



**Plat - Administrative
Application Packet**

Community Development/Planning
Jasper City Hall
610 Main Street
Jasper, IN 47547
Phone: (812) 482-4255 Fax: (812) 482-7852

CITY OF JASPER UNIFIED DEVELOPMENT ORDINANCE CHECKLIST

APPROVAL SUBMISSION MATERIALS:

1. Signed Application
2. Drawing
3. Quitclaim or Warranty Deed
4. Type of Administrative Review
 - a. Interior Lot Line Removal
 - b. Platted Easement Removal
 - c. Adjoining Land
 - i. Platted Land
 - ii. Unplatted Land
 - iii. Boundary Dispute
 - d. Corrections of Legal Descriptions
 - e. Granting of Non-Access Easements
 - f. Dedication of Right-of-Way
 - g. Agricultural Parent Tract Dwelling Site

*See [Unified Development Ordinance](#) Section 9.3 C for more information.

JASPER DEVELOPMENT PROPOSAL FLOW CHART



Staff Consultation

Petitioner should consult with Community Development & Planning staff early in the process to ensure the highest quality project and avoid possible delays. A basic site plan is adequate for this meeting.

Determine Applicable Districts

Petitioner and staff will consult the [Official Zoning Map](#) to determine which Zoning District and Overlay Zoning District requirements will apply to the proposed development.

- | | |
|---------------------------------|-----------------------------|
| A1 – Agriculture General | MH – Manufactured Home Park |
| A2 – Agriculture Intensive | B1 – Neighborhood Business |
| RR – Rural Residential | B2 – Central Business |
| R1 – Low Density Residential | B3 – General Business |
| R2 – Single Family Residential | I1 – Light Industrial |
| R3 – Medium Density Residential | I2 – Heavy Industrial |
| R4 – Higher Density Residential | CP – Conservation Park |

- US 231 Thoroughfare Overlay District
- Mixed-Use Overlay District
- Medical-Related Office/Residential Overlay District

Process Timeline/Deadlines

Time is measured back from the Plan Commission Hearing

- + 45 days Staff Consultation
- + 30 days Submit application to staff
- +25 days TAC Review
- +10 days Notice published in paper
- +0 days Plan Commission Hearing

Determine Petition or Permit Type(s)

Petitioner and staff will analyze the proposed development to determine which [UDO standards](#) apply.

- | | | |
|------------------|---------------------------------|----------------------|
| Development Plan | Development Standards Variance | Sign Permit |
| Subdivision Plat | Grading/Land Disturbance Permit | Fence Permit |
| Primary | Zoning Map Amendment/Rezoning | Temporary Use Permit |
| Secondary | Special Exception | Demolition Permit |
| Use Variance | Improvement Location Permit | |

Apply the Requirements

- Petitioner and/or their designer prepares the Development Plan, Preliminary Plan, or Primary Plat in light of the applicable requirements.
- Submit application and drawing.
- Staff distributes plan sets to TAC committee.

Technical Assistance Committee (TAC) Review

Using the applicable requirements, the TAC will determine development is in substantial compliance with the Unified Development Ordinance. Revisions must be submitted at least 10 days prior to Plan Commission meeting.

Plan Commission Public Hearing

Development Plans, Preliminary Plans and Primary Plats must be heard by the Plan Commission.

Administrative Review

Secondary Plat and Final Detailed Plans may be review and approved by Administrator with TAC approval.

Denied

Project
Redesign.

Approved

Approved or
Approved with
Conditions.

**Issue
Permits/Certificates**