



Plan Commission
Site Development Plan Application
City Hall, 1 North Locust Street, Greencastle, IN 46135

For Office Use Only

Case #: _____
Review Date: _____
Fees: _____
Plan Comm. Review
Y N
Approved Denied

1. Applicant/Property Owner

Applicant:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

Owner:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

2. Applicant's Attorney/Contact Person and Project Designer (if any):

Attorney/Contact Person:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

Project Designer:

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

3. Project Information:

Address/Location of Property: _____

Name of Subdivision: _____
Name of Proposed Development: _____

Current Zoning: _____
Proposed Use: _____
Area in Acres: _____
Proposed Number of Principal Structures: _____

4. Attachments:

- ☐ Summary Statement
- ☐ Statement of Re-use Options
- ☐ Folded copies of the Site Plan
- ☐ Folded copies of the Building Elevations
- ☐ Folded copies of the Lighting Plan
- ☐ Folded copies of the Tree Preservation Plan (if necessary)

- ☐ Proof of ownership (Warranty Deed)
- ☐ List of Interested Parties (if necessary)
- ☐ Completed Notice of Public Hearing Sheet (if necessary)
- ☐ Folded copies of the Sign Plan (if appropriate)
- ☐ Folded copies of the Landscape Plan

The undersigned states the above information is true and correct as (s)he is informed and believes.

Signature of Applicant: _____ Date: _____

State of Indiana)
County of Putnam) SS:

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

Notary Public - Signed

Printed

Residing in _____ County My Commission expires _____

STATE OF INDIANA)
COUNTY OF PUTNAM) SS:

Requesting: _____

Was sent to the following owners and addresses as listed in the Plat Books of the Putnam County Plat Office (attach additional sheets if necessary):

ADDRESS[illegible]

(Name of person mailing the letters)

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

Residing in _____ County My Commission expires _____

AFFIDAVIT & CONSENT OF PROPERTY OWNER

Application to the Greencastle Plan Commission

STATE OF INDIANA)
COUNTY OF PUTNAM) SS:

I, _____, AFTER BEING DULY SWORN, DEPOSE AND SAY THE
(Name of property owner)
FOLLOWING:

1. That I am the owner of real estate located at _____;
(Address of affected property)
2. That I have read and examined the Application made to the Greencastle Plan Commission by:
_____ Case #: _____;
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the Greencastle Plan Commission.

Owner's Name (Please Print)

Owner's Signature

State of Indiana)
County of Putnam) SS:

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

Notary Public

Printed

Residing in _____ County My Commission expires _____

NOTICE OF PUBLIC HEARING
Notice by the Greencastle Plan Commission

Notice is hereby given that the Greencastle Plan Commission will hold a Public Hearing on _____
(Date of hearing)

at _____ at Greencastle City Hall located at 1 North Locust Street, Greencastle, Indiana, to consider

(Time)

a petition by _____ case number _____, to allow the following:

(Name of applicant)

(Case number)

(Brief description of request)

On property commonly know as _____ and also described by the following:

(Common address of property)

(INSERT LEGAL DESCRIPTION OF PROPERTY)

A copy of this Petition, and all information pertaining thereto are on file and available for examination prior to the Public Hearing at the offices of the Greencastle Plan Commission located in City Hall at 1 North Locust Street, Greencastle, IN 46135.

Written comments in support of or in opposition of the Petition may be filed with or mailed to the City Planner prior to the Public Hearing at the above address, or filed with the Plan Commission Secretary at the Public Hearing. Said Public Hearing will be open to the public and any objectors will be heard at this meeting. Hearings may be continued from time to time as may be necessary.

Applicant's Name

SITE DEVELOPMENT PLAN APPLICATION CHECKLIST

Greencastle Plan Commission

Page 1 of 3

Applicant: _____ Case #: _____ Date: _____

Project: _____

All plans prepared for Site Development Plan approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Greencastle.

General

If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for legible reproduction or recording. All drawings shall be provided in hard copy and electronic format in a manner specified by the City Engineer.

Descriptive Materials

- _____ A summary statement of the characteristics and operations of the development, including population densities, water and sewer usage (equivalent dwelling units), presence of any adult uses, and number of potential employees. The statement shall include any written commitments being made regarding the Site Development Plan.
- _____ If the Site Development Plan involves a previously undeveloped location, a statement of re-use options describing the reasons why available redevelopment and infill development sites are not appropriate for the development.
- _____ A general description of the site and its ownership, including the name, address and telephone number of the applicant, any land surveyors, engineers or other professionals responsible for the Site Development Plan, and the primary contact person. Also to include a legal description of the property, common address of the site, and the proposed name of the development.

Vicinity Map Data

A vicinity map clearly showing and clearly identifying the subject property and showing all land within 500 feet of the subject property. The location map should identify the current zoning and use of all property within 500 feet of the subject property.

- _____ Show all property contiguous to the subject property that is owned and/or otherwise controlled by the owner or developer of the subject property.
- _____ A conceptual drawing describing the future development of all contiguous holdings described above (if requested by the City Planner, City Engineer, Technical Review Committee, or Plan Commission)

Property Survey Data

A property survey bearing the seal of a registered land surveyor and drawn to a scale of not more than 1" = 100', showing the following existing features for the subject property and all property within 200 feet:

- _____ The boundary line and dimensions of the subject property
- _____ All structures (noting any structures listed in the *Indiana Historic Sites & Structures Inventory – Putnam County Interim Survey*)
- _____ Topography interpolated from USGS sources
- _____ Significant wooded areas and other isolated trees
- _____ 100-year floodplain and 100-year floodway boundaries
- _____ Public and private streets (including street names), rights-of-way, easements and road classifications
- _____ Building setback and any build-to lines

SITE DEVELOPMENT PLAN APPLICATION CHECKLIST

Greencastle Plan Commission

Page 2 of 3

- _____ All known drainage areas, tiles, pipes and structures
- _____ Utility services (including fire hydrants)
- _____ Any known underground tanks
- _____ Street accesses
- _____ Any other paved or otherwise improved areas

Site Plan Data

A site plan, drawn to a scale of not more than 1" = 100', and bearing the seal of a professional engineer or surveyor, clearly showing all proposed aspects of the property and all features relevant to the Site Development Plan, including:

- _____ Setbacks and buffer yards
- _____ Topography (including elevation contour lines at 2 foot intervals or otherwise meeting the requirements of the City Engineer)
- _____ Structures (including buildings, fences and walls)
- _____ All structure heights, dimensions and floor areas
- _____ Areas of outdoor storage
- _____ Permanent dumpsters and trash areas
- _____ Locations, dimensions and design features (including all curb radii, tapers and parking space dimensions) of road accesses, interior drives, parking spaces and ramps for the disabled, parking lots, loading docks or areas, sight visibility triangles, and interior sidewalks (all public road access shall be subject to any additional requirements of the City Engineer)
- _____ Open spaces and specific landscaped areas
- _____ Locations and capacities of public and private utilities (all septic systems shall be subject to the approval of the Putnam County Health Department, all public sewer connections shall be subject to the approval of the City Engineer)
- _____ Sewer cleanout locations and elevations and top of casting elevations
- _____ Sanitary sewer invert elevations
- _____ The location, width and purpose of all easements
- _____ The use of each structure and the amount of parking allocated for those uses (consistent with the requirements of the Zoning Ordinance)
- _____ Public improvements including sidewalks, pathways, street trees and right-of-way dedications
- _____ Locations for temporary uses, such as seasonal sales areas
- _____ Water meter locations
- _____ Existing and proposed public and internal sidewalks and other pedestrian ways

SITE DEVELOPMENT PLAN APPLICATION CHECKLIST

Greencastle Plan Commission

Page 3 of 3

Landscaping Plan Data

A landscaping plan drawn to a scale of not more than 1" = 100', and showing the following:

- _____ Proposed landscaping, buffer yards and street trees
- _____ Topography (including elevation contour lines at 2 foot intervals or otherwise meeting the requirements of the City Engineer)
- _____ 100-year floodplain and 100-year floodway boundaries
- _____ The size and spacing of the plantings at the time of installation and the species proposed to be used to meet the requirements of the Zoning Ordinance
- _____ All existing trees and vegetation to be preserved, and the driplines for such trees (where no construction activity shall occur)

Sign Plan Data

A sign plan showing the location, height, method of illumination (if any) and dimension of all permanent signs and indications of appropriate locations, heights and sizes of any temporary signs.

Drainage Plan Data

A site drainage plan bearing the seal of a professional engineer including all calculations required by the City Engineer. The drainage plan shall include the location of the following:

- _____ All natural streams, regulated drains, and watercourses
- _____ 100-year floodways and 100-year floodplains
- _____ All marshes, wetlands, and wooded areas
- _____ All drainage area features as described in the drainage calculations

Lighting Plan Data

A site lighting plan, drawn to a scale of not more than 1" = 100', showing the following:

- _____ The location and type of all exterior lighting fixtures

Construction Plan Data

A site construction plan, drawn to a scale of not more than 1" = 100', showing:

- _____ Proposed erosion and sediment control measures and instructions showing how those measures will be maintained throughout the construction process.
- _____ The location of any proposed construction trailer and worker parking
- _____ The location, height, and dimensions of any temporary construction-related signage
- _____ Any temporary site accesses to be used during construction
- _____ Any temporary utilities connections
- _____ The location of any stockpiles of dirt, construction materials, and construction waste dumpsters or storage areas