

CITY OF AURORA PLAN COMMISSION

Department of Planning & Zoning, Suite 300, 215B West High St., Lawrenceburg, IN 47025
Phone (812)537-8821 Fax (812)532-2029 Website: www.aurora.in.us

Zoning Map Amendment Instructions

◆ ZONING MAP AMENDMENT APPLICATION

All individuals requesting a Zoning Map Amendment must complete an application form which will be used to determine the location of the request, type of request and person(s) who are making the request. It is important that the application is completed accurately, and in its entirety. In addition, the applicant is required to submit a legal description and a copy of the Assessor's Map which clearly illustrates the area that is proposed for the zone change. The applicant is responsible for all the information that is given. The appropriate fee must be paid in full at the time that the application is submitted.

◆ REQUIRED INFORMATION

All Zoning Map Amendment requests must be submitted in their entirety, signed, and supplemented with any additional information found appropriate by the Plan Commission. All applications shall also be accompanied with all necessary fees, as established by the Plan Commission Fee Schedule. Please note that all Zone Map Amendment applications, as well as their accompanying Technical Review Committee applications, must be submitted in full to the Planning & Zoning Office no later than 2:00pm on the appropriate deadline date. *Applications that are received after this time will be moved to a future meeting agenda.*

◆ CONCEPT DEVELOPMENT PLAN

The Plan Commission highly recommends that the applicant submit a Concept Development Plan in addition to a completed application. Although it is not required by the City Zoning Ordinance, such a plan will assist the applicant in explaining their request, in addition to assisting the Plan Commission in understanding the current situation of the subject site. Please use the following list to assist you in creating a Concept Development Plan that contains all of the suggested information.

- General Site Characteristics including ownership; topography with a maximum contour interval of ten (10) feet—two (2) foot intervals preferred; soils maps (and legends); drainage; vegetation; and other physical characteristics;
- Transportation Patterns including public and private roads and internal and external circulation patterns.
- Land Use Characteristics including existing and proposed land use maps, including the location, description and size (acreage) of all proposed land uses—as well as maps and accompanying documentation illustrating the following amenities, where applicable: open spaces, neighborhood and / or community amenities, impervious surfaces including streets, parking areas, structures and buildings (general description of size area, intensities/densities), and proposed stormwater drainage facilities;

- Utilities and Infrastructure, including the general location(s) of existing sewer, water, electric, and gas utilities, if applicable, that will serve the proposed development must be shown or referenced on the concept plan. This information shall also be accompanied by written statements from the service providers that address capacity issues as well as affirm the capability of the applicant to have these services extended to the proposed development. A project within the territory of one of the Regional Sewer Districts requires written acknowledgement—in addition to acknowledgements of other service providers (where inter-local agreements may exist or be required), where applicable. *All written statement(s) shall be considered current—if less than 1 year old;
- Relationship of Proposed Zone Change with Comprehensive Plan and specifically how the proposed zone change would conflict, conform, compliment or otherwise affect the Comprehensive Plan as well as any special studies that are designed to further detail the Comprehensive Plan in a specific area.
- An 8½” by 11”, or 8½’ by 14” reduction of the plan so it can be copied on a standard photocopier.
- An area map showing the adjacent property owners and existing land uses within 500 feet of the subject site.

Optional Elements, (If Applicable)

The following information must be submitted in conjunction with a Concept Development Plan—where applicable to a specific project or site:

- If the site has unusual or unique natural features demonstrate how the proposed development preserves and utilizes its natural topography, geologic features, scenic vistas, trees and other vegetation, and prevents the disruption of natural draining patterns. If appropriate, geotechnical studies should be submitted to indicate soil types, depth of bedrock and slope stability. *All geotechnical studies should reflect current land conditions;
- General description of the availability of community facilities such as schools, fire protection services, emergency services, and other types of facilities that would serve the development, if any, and how these facilities are affected by this proposal;
- Submit conceptual landscape plan that indicates the locations and sizes of landscape and buffering features;
- Calculation of approximate amount of open space both before and after construction. Indicate areas of expected open space and new landscaping. Include maintenance plans for these areas;
- Approximate location and size of all flood hazard areas. Where portions of the site are subject to flooding, the Concept Development Plan shall indicate extent and frequency;
- Approximate location and size of storm water detention and/or retention areas;
- Information describing proposed signage (types, sizes, materials, and locations on site). For applications involving the PUD overlay, design guidelines that include signage standards shall be submitted for multi-phased projects;
- Indicate the construction schedule of the project. For multi-phased projects, submit a phasing plan that describes the anticipated timing and geographical extent of each phase;
- Submit a detailed traffic study if the proposed development exceeds 1000 vehicle trips per day on average or if the project would significantly alter existing traffic patterns or volume. *All traffic studies shall be considered current—i.e. less than 1 year old;

- Submit a sketch or drawing of the proposed buildings to demonstrate the visual appearance or a type of architecture. For applications involving the PUD overlay, design guidelines that include architectural standards shall be submitted for multi-phased projects;

◆ **WRITTEN COMMITMENTS**

A Concept Development Plan, once submitted, shall be strictly followed by the property owner and any another person such as the Applicant or an option holder on the property, and shall be binding as a minimum requirement of the Zone Map Amendment process. A written commitment, similarly to the one presented herein, is encouraged to be submitted *in conjunction with* all Zone Map Amendment applications to the Plan Commission involving Concept Development Plans. Any application involving the submittal of a Concept Development Plan without a written commitment shall be reviewed from the prospective of the “worst case scenario,” based upon the requirements and permitted uses of the zoning being requested. **Please note the following: The Plan Commission may also require (additional) written commitments to be executed by the Applicants / Owners in conjunction with a favorable recommendation of a Zone Map Amendment.** If an application with a Concept Development Plan receives an unfavorable or no recommendation, the application that proceeds to the legislative unit shall still include the written commitments submitted by the Applicants / Owners prior to the Plan Commission’s review / findings.

◆ **ADJOINING PROPERTY OWNERS**

The applicant is responsible for compiling a list of ALL property owners that are adjacent to the subject property, so they can be notified of the request and meeting date. Adjoining property owners include any person who owns land that shares a property line with the subject site, or adjoins along the centerline of any roadway. Incomplete notification of adjoining property owners can result in delays, or **make any approval invalid.**

If you have any questions, please direct them to the Planning & Zoning Office. The responsibility for the accurate completion of the application is your own. Please do not expect the Planning and Zoning Office to complete the application, or draw a concept development plan for you. Special attention should be made to ensure that your site plan is complete, organized, accurate and neat, to prevent any delays in processing your application.

Information submitted shall be assumed to be complete and accurate. The applicant shall assume responsibility for errors, omissions, and/or inaccuracies resulting in an improper or incomplete application. All applicants should be prepared to answer questions concerning their application at the scheduled meeting.

◆ **CRITERIA FOR REVIEW BY THE PLAN COMMISSION**

When reviewing each specific request, members of the Plan Commission shall pay reasonable regard to the following (as referenced in Indiana Code 36-7-4-603):

- The Comprehensive Plan
- Current conditions and the character of current structures and uses in each district
- The most desirable use for which the land in each district is adapted
- The conservation of property values throughout the jurisdiction
- Responsible development and growth

◆ **SITE EVALUATION**

The property owner's signature on the application grants permission for staff to enter onto the premises to evaluate the site for the specific request. Without the signature of the property owner, this application will not be processed.

CITY OF AURORA ZONE MAP AMENDMENT APPLICATION

◆ **ADJOINING PROPERTY OWNERS** (To be completed by the applicant)

All individuals who are making a request to the Plan Commission are required to compile a list of all property owners that adjoin the subject site. Adjoining property owners include any person who owns land that shares a property line with the subject site, or adjoins along the centerline of any roadway. The adjoining property owners can be indicated in the space below, or on a separate sheet.

Name:
Address: Street Address City State Zip Code

Name:
Address: Street Address City State Zip Code

Name:
Address: Street Address City State Zip Code

Name:
Address: Street Address City State Zip Code

Name:
Address: Street Address City State Zip Code

Name:
Address: Street Address City State Zip Code

To be completed by the Planning & Zoning Staff		
• Receipt #:	_____	Date: _____ Staff Initials: _____
• Is the Application Complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Scheduled Date of Public Hearing:	_____	
• Board Action:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> APPROVED WITH CONDITIONS <input type="checkbox"/> DENIED
• Conditions Of Approval:	_____ _____ _____	
• Reasons for Denial:	_____ _____	

CITY OF AURORA ZONE MAP AMENDMENT APPLICATION

◆ **SECTION C** (To be completed by the Department of Planning & Zoning Staff)

1. Date Received: _____

2. Review Fee: \$ _____ Receipt # _____

3. Check All That Have Been Submitted.

- Application
- Fee
- Legal Description
- Assessor's Map
- Concept Development Plan
- List of Adjoining Property Owners

_____ Number of plan copies received [*Thirteen (13) Copies of plan are required*]

4. Is the Application Complete? Yes No

5. Scheduled Date of Public Hearing: _____

6. If the proposed zone change site is located within 2 miles of an incorporated area, please contact the appropriate community to inform them of the zone change request.

- CONTACTED
- HAVE NOT CONTACTED

7. Plan Commission Recommendation Staff Reviewer's Signature _____

- FAVORABLE
- UNFAVORABLE

8. Additional Comments _____

9. Council Action

- APPROVED
- APPROVED WITH CONDITIONS
- DENIED

Date of Commissioner Action: _____

Resolution # _____

