

AMENDMENT TO ZONE MAP
(REZONE)

PETITION CHECKLIST
FRANKTON PLANNING COMMISSION

The following items must be submitted before a hearing before the Frankton Planning Commission can be held. Any questions regarding these items should be directed to the Frankton Town Hall office at (765) 754-7285. All information must be typed or printed in ink.

☐ Petition form with original signatures (attached):

Unless initiated by the Planning Commission or Town Council, the petition must include the signatures of the owner(s) of at least 50 percent of the land involved.

☐ Affidavit of Notice of Public Hearing (attached) with list of adjoining land owners: *At the time of submission of a complete petition with all required supporting documentation, Planning Commission staff will notify the petitioner of the next available date for a public hearing on the petition. The petitioner must publish the attached Notice of Public Hearing in the Elwood Call Leader newspaper and must send the Notice of Public Hearing by certified mail to interested parties, as defined in the Planning Commission Rules of Procedure, at least ten (10) days before the hearing date. The Proof of Publication, Certificate of Mailing Receipt and attached Affidavit of Notice of Public Hearing must be submitted to the Town Hall located at 204 E. Sigler Street, Frankton, Indiana, by the petitioner no less than 24 hours before the hearing.*

☐ Legal Description of the Real Estate:

A precise legal description of the property area that is proposed for the Rezone.

☐ Supporting Information:

- Statement of Intent
- Site Plan (seven sets) including the following:
 - Location/Keymap
 - Property dimensions
 - Existing buildings- please provide all dimensions
 - Adjacent roads and thoroughfares with entrances/exits to the site
 - Setbacks between structures and property lines
 - Parking areas - please provide all dimensions
 - Septic systems/wells (if applicable)
 - Proposed changes and buildings elevations
 - Existing easements
 - North arrow
 - Location of any existing cemeteries

☐ Warranty Deed, Quitclaim Deed, and/or Contract:

The deed and/or contract must be executed and recorded.

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☐ **Filing Fee: \$**

Cash, Check, or Money Order payable to the Town of Frankton. The filing fee is not refundable.

Please Note: The public hearing for this project will automatically continue to the following month if supplemental information exceeding two pages (8.5" x 11") is submitted less than ten (10) days prior to the hearing date. If the public hearing is continued for this reason, the petitioner(s) may be required to re-publish and re-send notices of the new public hearing date at the petitioner(s)' sole expense.

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**APPLICATION
FRANKTON PLANNING COMMISSION**

Petitioner's Contact Information (add pages for additional

petitioners): Petitioner's Name: Phone #

Mailing Address /City/Zip:

Email Address:

Project Address/City/Zip: _____ Present

Use of Property:

Requested New Zoning Classification: _____

I (We), the above petitioner, request a Rezone of above property for the purpose of

(Attach legal description of the property with warranty deed and/or

contract) Parcel Number_ Present Zoning of property: Date property was purchased

Petitioner's Authorized Representative (optional): *The petitioner(s) hereby authorize the following individual or firm to represent the petitioner(s) in this proceeding.*

Name: **Phone:**

Address/City/Zip:

Email Address:

**Petitioner Signature Date
Signed and Printed**

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NOTICE OF PUBLIC HEARING
FRANKTON PLANNING COMMISSION

Hearing Information: Notice is hereby given that on the day of 202_ at 6:00 p.m. a public hearing will be held by the Frankton Planning Commission in the Frankton Police Department at 108 E. Sigler Street, Frankton, Indiana, for the purpose of considering an Amendment to Zone Map (Rezone) petition for the following described real estate:

(Insert legal description)

Property Location: The subject site is located on the [N/S/E/W] side of between roads and

in Township with a street address/city/zip of _____.

The purpose of the petition is to amend the Town of Frankton official zoning map to change the zoning classification of the subject property from [insert old zoning classification] to [insert new zoning classification] for the purpose of _____.

Supporting Information: A copy of the Rezone petition and supporting information is available for examination at the Frankton Town Hall.

Written Comments: Written comments on the petition will be accepted prior to the public hearing and may be submitted to the Frankton Town Hall. Any such written comments or objections shall be considered at the hearing.

All interested persons desiring to present their views on the petition will have an opportunity to be heard during the hearing. Pursuant to the Americans with Disabilities Act, any individual interested in attending the hearing should contact the Frankton Planning Commission and advise what, if any, accommodation is needed to attend the hearing. Said hearing may be continued from time to time as may be found necessary.

For more information, contact the Frankton Town Hall at 204 E. Sigler Street, Frankton, Indiana, (765)-754-7285.

Notice to Publisher: This notice must appear at least one (1) time not less than ten (10) days prior to the hearing date.

**AFFIDAVIT OF NOTICE OF PUBLIC HEARING
FRANKTON PLANNING COMMISSION**

Legal Notice: I (We) understand that a public hearing will be held by the Frankton Planning Commission to consider this petition and I (we) hereby certify that I (we) have prepared and paid for a legal notice consistent with the requirements of IC 5-3-1 for publication in the Elwood Call Leader newspaper. I (we) further certify that said legal notice has appeared in the Elwood Call

Leader newspaper no less than one time at least ten (10) days prior to the public hearing, not including the date of the hearing and that the legal notice included the information required by IC 36-7-4-604.

Notice to Interested Parties: In addition, I (We) hereby certify that I (we) have prepared, paid for, and distributed written notice of the petition to all interested parties, as defined below. The written notice was distributed by certified mail, return receipt requested, at least ten (10) days prior to the public hearing, not including the date of the hearing. The notice contained the same information as the legal notice that was published in the newspaper as outlined above.

Interested Parties: I (We) have provided notification to owners of all parcels of land adjoining the subject property to a depth of two (2) lots or 300 feet, whichever is less, from the exterior boundaries of the subject property. The most current list of property owners was obtained and verified through the Madison County Auditor's Office. Where any adjacent parcels of land are owned by me (us), subject property will include adjacent land owned by me (us). Attached is the list of the landowners to which notice was mailed. A "Notice of Public Hearing" card, provided by the Frankton Planning Commission, was posted by me (us) on the subject property within 15 feet of the road easement and clearly visible from the road or street at least ten (10) days prior to the hearing.

**Petitioner Signature Date
Signed and Printed**

MyCommissionExpires: , Notary Public Residing in County, 1N