

TOWN OF EDINBURGH PLAN COMMISSION

**APPLICATION PACKET
PETITION FOR PLATTING, ANNEXATION & REZONING**

Filing Procedure & Petitioner Checklist

All applications must be reviewed in a meeting with the Building Commissioner prior to the filing of the petition.

1. Step 1: Application

- a. The Application, Affidavit and Consent of Property Owner (if the applicant is not the property owner), recorded deed, filing fee, and any exhibits must be provided to the Building Commissioner prior to the appropriate filing deadline (calendar enclosed).

- b. The applicable filing fees are as follows:

Petitions to the Plan Commission

- i. REZONING\$500 + \$25/acre
- ii. TYPE ‘A’ EXEMPT/MINOR ROADSIDE SUBDIVISION.....\$100
- iii. PRELIMINARY PLAT FOR MINOR SUBDIVISION..... \$300
- iv. PRELIMINARY PLAT FOR MAJOR SUBDIVISION\$400 + \$15/lot
- v. FINAL PLAT FOR MAJOR SUBDIVISION (per section).....\$400 + \$15/lot
- vi. RE-SUBDIVISION MINOR SUBDIVISION..... \$200
- vii. RE-SUBDIVISION MAJOR SUBDIVISION.\$300
- viii. VACATION OF PLAT.....\$100
- ix. WAIVER REQUEST.....\$150/request
- x. HIGHWAY CORRIDOR OVERLAY DISTRICT\$250

PLANNED UNIT DEVELOPMENT / S.T.D. PROCESS:

- xi. PHASE I (SKETCH PLAN).....\$100
- xii. PHASE II (PRELIMINARY MASTER PLAN & REZONING).....\$500 + \$25/acre
- xiii. PHASE III (FINAL MASTER PLAN).....\$300 + \$15/lot
- xiv. PHASE IV.....(Preliminary and Final approval per Section as outlined above)
- xv. PUD AMENDMENT\$500 + \$10/acre

- c. All documents must be completed in their entirety either in ink or typed.
- d. The Application and Consent of Property Owner must be notarized – a notary is available in the Town Hall.
- e. Three (3) paper copies and one electronic copy (either in .dwg or .pdf format) of each exhibit must be provided on CD at the time the application is filed.
 - i. Note: Applicant is responsible for providing necessary documents to the Utility Companies.
- f. The Building Commissioner will forward agendas to the Technical Review Committee.



2. Step 2: Technical Review by Building Commissioner

- a. The petition will be reviewed by the Town of Edinburgh’s Building Commissioner prior to the Plan Commission hearing.
- b. Some comments made by the Building Commissioner may be addressed at a meeting with the Building Commissioner. Others will require additional exhibits or changes to submittals prior to the Plan Commission hearing.
- c. Following the review of the Building Commissioner, fifteen (15) copies of revised drawings must be provided to the Planning Department based on the enclosed calendar.

3. **Step 3: Notification**

- a. A legal notice must appear in the Johnson County Daily Journal and The Republic, newspapers for all cases. An additional legal notice must appear in the Shelbyville News newspaper if the subject property is located in Shelby County. All papers require advance notice on items to be placed in the public notice section. The notice must include the time, date, place, case number, and reason for the petition along with the legal description of the property (sample enclosed). The notice must appear once, a minimum of ten (10) days prior to the meeting date.
- b. The owners of (a) all the of the adjoining parcels within 500 feet of the perimeter of the subject property or (b) two property owners, whichever is a lesser distance, must be notified of the public hearing at least ten (10) days prior to the meeting (county lines, city/town limits, highways, streets, creeks, rivers, or other natural or man-made elements are not boundaries for notification). The names and addresses of those adjoining property owners must be obtained from the Johnson County Mapping Department (Johnson County Courthouse Annex West, 86 West Court Street, Franklin, Indiana 46131) for Johnson County Residence; Bartholomew County Auditor's Office (440 Third Street, Suite 102, Columbus, Indiana 47201) for Bartholomew County residence; and Shelby County Auditor's Office (25 West Polk Street, Shelbyville, Indiana 46176) for Shelby County residence.
- c. The notification may take the form of either (a) a Certificate of Mailing to the affected property owners or (b) a hand carried notice. Notification must include the time, date, place, case number, and reason for the petition along with the legal description of the property (sample enclosed).
- d. The two-page flyer enclosed in this packet must either be mailed with the notification letters or provided to property owners notified in person. The flyer is intended to be copied double-sided and tri-folded.
- e. The petitioner shall place a sign of public notice on the subject property at least ten (10) days prior to the meeting. The sign must be placed in a visible unobstructed area of the subject property; contain the information provided on the example below; and shall (a) be 24 inches wide and 18 inches high (b) have text in Times New Roman Font 100 point (c) have a background in the color of neon yellow with the font being in black text (d) made out of durable material with a flat surface for ease of readability. The petitioner must allow the sign to remain on



the subject property until the final disposition of the petition. The petitioner can remove the sign the day following the final disposition of the petition.

4. Step 4: Proof of Notification

- a. The following items must be supplied to the Building Commissioner by 4:00p.m. on the Friday before the meeting: (1) completed Affidavit of Notice, (2) receipts from the Certificates of Mailing, (3) a copy of the information sent to adjoining property owners, (4) the Mapping Office list of adjoining property owners, and (5) a copy of the aerial photo used to identify adjoining property owners (supplied by the corresponding county's Mapping Office); *or* (1) completed Hand Carried Affidavit Notice, (2) completed signature sheet, (3) the Mapping Office list of adjoining property owners, (4) a copy of any information distributed and (5) a copy of the aerial photo used to identify adjoining property owners (supplied by the corresponding county's Mapping Office).
- b. A copy of the legal advertisement(s) from the newspaper(s) (Publisher's Affidavit) must also be provided. (The Petitioner will receive a copy from the corresponding newspaper.)

5. Step 5: Public Hearing

- a. Either the petitioner or a representative of the petitioner must be present at the public hearing to present the petition.
- b. All information presented will be kept by the Plan Commission for a period of at least 30 days-they will be returned upon request.
- c. Written confirmation of the Plan Commission's decision will be provided to the petitioner within 20 days of the hearing.



Calendar of Meeting Dates

The Town of Edinburgh Plan Commission meets at 6:00p.m. on the Tuesday following the Third Monday of each month in the Edinburgh Town Hall, 107 South Holland Street, Edinburgh, IN 46124. All petitions must be filed with the Office of the Plan Director/Building Commissioner by no later than 4:00 p.m. on the appropriate date listed on the enclosed calendar. The office hours of the Town of Edinburgh Building Commissioner are from 8 a.m. to 5 p.m., Monday through Friday.



Town of Edinburgh - Plan Commission Meeting Dates

<u>Meeting Date</u>	<u>Application Deadline</u>	<u>Revised Submittal Date</u>	<u>Public Notice Deadline</u>	<u>Proof of Notice Due</u>
January 21, 2025	*December 5, 2024	January 6, 2025	January 11, 2025	January 16, 2025
February 18, 2025	January 9, 2025	February 3, 2025	February 8, 2025	February 13, 2025
March 18, 2025	February 6, 2025	March 3, 2025	March 8, 2025	March 13, 2025
April 15, 2025	March 6, 2025	March 31, 2025	April 5, 2025	April 10, 2025
May 20, 2025	April 10, 2025	May 5, 2025	May 10, 2025	May 15, 2025
June 17, 2025	May 8, 2025	June 2, 2025	June 7, 2025	June 12, 2025
July 15, 2025	June 5, 2025	June 30, 2025	July 5, 2025	July 10, 2025
August 19, 2025	July 10, 2025	August 4, 2025	August 9, 2025	August 14, 2025
September 16, 2025	August 7, 2025	*August 29, 2025	September 6, 2025	September 11, 2025
October 21, 2025	September 11, 2025	October 6, 2025	October 11, 2025	October 16, 2025
November 18, 2025	October 9, 2025	November 3, 2025	November 8, 2025	November 13, 2025
December 16, 2025	November 6, 2025	December 1, 2025	December 6, 2025	December 11, 2025
January 20, 2026	*December 4, 2025	January 5, 2026	January 10, 2026	January 15, 2026
February 17, 2026	January 8, 2026	February 2, 2026	February 7, 2026	February 12, 2026

The Town of Edinburgh Plan Commission meets at 6:00 p.m. in the Edinburgh Town Hall, 107 South Holland Street, Edinburgh, Indiana 46124.

The Town of Edinburgh Building Commissioner is located at the Edinburgh Town Hall, 107 South Holland Street, Edinburgh, Indiana 46124.

All petitions must be filed with the Town of Edinburgh’s Building Commissioner by 4:00 p.m. on the application deadlines specified above.

*Dates moved due to conflict with Holiday.

TOWN OF EDINBURGH – PLAN COMMISSION – PRIMARY PLAT

Reviewed By: _____ Date: _____
Case No.: _____
Receipt No.: _____

Application for Sketch Plan & Primary Plat Review

Applicant's Name: _____ **Phone No.:** _____

Applicant's Address: _____

Agent's Name: _____ **Phone No.:** _____

Agent's Address: _____

Owner's Name: _____ **Phone No.:** _____

Owner's Address: _____

Premises Affected (common address – attach recorded legal description):

Subdivision Name: _____ **Zoning Classification:** _____

Number of Lots: _____ **Area** (in acres): _____ **Miles of New Streets:** _____

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Applicant's Signature

State of _____

SS:

County of _____

Subscribed and sworn to me this _____ day of _____, 20____.

My Commission expires: _____

Notary Public

TOWN OF EDINBURGH – PLAN COMMISSION – PRIMARY PLAT

Certificate of Sufficiency of Plan

To be submitted with Primary Plat

PREMISES AFFECTED-COMMON ADDRESS (ATTACH LEGAL DESCRIPTION)

DATE OF PLAN COMPLETION:

With the Submission of my Professional Seal: I hereby certify that to the best of my knowledge and belief:

1. The drainage plan for this project is in compliance with all of the drainage requirements set forth in the Town of Edinburgh Zoning Ordinances;
2. The calculations, designs, reproducible drawings, masters, and original ideas reproduced in this drainage plan are under my domain and control and they were prepared by me and/or my employees;

Name (Printed)

Signature

Date

Business Address

City/Town

State

Zip

- Surveyor: Indiana Registration No. _____
- Engineer: Indiana Registration No. _____
- Architect: Indiana Registration No. _____

TOWN OF EDINBURGH – PLAN COMMISSION – REZONING

Reviewed By: _____ Date: _____
Case No.: _____
Receipt No.: _____

Application for Rezoning

Applicant's Name: _____ **Phone No.:** _____

Applicant's Address: _____

Agent's Name: _____ **Phone No.:** _____

Agent's Address: _____

Owner's Name: _____ **Phone No.:** _____

Owner's Address: _____

Premises Affected (common address – attach recorded legal description):

Existing Zoning Classification: _____ **Proposed Zoning Classification:** _____

Area (in acres): _____ **Township:** _____ **Section:** _____

Reasons for Rezoning Request: _____

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Applicant's Signature

State of _____

SS:

County of _____

Subscribed and sworn to me this _____ day of _____, 20____.

My Commission expires: _____

Notary Public

TOWN OF EDINBURGH – PLAN COMMISSION – ANNEXATION

Reviewed By: _____ Date: _____
Case No.: _____
Receipt No.: _____

Application for Annexation

Applicant's Name: _____ **Phone No.:** _____

Applicant's Address: _____

Agent's Name: _____ **Phone No.:** _____

Agent's Address: _____

Owner's Name: _____ **Phone No.:** _____

Owner's Address: _____

Premises Affected (common address – attach recorded legal description):

Existing Zoning Classification: _____ **Proposed Zoning Classification:** _____

Area (in acres): _____ **Township:** _____ **Section:** _____

Reasons for Annexation Request: _____

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Applicant's Signature

State of _____

SS:

County of _____

Subscribed and sworn to me this _____ day of _____, 20____.

My Commission expires: _____

Notary Public

TOWN OF EDINBURGH – PLAN COMMISSION

Affidavit & Consent of Property Owner

I (WE) _____

after being duly sworn, depose and say:

1. That I (we) are the owner(s) of real estate located at:

Common Address

City/Town

State

Zip

2. That I (we) have read and examined the Application for platting, annexation and/or rezoning and are familiar with its contents.
3. That I (we) have no objections to, and consent to such request as set forth in the application.
4. That such being made by the applicant is (is not) a condition to the sale or lease of the above referenced property.

Owner's Name (Please Print)

Owner's Signature

State of _____

SS:

County of _____

Subscribed and sworn to me this _____ day of _____, 20_____.

My Commission expires: _____

Notary Public

TOWN OF EDINBURGH – PLAN COMMISSION

Notice of Public Hearing

To be Published in the Newspaper and Sent to Adjoining Property Owners

The Town of Edinburgh Plan Commission will hold a public hearing on the _____ day of _____, 20____, at 6:00p.m. in the Edinburgh Town Hall at 107 South Holland Street, Edinburgh, Indiana 46124, to consider a petition by _____, case number _____, for consideration of a request to allow:

(Insert Detailed Description from the Application)

On premises located at:

(Insert Legal Description and Common Address of the Premises Affected)

Written suggestions or objections to provisions of said request may be filed with the Secretary of the Commission, at or before such meeting and will be heard by the Commission at the time and place specified. Hearings may be continued from time to time as may be necessary.

Interested persons desiring to present their views upon the said request, either in writing or verbally, will be given the opportunity to be heard at the above-mentioned time and place. Copies of the petition may be examined at the Town of Edinburgh Building Commissioner, Edinburgh Town Hall at 107 South Holland Street, Edinburgh, Indiana 46124.

Signature of Applicant

State of _____ SS:

County of _____

Subscribed and sworn to me this _____ day of _____, 20____.

My Commission expires: _____

Notary Public

TOWN OF EDINBURGH – PLAN COMMISSION

Affidavit of Hand Carried Notice of Public Hearing

Applicant’s Name: _____ **Phone No.:** _____

Owner’s Name: _____ **Phone No.:** _____

Premises Affected (common address-attach recorded legal description):

Detailed Statement of Plan Commission action being requested:

As an Affected Property Owner: I have signed this Public Hearing Notice with full knowledge of the following information:

1. A public hearing is to be held by the Town of Edinburgh Plan Commission on the _____ day of _____, 20____, at 6:00 p.m. in the Edinburgh Town Hall at 107 South Holland Street, Edinburgh, Indiana 46124;
2. A legal advertisement will also appear in the Johnson County Daily Journal, The Republic, and/or the Shelbyville News at least ten (10) days prior to the scheduled hearing;
3. All persons who may be affected by this petition will be given the opportunity to be heard at the said public hearing; and
4. My signature on the attached list is not to be construed as either a waiver of my rights to be heard or my consent to the petition, but simply verification that I have been made aware of the petition and received notice of the public hearing.

I hereby Swear and Affirm: under penalties and perjury that I witnessed each of the signatures shown on the attached list and that the said signatures are true and accurate. I have also provided each of these property owners with a copy of the public hearing informational flyer.

Signature of Applicant

State of _____

SS:

County of _____

Subscribed and sworn to me this _____ day of _____, 20_____.

My Commission expires: _____

Notary Public

**REQUEST TO WAIVE REQUIREMENTS OF THE
TOWN OF EDINBURGH ZONING ORDINANCE**

PETITIONER INFORMATION

Case Number: _____

Property Address: _____

Subdivision/Project Name: _____

Petitioner's Name(s): _____

Address: _____ City/Town: _____

State: _____ Zip: _____ Phone: _____ Fax: _____

Article of Zoning Ordinance: _____

Title of the Article: _____

Reasons: _____

Signature of Petitioner

Date

OFFICE USE ONLY

This Request for a waiver of Article _____ of the Town of Edinburgh Zoning Ordinance has been . . .

Approved

Approved w/ conditions

Denied

*...by the Town of Edinburgh Plan Commission on the _____ day of _____,
20 ____.*

Signature of Plan Commission President

Date

TOWN OF EDINBURGH – PLAN COMMISSION

SIGN EXAMPLE:

NOTICE OF PUBLIC HEARING

**TOWN OF EDINBURGH PLAN
COMMISSION**

INSERT CASE NUMBER

FOR INFORMATION PLEASE

CALL:

812-526-3513