



# CICERO / JACKSON TOWNSHIP PLAN COMMISSION

## REZONE REQUIREMENTS CHECKLIST

- Submit a completed application to the Plan Commission Office along with the required supporting information thirty (30) days prior to the hearing date.  
Submit the original application and ten (10) copies of the Site Plan showing existing features, buildings and the proposed changes to property requiring the special exception. (Please include 1 electronic copy also)  
Submit the original and ten (10) copies of any plans, drawings, sketches, photos, elevations that will help explain the special exception to the board members. (Please include 1 electronic copy also)  
Submit the original and ten (10) copies of the analysis of the zoning change petition describing its relationship with other properties in the area & within the Cicero/Jackson Township Planning Jurisdiction.  
**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.**
- Submit one (1) **Certified** list of adjacent and abutting property owners two properties deep or 600 feet whichever is less. **List must be no more than thirty (30) days old.** Subject property shall include all contiguous and bi-contiguous property (including across the road, easements, bodies of water, etc.) owned by the current property owner. **Note: The list may take five to seven days to obtain.**  
Certified list can be obtained from:
  - Hamilton County Office of Transfers and Mapping
  - 33 North 9<sup>th</sup> st. (Located in the old courthouse)
  - Noblesville, Indiana 46060 [www.hamiltoncounty.in.gov/369/Adjoiner-Property-Notifications](http://www.hamiltoncounty.in.gov/369/Adjoiner-Property-Notifications)
- Once all variance fees have been paid and the necessary information has been submitted to the Board Office, The docket number will be assigned and the legal notice will be processed.  
The legal notice shall be sent to the petitioners required adjacent property owners by certified/return receipts mail.  
The legal notice shall be published in The Noblesville Times or The Hamilton County Reporter ten (10) days prior to the day of the Board meeting, not including the day of the meeting. The Noblesville Times newspaper is published daily except for Sunday, Tuesday, and U. S. Postal Holidays. Notices must be submitted no later than 11:00 a.m., 2 business days prior to publication.

The Noblesville Times	Phone: (765) 361-0100 Ext. 12	Stu Clampitt- Public Notice Advertising	Phone: (765) 365-2316
Attn: Public Notices	Fax: (765) 361-5901 (Attn: Public Notices)	Hamilton County Reporter	PublicNotices@readthereporter.com
Address: 54 N. 9th Street	Email: <a href="mailto:legals@thetimes24-7.com">legals@thetimes24-7.com</a>	P.O. Box 190	<a href="mailto:stu.clampitt@gmail.com">stu.clampitt@gmail.com</a>
Noblesville, IN46060		Westfield, IN 46074	
- Obtain property sign from the Plan Commission office showing the "Notice of Public Hearing" having required information put on the sign and placed on the property for which the rezone is being requested no less than ten (10) days prior to the Board meeting, not including the day of the meeting.
- Three days prior to the board meeting proof of publication in the Noblesville Ledger/Reporter and certified receipts from the adjacent property owner mailings shall be submitted to the PC office.
- Note: Owners of property, their attorney, or a representative with power of attorney **SHALL** be present at the Plan Commission meeting/ hearing concerning the rezone petition. If no representative is present, the hearing will be tabled until the next available meeting.  
Upon Plan Commission approval, petitioner submits rezone ordinance to the Town of Cicero, Town Council via the Clerk Treasurer's Office  
If the zoning request is approved, the staff will make the necessary changes to the Official Zoning Map.



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## REZONE APPLICATION

### OFFICE USE ONLY

<b>Rezone Category</b>		<b>Docket #:</b>	
<input type="checkbox"/> Commercial	<input type="checkbox"/> PUD	Date of Application:	
<input type="checkbox"/> Residential	<input type="checkbox"/> Other	Date of Expiration:	
<b>Check List</b>		Rezoning Fee:	
<input type="checkbox"/> Adjoinder List	<input type="checkbox"/> Legal Notice Copy	Date of Hearing:	
<input type="checkbox"/> Certified Mail Receipts	<input type="checkbox"/> Property Sign	Date of Decision:	
<input type="checkbox"/> Additional Applications	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	

### APPLICANT MUST COMPLETE THE FOLLOWING

Property Owner:		
Address:		
City:	State:	ZIP Code:
Telephone:	Fax:	E-mail:
Project Address:		
City: Cicero	State:	ZIP Code:
Parcel:	Subdivision:	
General Contractor/ Builder:	Telephone:	
Address:	Fax:	
City:	Cell Phone:	
State:	ZIP Code:	Email:
Current Zoning:		
Proposed Zoning:		
Reason for rezone:		
Proposed use of rezoned property:		

