



DOCKET #: _____
To be assigned by office. This spaced
for office use only.

Town of Clarksville, Indiana Application for Development Plan

In conformance with the Clarksville Zoning Ordinance this application must be completed and accompanied by the information required below and filed in the office of the Clarksville Planning Department, Suite 234, Town Municipal Center 2000 Broadway Street, Clarksville, Indiana 47129 no later than 10 days prior to the TRC meeting when the item will be heard.

A. Date of application: _____

B. Name of Applicant: _____

C. Name of Owner: _____

D. Address of applicant: _____

E. Telephone # of applicant: _____ Email# _____

F. Address and location of property to be developed: _____

G. Present Zoning of Property: _____

H. Proposed Zoning of Property, if change is proposed: _____

I. Proposed Use of Property: _____

J. Name of Attorney, if applicable: _____

K. Address of Attorney, if applicable:

L. Telephone # of Attorney: _____ Fax #: _____

M. Name of Engineer/Architect, if applicable: _____

N. Address of Engineer/Architect: _____

O. Telephone # of Engineer/Architect: _____ Fax #: _____

P. Please attach all of the following:

1. Development plan, drawn to a scale appropriate for review, depicting all information required by Article 4 Division 170 of the Zoning Ordinance, the attached check-off list, and any additional information relevant to this request that the applicant believes necessary.
2. Attach a copy of the applicant's deed for the property or letter of owner's permission.
3. Attach a copy of any restrictions or covenants relating to this property as recorded in the Clark County Recorder's office.
4. Provide any information, including pictures which the applicant would like the Plan Commission to consider in reviewing this request.

5. Address and comment on the following information the Plan Commission is required to consider in reviewing this petition for a development plan:

Use additional sheets if needed

a) Does the development conform to the Comprehensive Plan?

b) Does the development satisfy the requirements of the zoning ordinance for the district in which it is to be located?

c) Attached a completed check-off list that is attached to application.

Fee of \$320.00 for the development plan review and \$10.00 fee for sign

Check should be payable to the Town of Clarksville and shall accompany this application

I certify that I have the authority to make this application, that the application is correct, and that any construction, reconstruction, enlargement, relocations, alterations or earth moving will not be commenced until all approval have been received. I further certify that all construction, reconstruction, enlargement, relocations, alterations, or earth moving will comply and conform to laws of the State of Indiana and ordinances of the town of Clarksville. Further, all information contained in this application and attachments accompanying this application are true and correct.

Signature of applicant

Printed name of applicant

State of Indiana)
)
County of Clark)

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

Notary Public
Resident of Clark County

My commission expires: _____

NOTES:

1. The Plan Commission or the Technical Review Committee may request additional information.
2. The Plan Commission may request reasonable commitments to the recommendation of this development plan so as to accomplish the purpose of the Zoning Ordinance and Comprehensive Plan.
3. The Technical Review Committee may suggest commitments to the Plan Commission
4. If additional pages are added, please reference response to the item numbers on this sheet.
5. Incomplete applications will not be reviewed.
6. IMPORTANT - the Plan Commission cannot grant a development plan, if it conflicts with any deed restriction or covenant.

Instruction Sheet for Development Plan

1. A Technical Review Committee (TRC) conference is encouraged for all Plan Commission petitions. Call (812) 283-1510 or email planning@townofclarksville.com to set an appointment to discuss a petition prior to filing for a hearing before the Plan Commission.
2. An application and checklist items must be completed by the applicant.
3. If the applicant is not the property owner, the applicant shall demonstrate consent of the property owner in order to file a petition. The applicant shall provide an originally signed and dated document outlining the property owner's permission in representing their interest at the time of filing any petition.
4. All responses provided on the application, checklist, and other required and submitted materials shall be legible.
5. Meet with the Technical Review Committee to discuss project, checklist, comments, concerns, etc. If there is a need another Technical Review Committee meeting will review submittals that address comments, concerns, etc. of the Technical Review Committee.
6. If the petitioner wishes to submit color pictures or graphics, the petitioners shall provide nine (9) color copies 14 days prior to the hearing date in an 8 ½" X 11" or 11" X 17" format.
7. The applicant must attend and explain the petition and how it meets the requirements of the comprehensive plan and zoning ordinance at the public hearing when the Plan Commission considers the petition. Meetings are held the first Monday of each month at 7:00 p.m. at the Clarksville Municipal Administrative Center in the 1st floor conference room, unless otherwise noted. Entry is by the Veterans Parkway side door.
8. If you have questions regarding these instructions, please contact the Planning Department at (812) 283-1510 or (812) 283-1418, or by emailing planning@townofclarksville.com.
9. The following table lists the Technical Review Committee meeting dates.

Technical Review Committee Meeting Dates
First and last Wednesday of the Month

Procedural Steps

The following steps must be completed prior to any petition receiving a hearing before the Plan Commission. It is the sole responsibility of the petitioner to satisfy the procedural process as herein set forth.

TRC Conference

A TRC conference is not required, but is recommended. At the conference the applicant, checklist, instructions, and procedures can be discussed as well as other pertinent questions. Appointments can be made by calling (812) 283-1510 or (812) 283-1418 or by emailing planning@townofclarksville.com. Failure to comply with these procedural steps will delay the hearing process.

Application

1. The applicant must obtain and complete an application and checklist items. Application materials and checklist are available at www.townofclarksville.com and at the Planning Department, 2000 Broadway, Rm. 234, Clarksville, Indiana 47129.
2. All instructions outlined on the application instruction form must be followed.

Filing

1. Filing deadlines are the first Tuesday of the month proceeding the month that the docket will be heard by the Plan Commission.
2. Applications must be complete. Incomplete applications will not be reviewed or placed on the Plan Commission agenda.
3. Docket numbers will be assigned and all filing fees paid at the time of filing.

Technical Review Committee

1. A knowledgeable representative/contact person should meet with the Technical Review Committee at a regularly scheduled meeting of the committee to discuss the project, checklist, review drawings, and all submittals. The Technical Review Committee will make comments.
2. The comments will be transmitted to the applicant or the contact person by fax or email.
3. Make necessary changes/corrections and resubmit drawings and all submittals.
4. The Technical Review Committee will review the changes for compliance with comments.
5. The application will be placed on the Plan Commission agenda for a public hearing.

Public Notice

1. All public hearing before the Plan Commission require that legal notice and notice to adjoining property owners be provided at least 10 days prior to the Plan Commission hearing.
2. The applicant is responsible for mailing notice to all adjoining property owners and posting the site at least 10 days prior to the Plan Commission hearing with signs available at the Planning Department. At least five property owners must be mailed notices. Adjoining property owners include owners that are across the street.
3. Signs must be posted along the frontage of the property and be easily seen, but not obscure vision clearances at driveways or corners.
4. The applicant is responsible for publishing the legal notice of the public hearing in a general circulation newspaper in Clark County, Indiana at least 10 days prior to the Plan Commission hearing. The News & Tribune is the newspaper of general circulation in Clark County. The applicant should be aware and plan accordingly for newspaper publication because the newspaper has deadlines for submittal of notices.

Public Hearing

1. A public hearing is required for consideration of all petitions to the Plan Commission
2. Meetings are held the first Wednesday of each month at 7:00 p.m. at the Clarksville Municipal Administrative Center in the 1st floor conference room, unless otherwise noted. Entry is by the Veterans Parkway side door.

Notice Requirements

The applicant is responsible for giving appropriate notice of his/her petition by:

1. Certified mailing of notice to adjoining land owners
2. Posting a notice sign on the property
3. Legal advertisement in the newspaper

Certified Mail

1. All adjoining property owners must be served notice of the public hearing via certified mail. At least five property owners must be mailed notices. Adjoining property owners include owners that are across the street.
2. Return certified mail receipts shall be delivered to the Planning Office no later than 4:00 p.m. on the Friday prior to the public hearing. In the event the petitioner receives back any of the certified letters as undeliverable items, such unopened envelopes shall be submitted with the receipts to the Planning Department in lieu of the delivery receipt.
3. Adjoining property owners may be obtained at the Clark County Auditors office. If there are less than five adjoining property owners, a fifth Clarksville property owner must be notified.

Clark County Auditor
Clark County Office Building
501 East Court Avenue
Jeffersonville, Indiana, 47130

Posting Property

1. Public notice is required; the petitioner shall post a sign, which is available at the Planning Department, on the frontage street.
2. Signs must be easily seen, but shall not obscure vision clearance at any corner or driveway

Newspaper Publication

1. Legal notice must be published in a daily newspaper of general circulation, the Jeffersonville Evening News, in Clark County at least 10 days prior to the date of the public hearing. The applicant should be aware that the newspaper has deadlines for submittal of public notices. It is the sole responsibility of the applicant to meet these deadlines.
2. The publisher's affidavit and certified mail return receipts [green cards] shall be submitted to the Planning Department no later than the Friday prior to the public hearing by 4:00 p.m.

Sample Legal Notice

Complete and publish the following legal notice in a daily newspaper of general circulation in Clark County at least 10 days prior to the date of the public hearing. The applicant should be aware that the newspaper has deadlines for submittal of public notices. It is the sole responsibility of the applicant to meet these deadlines.

Public Notice Town of Clarksville, Indiana Plan Commission

The Clarksville Plan Commission will meet on _____ day of _____, 20__ at 7:00 p.m. at the Clarksville at the Clarksville Municipal Administrative Center in the 1st floor conference room, 2000 Broadway, Clarksville, Indiana 47129 for the purpose of holding a public hearing to consider a petition by

The applicant is requesting to consider a development plan for property located at _____ from _____ to _____. The commonly known address is address: _____

The docket file is available for public review at the Planning Department, 2000 Broadway, Rm. 234, Clarksville, Indiana 47129 between the hours 8:30 a.m. to 4:30 p.m.

Interested persons desiring to present comments either in writing or verbally will be given the opportunity to be heard at the aforementioned time and place.

Tim Hauber, President
Clarksville Plan Commission

Affidavit of Notice of Public Hearing Town of Clarksville, Indiana

I [we] _____ certify that notice of public hearing to consider docket # _____ pertaining to the _____ was sent by certified first class mail the last known address, as determined by Clark County Auditors records, to each of the following persons.

Owners Name	Address

Attach additional sheets if needed

And that such notice were mailed on the ____ day of _____, 20__ being at least 10 days prior to the scheduled public hearing and that timely proof of such first certified first class mailing[s] are attached hereto.

Applicant, Attorney, or Authorized Signature

Date

Printed name.

State of Indiana)
)
County of Clark)

Subscribed and sworn to before me this _____ day of _____,
20__

Notary Public Resident of Clark County,
Indiana

My commission expires: _____

Town of Clarksville Development Plan Check-Off Required Elements

Only complete development plans will be reviewed. The development plan shall include the following elements.

Development Plan Checklist of Required Items		Y/N	Office Use
1.	Legal description of property		
2.	Storm water review fee receipt or proof of payment from waste water dept.		
3.	Key number of property		
4.	Zoning classification of property		
5.	Lot/parcels size, setback lines with dimensions		
6.	All street and public right-of-ways, access locations, their dimensions including right-of-way and pavement widths		
7.	Any proposed restrictions and/or covenants		
8.	Any shared use agreements for storm water, parking, etc.		
9.	Use and size of any existing or proposed buildings		
10.	All recorded and proposed easements		
11.	All adjoining rights-of-ways of streets and/or roadways		
12.	Proposed interior circulation pattern and traffic flow for vehicles and pedestrians		
13.	Location and size of all loading docks and areas		
14.	Location and screening of all dumpsters		
15.	Method of handling sanitary sewage		
16.	Waste water will require a Tap Fee		
17.	Each commercial unit is to be on separate water meters		
18.	Estimated water usage in gals		
19.	Type of use		
20.	Will a grease trap be required		
21.	Will a oil & water separator be required		
22.	Storm water management plan meeting the Clarksville Storm Water ordinances including drainage calculations [three sets].		
23.	Considerations which may affect the proposed site as well as any downstream areas		
24.	Water supply including size of lines and water provider		
25.	Any subsurface water problems		
26.	Post Construction Storm Water Agreement		
27.	Construction Site Runoff Control Ordinance 2004-SW-02		

Development Plan Checklist of Required Items		Y/N	Office Use
	<ul style="list-style-type: none"> a. A copy of the plan and report meeting the requirements of 2004-SW-02 b. Harold Hart, Engineer telephone # [812] 256-7781 		
28.	<p>Construction Site Runoff Control Ordinance permits</p> <ul style="list-style-type: none"> a. A perimeter permit is required after the plans have been approved by Harold Hart, Town Engineer b. Call Harold Hart for inspection of perimeter permit. c. A Storm Quality Management Permit is required after approval of inspection for the perimeter permit. Important--No site disturbance may be done until this permit is issued. 		
29.	Location of any existing and proposed cell towers, antenna, billboards, and on-premises signs		
30.	Location of all lighting, with photometric, total height of all lighting and pole fixtures from ground elevation, and specification sheets for light fixture and poles		
31.	Location of fire hydrants and water lines serving the hydrant		
32.	Landscaping plan including a table showing the size, number and species of all plants including their location		
33.	Any fencing, mounding, berming or landscape easements		
34.	Elevations of all sides of all buildings, materials samples and colored renderings		
35.	Adjacent land uses		
36.	Adjacent property owners names		
37.	Traffic impact analysis if thresholds are met or exceeded		
38.	Location of parking spaces, their number, and parking lot layout including the size and location, and location and width of aisles		
39.	Square footage of all outside dining areas		
40.	Handicap accessible parking places, sidewalks & ramps		
41.	Location of Knox Box and keys		
42.	For locations north of Silver Creek, contact the Sellersburg Volunteer Fire Department and install hydrant as required		
43.	Address numbers and if required, street signs shall be installed required prior to Certificate of Occupant		
44.	Minimum of three 24" x 36" paper sets of site construction drawings.		
45.	TIFF and/or a PDF file for site construction drawings.		
46.	An electronic file in CAD format for the storm water plans		
47.	Provide one paper copy and one PDF of all building or structure construction plans		

48.	Performance bond or letter of credit is required if any public improvements are installed.		
49.	Any and all new, renovated or altered food establishment must submit drawings to the Clark County Health Dept for approval. If you have any questions, please call 282-7521		

Traffic Impact Study

The TIS requirements of INDOT are required if the following threshold is met.

Traffic Impact Study Thresholds

<i>Land Use</i>	<i>Threshold</i>
Residential	150 Dwelling
Retail / Service	16,000 square feet
Fast Food Restaurant (GFA)	2,500 square feet
Convenience Store with Gas Pumps (GFA)	1,300 Square Feet or pumps
Bank with Drive-thru	4,000 square feet
Lodging	50 Rooms
Entertainment, assembly and spectator sports	50 seats
Office	30,000 square feet
Medical facility	30,000 square feet
Educational	16,000 square feet
Big box	16,000 square feet
Drive-thru lane	Any proposed new or reconfigured drive-thru

Town of Clarksville, Indiana
Storm Water Plan Review and Inspection Fee

Date: _____

Owner's Name: _____

Mailing Address: _____

Location of the Proposed Development: _____

Storm Water Fee

Land Use	Amount	Fee to be Indicated by Checkmark
Residential		
1-3 Lots	\$350.00	
4-25 Lots	\$500.00	
26-75 Lots	\$1,000.00	
76-150 Lots	\$1,500.00	
151 + Lots	\$2,000.00	
Commercial & Industrial		
Up to 5 Acres	\$500.00	
5.1-10.00 Acres	\$1,200.00	
10.1 to25.0Acres	\$2,000.00	
25.1 +Acres	\$2,500.00	

Plan Director Signature

Date