



## **PUD Application Packet**

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

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File No.
Date Received
Received By
Fee Paid      \$

**PLANNED UNIT DEVELOPMENT APPLICATION**

<b>A. Applicant Information</b>	
Name:	Phone Number:
Address:	Email:
<b>B. Owner Information (if different from applicant)</b>	
Name:	Phone Number:
Address:	Email:

<b>A. Project Information</b>	
Project Name:	
<b>B. Site Information</b>	
Address:	
Subdivision:	Lot:
Dubois County GIS State Parcel #:	
Zoning:	# of Acres (minimum of 10 acres for residential uses and 25 for non-residential uses):
Existing Use:	Proposed Use:
<b>C. Description</b>	
Detailed description of proposed activity and purpose of the requested permit or action (attach extra sheets if necessary).	
_____	
_____	
_____	

D. Project Personnel	
<b>Agent Information</b>	
Name:	Phone:
Address:	Email:
<b>Attorney Information</b>	
Name:	Phone:
Address:	Email:
<b>Engineer Information</b>	
Name:	Phone:
Address:	Email:
<b>Surveyor Information</b>	
Name:	Phone:
Address:	Email:

I do hereby request approval for this project and acknowledge that the requirements of the City of Jasper's Unified Development Ordinance (UDO), Chapter 5, Planned Unit Developments have been met and are being submitted as part of this application. I am the owner or legal representation of the owner of the real estate included in said Planned Unit Development.

The undersigned, having been duly sworn on oath states the above information is true and correct as he is informed and believes.

Signature(s) of Subdivider(s) \_\_\_\_\_  
 State of Indiana )  
 ) SS  
 County of (name of )

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
 Notary Public

Residing in \_\_\_\_\_ County  
 My Commission expires \_\_\_\_\_

\*\*\*\*\*  
**FOR STAFF USE:** Date of Technical Review \_\_\_\_\_

Fees \$ \_\_\_\_\_ received from applicant. Date \_\_\_\_\_



**PLANNED UNIT DEVELOPMENT APPLICATION:**  
**SUPPORTING INFORMATION**

<b>Project Information</b>	
Project Name:	File No. (assigned by administrator):
<b>Supplemental Information</b>	
1. Describe how the proposed preliminary plan (UDO Section 5.3) is consistent with the site plan regulations.	
_____	
_____	
2. Explain how the proposed preliminary plan is in conformance with the zoning regulations.	
_____	
_____	
3. Site size in acres or square feet:	
Area of impervious surface in square feet:	
Area of pervious surface in square feet:	
4. Attach the following:	
<input type="checkbox"/> A list of names and addresses of all owners of parcels of real property between 200 and 400 feet of the parcel to be considered	
<input type="checkbox"/> A vicinity map	
<input type="checkbox"/> A map of existing conditions including existing easements, streets, buildings, land uses, historical sites, tree groupings, wetlands, water courses, contours, the names of property owners and existing land uses and zoning for all contiguous property, and the location and width of all existing or platted streets, easements, drainage ways and utilities contiguous to the property.	
<input type="checkbox"/> A development schedule	
<input type="checkbox"/> An updated public facility impact statement	
<input type="checkbox"/> Two copies of site plan with lot configuration, finished ground floor elevations, contours and designating number of dwelling units, and setbacks to scale indicating compliance with regulations (Must be sealed by Professional Engineer). In addition, one electronic copy must be submitted to a member of Jasper's Community Development & Planning staff.	

- A scaled drawing of the sides, front and rear of the building or structure, generalized floor plan indicating uses and square footage of each proposed use within each building or structure, building exterior construction material and color, and building height
- A land survey with complete legal description prepared and certified by a registered surveyor
- A traffic impact analysis, if required
- An erosion/sedimentation control plan
- A landscape plan

5. The following information is required on all site plans:

- a. Locate on the site plan and describe the character of all outside facilities for waste disposal, storage areas, or display
- b. Locate on the site plan and show the dimensions of all curb cuts and driveways, including the number of spaces with their location and dimension, details of off-street parking and loading areas, all off-street vehicular surfaces available for maneuvering, surface materials, number of employees and number and type of vehicles owned by the business. Any combined off-street parking facilities shall be submitted with an agreement specifying the nature of the arrangement, its anticipated duration, and signatures of all concerned property owners.
- c. Locate on the site plan all pedestrian walks, and height or orientation of all signs
- d. Locate on the site plan and describe the character of landscaped areas and/or recreation areas
- e. Locate on the site plan and describe the design and character of all public, semi-public, or private utilities such as water and wastewater disposal facilities, underground or overhead electric lines, gas transmission lines, or other similar facilities or services
- f. Locate on the site plan and describe the height and general character of perimeter or ornamental walls, fences, landscaping, including berms and other required screening devices, and any other plans for protecting adjacent property owners
- g. Locate on the site plan existing easements and rights-of-way

## PUD APPLICATION PROCESS CHECKLIST

### Preliminary Plan (Concept Plan) Phase

- Pre-Application Meeting and Application (by applicant)
- Technical Review (by TAC)
- Public Meeting / Hearing Notification
- Public Meeting / Hearing (by Commission)
- See Staff Report for Decision Details

If decision states....

- "Continued", the project carries over to the next Public Meeting / Hearing by Commission
- "Denied", applicant must revise project and submit a new application after the 6 Month Waiting Period
- "Modified", applicant submits project revisions and then proceeds to the **Detailed Plan** phase
- "Approved/Adopted", applicant proceeds to the **Detailed Plan** phase

### Detailed Plan Phase

- Pre-Application Meetings and Application (by applicant)
- Technical Review (by TAC, as needed)
- Public Meeting / Hearing Notification
- Public Meeting / Hearing (by Commission)
- See Staff Report for Decision Details

If decision states...

- "Continued", the project carries over to the next Public Meeting / Hearing by Commission
  - "Unfavorable Recommendation", applicant withdraws (and starts application over), refiles, or proceeds to Public Hearing by Council
  - "Favorable Recommendation", applicant proceeds to Public Hearing by Council
- City Council Meeting
- If decision states...
- "Denied", applicant must revise project and submit a new application after the 6 Month Waiting Period
  - "Approved" or "Approved with Modifications", applicant may proceed with project execution upon receipt of necessary bonds

## GUIDELINE FOR PUBLIC HEARINGS

(Meetings are held on the first Wednesday of the month)

1. Petitioner shall submit a petition (application) by the deadline noted on the meeting date calendar. Both calendar and applications are available on the City's website [www.jasperindiana.gov](http://www.jasperindiana.gov) and also in the Community Development & Planning Department at City Hall, 610 Main Street.
2. A public hearing notice will then be prepared by the Community Development/Planning Department from the information received on the application. The petitioner will be given a copy to submit to The Herald. **The notice must be published in the Herald at least 10 days prior to the date of the public hearing.** The petitioner is responsible for the cost of the public notice.
3. The petitioner must also serve a copy of the notice to all adjacent property owners in all directions, within 200 feet of the proposed property. If there is only one property owner in any direction, the petitioner must extend the search to 400 feet (*but in no event further*) to reach a second property owner. Signatures may be obtained by certified mail return receipt requested, certificate of mailing, or by hand carried notification signed and dated by the property owners, **not less than 10 days prior to the public hearing.** The petitioner shall provide a complete list of the above-mentioned owners from the County Auditor's office. **A list of names and addresses, in addition to proof of service of notice, should be delivered to the Building/Planning Department not less than 10 days prior to the public hearing.**
4. An **application fee must be submitted with application** to the Community Development & Planning Department  
Application Fees are as follows:
  - Special Exception - \$150.00
  - Variance - \$150.00
  - Request for Special Meeting - \$150.00
  - Rezoning - \$200
  - PUD - \$300.00 + \$25/acre
  - Plat – (due before secondary approval)
    - \$300.00 + \$25/acre (Residential)
    - \$300.00 + \$50/acre (Commercial & Industrial)
5. At the hearing, the petitioner must be present or have prior arrangements made for a representative to present the request on behalf of the petitioner. The petitioner shall submit a site plan **delivered to the Community Development & Planning Department not less than 10 days prior to the public hearing.**
6. The petitioner will receive an electronic copy of a "Proposed Findings of Fact" form stating the requirements for a variance/special exception. **Petitioner must address the criteria on the space provided. The Board may impose reasonable conditions as part of its approval. A variance/special exception may be approved by the Board only upon a determination that the Board finds all of the petitioner's statements to be true. The form must be delivered to the Community Development & Planning Department not less than 10 days prior to the public hearing.** The petitioner shall be prepared to address these requirements at the meeting. Please note: the form is a Word Document. Please type on space provided.

Please contact the Community Development & Planning Department at 812-482-4255 with any questions, or email at [kpfister@jasperindiana.gov](mailto:kpfister@jasperindiana.gov).



**CITY OF JASPER PLAN COMMISSION 2019 MEETING DATES**

**For PUDs**

**Meeting Time: 7:00 p.m.**

**The Board meets the 1<sup>st</sup> Wednesday of every month.**

**610 Main St, Jasper, IN 47546  
 2<sup>nd</sup> floor Council Chambers**

**2019 City of Jasper Plan Commission Dates**

<b>Application Deadline</b> (30 days before meeting)	<b>Public Notice Deadline</b> (Notice must be published & property owners notified)	<b>Proof of Notice Deadline</b> (All fees & paperwork must be submitted to Dept. of Community Development & Planning)	<b>Meeting Date</b>
December 3, 2018	December 21, 2018	December 21, 2018	January 2, 2019
January 7, 2019	January 25, 2019	January 25, 2019	February 6, 2019
February 4, 2019	February 22, 2019	February 22, 2019	March 6, 2019
March 4, 2019	March 22, 2019	March 22, 2019	April 3, 2019
April 1, 2019	April 18, 2019	April 18, 2019	May 1, 2019
May 6, 2019	May 24, 2019	May 24, 2019	June 5, 2019
June 3, 2019	June 21, 2019	June 21, 2019	July 3, 2019
July 8, 2019	July 26, 2019	July 26, 2019	August 7, 2019
August 5, 2019	August 23, 2019	August 23, 2019	September 4, 2019
September 3, 2019	September 20, 2019	September 20, 2019	October 2, 2019
October 7, 2019	October 25, 2019	October 25, 2019	November 6, 2019
November 4, 2019	November 22, 2019	November 22, 2019	December 4, 2019

All petitions must be filed with the Community Development & Planning (610 Main St, Jasper, IN) by 4:00 p.m. on the application deadlines specified above.



# JASPER DEVELOPMENT PROPOSAL FLOW CHART



**Staff Consultation**  
 Petitioner should consult with 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 Business | B1 – Neighborhood           |
| 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 in order to be placed on agenda
+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