGH SCHOOL ROAD  
INDIANAPOLIS, IN 46254  
317.293.3542

#### **WATER UTILITY**

##### **TOWN OF BROWNSBURG WATER DEPARTMENT**

61 NORTH GREEN STREET  
BROWNSBURG, IN 46112  
317.852.1138

##### **CITIZENS ENERGY GROUP**

2020 NORTH MERIDIAN STREET  
INDIANAPOLIS, IN 46202  
317.852.1138

#### **SEWER UTILITY**

##### **TOWN OF BROWNSBURG WASTEWATER DEPARTMENT**

61 NORTH GREEN STREET  
BROWNSBURG, IN 46112  
317.852.1114

##### **WEST CENTRAL CONSERVANCY DISTRICT**

243 SOUTH COUNTY ROAD 625 EAST  
AVON, IN 46123  
317.272.2980

##### **AQUA INDIANA (HENDRICKS REGIONAL SEWER DISTRICT)**

317.745.4928

#### **STORMWATER**

##### **TOWN OF BROWNSBURG STORMWATER DEPARTMENT**

61 NORTH GREEN STREET  
BROWNSBURG, IN 46112  
317.852.1128

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## PLAT AMENDMENT APPLICATION



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## APPLICATION

DOCKET #:	DATE RECEIVED:
_____	_____
APPLICATION FEE:	RECEIPT #:
_____	_____
PROJECT NAME:	
_____	

### COMPLETE THE FOLLOWING

1.	<b><u>APPLICANT INFORMATION</u></b>	APPLICANT NAME:	PHONE:
	MAILING ADDRESS:	CITY:	STATE:      ZIP:
	EMAIL ADDRESS:		
	APPLICANT IS <i>(CHECK ONE)</i>	<input type="checkbox"/> SOLE OWNER	<input type="checkbox"/> JOINT OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> AGENT <input type="checkbox"/> OTHER (SPECIFY)
2.	<b><u>PROJECT CONTACT</u></b>	CONTACT NAME:	
	MAILING ADDRESS:	CITY:	STATE:      ZIP:
	PHONE:	FAX:	EMAIL ADDRESS:
3.	<b><u>OWNER INFORMATION</u></b>	OWNER'S NAME:	PHONE:
	MAILING ADDRESS:	CITY:	STATE:      ZIP:
	EMAIL ADDRESS:		
4.	<b><u>AGENT INFORMATION</u></b>	COMPANY NAME:	CONTACT NAME:
	AGENT ADDRESS:	CITY:	STATE:      ZIP:
	PHONE:	FAX:	EMAIL ADDRESS:
5.	<b><u>PROPERTY LOCATION</u></b>	ADDRESS:	

# ADVISORY PLAN COMMISSION

## PLAT AMENDMENT APPLICATION

6.	LEGAL DESCRIPTION:	(SEE ATTACHED DESCRIPTION & MAP)			
7.	PARCEL NUMBER(S): <small>(THE COMPLETE PARCEL NUMBER FOR EACH PARCEL IS REQUIRED)</small>				
8.	SUBDIVISION NAME:				
9.	DESCRIBE THE PROPOSED PROJECT:				
10.	PRESENT ZONING:		NUMBER OF LOTS:		
11.	ACREAGE:	CIVIL TOWNSHIP:	SECTION #:	TOWNSHIP #:	RANGE #:
12.	OPEN SPACE (%):		OPEN SPACE (AC):		
13.	SURROUNDING PROPERTIES:	NORTH	SOUTH	EAST	WEST
	ZONING:				
	USE:				
14.	<b><u>IDENTIFY THE UTILITIES TO SERVE THIS DEVELOPMENT</u></b>				
	WATER:	SEWER:	ELECTRICITY:	NATURAL GAS:	
15.	WHAT GOALS/OBJECTIVES/IMPLEMENTATIONS STEPS OF THE COMPREHENSIVE PLAN WILL THIS HELP THE TOWN OF BROWNSBURG ACHIEVE?				

# ADVISORY PLAN COMMISSION

## PLAT AMENDMENT APPLICATION

16. **APPLICATION NOTARIZATION**

THE ABOVE INFORMATION AND ATTACHED EXHIBITS, TO MY KNOWLEDGE AND BELIEF, ARE TRUE AND CORRECT, AND IN COMPLIANCE WITH THE SUBDIVISION CONTROL & ZONING ORDINANCE OF THE TOWN OF BROWNSBURG, IN.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

STATE OF \_\_\_\_\_ )  
  )SS:  
COUNTY OF \_\_\_\_\_)

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED \_\_\_\_\_, WHO ACKNOWLEDGED THE EXECUTION OF THE ABOVE AND FOREGOING INSTRUMENT TO ITS VOLUNTARY ACT AND DEED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
COMMISSION EXPIRATION DATE

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
COUNTY OF RESIDENCE

\_\_\_\_\_  
PRINTED NAME

# ADVISORY PLAN COMMISSION

## AFFDAVIT & CONSENT

### PLAT AMENDMENT APPLICATION

### OF PROPERTY OWNER

THAT I/WE \_\_\_\_\_  
AFTER BEING FIRST DULY SWORN, DEPOSE AND SAY:

THAT I AM/WE ARE THE OWNER(S) OF THE REAL ESTATE LOCATED AT \_\_\_\_\_ (LEGAL AND/OR COMMON ADDRESS)  
\_\_\_\_\_  
\_\_\_\_\_

PARCEL NUMBER(S): \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

- THAT I/WE HAVE READ AND EXAMINED THE APPLICATION FOR PLAT AMENDMENT APPROVAL, AND AM/ARE FAMILIAR WITH ITS CONTENTS.
- THAT I/WE HAVE NO OBJECTION TO, AND CONSENT TO SUCH REQUEST AS SET FORTH IN THE APPLICATION.
- THAT SUCH REQUEST BEING MADE BY THE APPLICANT  IS ( IS NOT) A CONDITION TO THE SALE OR LEASE OF THE ABOVE-REFERENCED PROPERTY.

\_\_\_\_\_  
SIGNATURE OF AFFIANT(S) DATE

\_\_\_\_\_  
PRINT NAME DATE

\_\_\_\_\_  
SIGNATURE OF AFFIANT(S) DATE

\_\_\_\_\_  
PRINT NAME DATE

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )SS:

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED \_\_\_\_\_, WHO ACKNOWLEDGED THE EXECUTION OF THE ABOVE AND FOREGOING INSTRUMENT TO ITS VOLUNTARY ACT AND DEED ON THE \_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
COMMISSION EXPIRATION DATE

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
COUNTY OF RESIDENCE

\_\_\_\_\_  
PRINTED NAME

# ADVISORY PLAN COMMISSION

## SUBDIVISION WAIVER REQUEST

### PLAT AMENDMENT APPLICATION

THIS REQUEST IS SUBMITTED WITH, AND MADE PART OF THE FOLLOWING APPLICATION:

PROJECT NAME: \_\_\_\_\_

DOCKET NO.: \_\_\_\_\_

AS APPLICANT FOR THE ABOVE REFERENCED PROJECT, I RESPECTFULLY REQUEST CONSIDERATION OF THE PLAN COMMISSION TO WAIVE THE REQUIREMENTS OF § \_\_\_\_\_ OF THE BROWNSBURG SUBDIVISION CONTROL ORDINANCE OF THE TOWN OF BROWNSBURG, INDIANA.

I SUBMIT THAT THIS REQUEST MEETS THE MINIMUM REQUIREMENTS OF § 154.014 "WAIVERS." OF THE BROWNSBURG SUBDIVISION CONTROL ORDINANCE AS SETFORTH BELOW:

- (1) *THE GRANTING OF THE WAIVER WILL NOT BE DETRIMENTAL TO THE PUBLIC SAFETY, HEALTH, OR WELFARE OR INJURIOUS TO OTHER NEARBY PROPERTY.*
- (2) *THE CONDITIONS UPON WHICH THE REQUEST FOR A WAIVER IS BASED ARE UNIQUE TO THE PROPERTY FOR WHICH THE WAIVER IS SOUGHT AND ARE NOT APPLICABLE GENERALLY TO OTHER PROPERTY.*
- (3) *BECAUSE OF THE PARTICULAR PHYSICAL SURROUNDINGS, SHAPE OR TOPOGRAPHICAL CONDITIONS OF THE SPECIFIC PROPERTY INVOLVED, A PARTICULAR HARDSHIP OR PRACTICAL DIFFICULTY TO THE OWNER WOULD RESULT, AS DISTINGUISHED FROM A MERE INCONVENIENCE, IF THE STRICT LETTER OF THESE REGULATIONS IS CARRIED OUT.*
- (4) *THE WAIVER WILL NOT IN ANY MANNER CONTRAVENE THE PROVISIONS OF THE ZONING ORDINANCE, COMPREHENSIVE PLAN, OR OFFICIAL MAP AS INTERPRETED BY THE COMMISSION AND THE ADMINISTRATOR.*

TO WIT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTACH ADDITIONAL PAGES IF REQUIRED.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

PLAN COMMISSION DECISION:

THE SUBDIVISION WAIVER REQUEST IS HEREBY **APPROVED** BY THE BROWNSBURG ADVISORY PLAN COMMISSION, SUBJECT TO AND CONDITIONED UPON THE FOLLOWING:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

\_\_\_\_\_  
PLAN COMMISSION PRESIDENT

\_\_\_\_\_  
ADMINISTRATOR