



REZONING PROPERTY IN Unincorporated St. Joseph County

FOR ALL DISTRICTS *Except* PUD Planned Unit Development

Submittal Deadline and Place of Filing: **12:00 Noon**, Area Plan Commission, 11th Floor of the County-City Building. See the attached schedule for filing deadlines.

1. Submission for a Zone Map Amendment should include the following:
 - Submit 2 physical copies, and 1 copy by email to planning@sjcindiana.com, of a **Petition** with original signatures.
 - Submit 2 physical copies, and 1 copy by email to planning@sjcindiana.com, of a **Site Development Plan** drawn to scale. **A site plan is not required for a rezoning to A: Agricultural or R: Residential District unless the petitioner is seeking a variance and/or special use.** The site plan should include the following information:
 - North Arrow, written and graphic scale
 - Boundary of property with dimensions with abutting public and private streets
 - All existing and proposed structures with distances from all property lines or property setback lines
 - Building height and gross floor area
 - Location of private well or septic location (if the site is proposing to use municipal water and sewer, a statement to such shall be included on the plan)
 - Existing and/or proposed landscaping (a note may be placed on the plan that states the site shall comply with current ordinances)
 - Location and dimensions of parking, loading areas, entry and exit drive
 - Parking ratios per use as required by the ordinance, and number of spaces to be provided
 - Existing and/or proposed signs, if applicable to application
 - Sign and/or building elevations, if seeking sign or architectural variances
 - Filing Fees: **Cash, check, or money order payable to the Area Plan Commission and St. Joseph County Council** in the amount prescribed in the *Fee Schedule* (Available on the Commission website).
2. Commission staff will prepare the Ordinance for Zone Map Amendment and submit it to the County Council.
3. Commission staff will review the submission for accuracy and compliance with the development standards applicable to the requested Zoning District.
4. During the review by the staff, additional information, clarification, or corrections may be requested. Changes are submitted directly to the staff.
5. The petition will not be set for a public hearing unless all required documentation, clarifications, or corrections are submitted prior to the publication of the legal ad. It is the responsibility, of you or your representative, to respond in a timely manner.
6. **Once a petition is set to be heard, Commission staff will place yard signs on your property to advertise the public hearing. The signs must remain in a conspicuous place on the property until Commission staff removes the signs. It is your responsibility to make sure these signs remain visible and undamaged during this process.**
7. The petitioner or a representative must be present at the Area Plan Commission, the County Council Land Use Committee and the County Council meetings. Notification will be given to the applicant for the day and time of each meeting.

Please note: Per IC Section 36-7-4-603, when considering a proposed rezoning the Plan Commission and Council shall pay reasonable regard to the following:

- (1) the comprehensive plan;
- (2) current conditions and the character of current structures and uses in each district;
- (3) the most desirable use for which the land in each district is adapted;
- (4) the conservation of property values throughout the jurisdiction; and
- (5) responsible development and growth.

PETITION FOR ZONE MAP AMENDMENT
Unincorporated St. Joseph County

I (we) the undersigned make application to the St. Joseph County Council to amend the zoning ordinance as herein requested.

- 1) The property sought to be rezoned is located at:

- 2) The property Tax Key Number(s) is/are:

- 3) Legal Description:

- 4) Total Site Area:

- 5) Name and address of property owner(s) of the petition site:

Name and address of additional property owners, if applicable:

- 6) Name and address of contingent purchaser(s), if applicable:

Name and address of additional property owners, if applicable:

- 7) It is desired and requested that this property be rezoned:

From: Additional zoning district, if applicable:

To:

- 8) This rezoning is requested to allow the following use(s):

- 9) Provide a brief and descriptive narrative of the proposed project:

IF VARIANCE(S) ARE BEING REQUESTED (if not, please skip to next section):

- 1) *List each variance being requested:*

- 2) A statement on how each of the following standards for the granting of variances is met:

(a) The approval will not be injurious to the public health, safety, morals and general welfare of the community:

(b) The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner; and:

(c) The strict application of the terms of this Ordinance would result in practical difficulties in the use of the property:

IF A SPECIAL USE IS BEING REQUESTED, (if not, please skip to next section):

- 1) The Special Use(s) being requested:

- 2) A statement on how each of the following standards for the granting of a Special Use is met:
 - (a) The proposed *use* will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare:

 - (b) The proposed *use* will not injure or adversely affect the *use* of the adjacent area or property values therein:

 - (c) The proposed *use* will be consistent with the character of the *district* in which it is located and the land uses authorized therein; and:

 - (d) The proposed use is compatible with the recommendations of the Comprehensive Plan:

*** In the case of a Special Use, the petitioner shall be held to the representations made on the Preliminary Site Plan included with this petition.**

CONTACT PERSON:

BY SIGNING THIS PETITION, THE PETITIONERS/PROPERTY OWNERS OF THE ABOVE-DESCRIBED REAL ESTATE AUTHORIZE THAT THE CONTACT PERSON LISTED ABOVE MAY REPRESENT THIS PETITION BEFORE THE AREA PLAN COMMISSION AND COUNTY COUNCIL AND TO ANSWER ANY AND ALL QUESTIONS THEREON.

Signature(s) of all property owner(s):
