



CICERO / JACKSON TOWNSHIP (PLAN COMMISSION)

MINOR SUBDIVISION APPLICATION

OFFICE USE ONLY

Subdivision Category		Docket #:	
<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Primary Plat	Date of Application:	
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Construction Plan	Date of Expiration:	
<input type="checkbox"/> Replat/Amendment	<input type="checkbox"/> Variance/Waiver	Application Fee:	
Application Check List		Date of Hearing:	
<input type="checkbox"/> Adjoiner List	<input type="checkbox"/> Legal Notice Copy	Date of Decision:	
<input type="checkbox"/> Certified Mail Receipts	<input type="checkbox"/> Property Sign	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved

APPLICANT MUST COMPLETE THE FOLLOWING

Developer:			
Address:			
City:		State: IN	ZIP Code: 46034
Telephone:	Fax:	E-mail*:	
Project Address:			
City: Cicero		State: IN	ZIP Code: 46034
Parcel:		Subdivision:	
Surveyor/Engineer:		Telephone:	
Address:		Fax:	
City:		Cell Phone:	
State:	ZIP Code:	Email*:	
Name of Subdivision:			
Acres:	Lots:	Density:	Zoning:
Additional Information:			

331 E. JACKSON ST. P.O. Box 650 CICERO, IN 46034
 PHONE: 317-984-5845 FAX: 317-984-5938 WWW.CICEROIN.ORG

REQUIRED INFORMATION NEEDED



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PETITIONER REQUIREMENTS

MINOR SUBDIVISION REVIEW INFORMATION *

- PLEASE NOTE: In accordance with the Cicero/Jackson Township Plan Commission Subdivision Control Ordinances, All applications packages must be submitted at least thirty (30) days prior to the next regularly scheduled meeting of the Plan Commission or it will not be heard at the meeting.**
- Schedule meeting with Plan Commission staff to review application and plans and submit conceptual Plan for review.
- Obtain a copy of the Plan Commission Rules and Procedures & the application along with a copy of the C/JT Subdivision Control Ordinance Article 4, Minor Subdivisions. Please review the procedures for each stage of the plan review as outlined in the Article 5 Minor Subdivisions. Failure to properly submit the documentation could delay the process of approval.
- Complete and submit application.** All applicable fees must be paid at this time.
- Submit 15 copies of proposed subdivision showing change to property requiring Plan Commission approval. **Submit to Plan Commission Office.** Please include one electronic copy
- Submit 15 copies of drawings, sketches, photos, and elevations that will help explain the proposed project. **Submit to Plan Commission Office.** Please include one electronic copy
- Submit 15 copies of the Petitioner's Findings. This is a list of reasons why the Plan Commission should approve this petition. **Submit to Plan Commission Office.**

Please Note: In accordance with Town of Cicero Municipal Code of Ordinances Section No: 36.03, fees shall be charged for every copy, photocopy or additional documents that are reproduced by the plan commission that were originally required in the application package. Those fees may range from \$0.20 to \$0.70 per copy depending on size of paper and color needed.

- Obtain one list of adjacent property owners that are to be notified by the petitioner by certified-return receipt mail. (Adjacent properties are two (2) properties deep or 600 feet whichever is less. Certified list to be obtained from the County Tax Map Office. Tax Map Office is located on the first floor of the Historic Courthouse in Noblesville. Or www.hamiltoncounty.in.gov/369/Adjoiner-Property-Notifications Request list as soon as possible. Preparation of list may take 5-7 days.) **Submit list to Plan Commission Office.** **Re-Plat must include all properties on the original plat.**
- After the Plan Commission has processed your application request you will be contacted to come in to the office to pick-up your processed application. You will receive your docket number from the Plan Commission Office and a copy of the legal notice.
- The petitioner is responsible for correspond with all applicable regulatory agencies for all other permits necessary. These may include, but are not limited to the following:

Cicero Town Council	Pipeline Companies
Hamilton County Surveyor	All Utility Companies
County Board of Commissioners	Town Utilities Director
County Health Department	Town Engineer
County Soil and Water Conservation	Indiana Department of Transportation
County Highway Department	
County Transfer Audit Department	
Cicero Police Chief (If within the corporate limits)	
Cicero/Jackson Township Plan Commission (For all addressing)	
County Sheriff Department (If outside the corporate limits)	
Jackson Township Fire Chief (If outside the corporate limits)	
Hamilton Heights School Board	



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- The petitioner shall attend the Technical Advisory Committee Meeting and the Subdivision Committee Meeting for the application and Plat review which will be scheduled within the 30 days from the time of approving the application and the Plan Commission hearing.
- You are required to send a copy of the legal notice by certified-return receipt mail to all adjacent property owners and put a copy of the legal notice in The Noblesville Times newspaper or The Hamilton County Reporter. **THE LEGAL NOTICE MUST BE PUBLISHED IN THE PAPER AND MAILED NO LESS THAN TEN (10) DAYS PRIOR TO THE PLAN COMMISSION MEETING NOT INCLUDING THE DAY OF THE MEETING.**

□

The Noblesville Times
Attn: Public Notices
Address: 54 N. 9th Street
Noblesville, IN46060

Phone: (765) 361-0100 Ext. 12
Fax: (765) 361-5901 (Attn: Public Notices)
Email: legals@thetimes24-7.com

Stu Clampitt- Public Notice Advertising
Hamilton County Reporter
P.O. Box 190
Westfield, IN 46074

Phone: (765) 365-2316
PublicNotices@readthereporter.com
stu.clampitt@gmail.com

- You will be given a sign identifying the “Notice of Public Hearing” from the Plan Commission Office. **Sign is to be placed** on the property for which the petition is being requested no less than ten (10) days prior to the Plan Commission meeting. (Sign contains information regarding the Public Hearing.)
- **Submit to the Plan Commission Office five (5) days prior to the Plan Commission Meeting:** green and white certified mail receipts; green return receipt cards; all returned certified mail envelopes that were not claimed; and the proof of publication obtained from the newspaper office.
- Property owner or authorized agent shall be present at the Commission Meeting hearing concerning the petition.

If you have any questions, contact the Cicero/Jackson Township Plan Commission Office, C.J. Taylor, Director, at 331 E. Jackson St., Cicero, IN or call (317) 984-5845.

*Primary Plat, Amendments to existing Plats, Sketch Plans, Construction Plans, Final Plans, etc. Please review the C/JT Subdivision Control Ordinance Article 4 for Minor Subdivisions before submitting your application package.



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LEGAL NOTICE

PLAN COMMISSION

The Cicero/Jackson Township Plan Commission will meet on () at (7:00 p.m.) in the Cicero Town Hall, 70 North Byron Street, Cicero, Indiana 46034, in order to hear the following petition:

Docket No. ()

A (Minor Subdivision application has been submitted) concerning Article 4 of the Cicero/Jackson Township Subdivision Control Ordinance in order to:

Project Address:

Legal Description? (YES or NO)

The petition may be examined at the office of the Cicero/Jackson Township Plan Commission, 331 E. Jackson st., Cicero, IN 46034.

Interested parties may offer an oral opinion at the Hearing or may file written comments concerning the matter to be heard prior to or at the Hearing.

The Hearing may be continued from time to time as may be found necessary.

Petitioner's Name: _____ Date: _____