



**CICERO/JACKSON
TOWNSHIP
PLAN COMMISSION**

CICERO / JACKSON TOWNSHIP PLAN COMMISSION

AESTHETIC REVIEW OVERLAY DISTRICT APPLICATION

APPLICANT MUST COMPLETE THE FOLLOWING			
Property Owner:		Phone:	
Property Address:		Email*:	
City:	State:	ZIP Code:	
Tenant Business Name:			
Petitioner/Contact:		Phone:	
Address:		Email*:	
City	State:	ZIP Code:	
Cell Phone:		Fax:	
Current Property Use:			
Proposed Property Use:			
General Contractor/ Builder:		Phone:	
Address:		Email*:	
City	State:	ZIP Code:	
Engineer:		Phone:	
Address:		Email*:	
City:	State:	ZIP Code:	
Attorney:		Phone:	
Address:		Email*:	
City:	State:	ZIP Code:	
Architect:		Phone:	
Address:		Email*:	
City:	State:	ZIP Code:	
Sign Company:		Phone:	
Address:		Email*:	
City	State:	ZIP Code:	
Landscape:		Phone:	
Address:		Email*:	
City:	State:	ZIP Code:	
OFFICE USE ONLY			
AROD Category		Docket #:	
<input type="checkbox"/> Sign Package	<input type="checkbox"/> New Construction	Date of Application:	
<input type="checkbox"/> Façade Improvement	<input type="checkbox"/> Other	Date of Expiration:	
Check List		Application Fee:	
<input type="checkbox"/> Sign Package	<input type="checkbox"/> Lighting Plans	Date of Hearing:	
<input type="checkbox"/> Landscape Plans	<input type="checkbox"/> Building Elevations	Date of Decision:	
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved

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



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AESTHETIC REVIEW OVERLAY DISTRICT

APPLICATION AND INFORMATION

Prior to submitting an application for a Aesthetic Review, the applicant shall schedule an appointment with the Plan Commission staff for a preliminary consultation to discuss the proposed development plan.

Applicant shall submit all necessary information along with a completed application not less than thirty

(30) days prior to the next scheduled Plan Commission meeting date. (2nd Wednesday of each month)

Application must be completed in full or the docket could be delayed. If the application is not complete and the necessary information required for review is not present, the staff reserves the right to deny the request to be placed on the Docket.

The minimum submission of information shall include a Site Plan, Drainage Plan, Landscape Plan, Lighting Plan, Sign Plan, and Building Elevations of all sides of any Primary and Accessory Structure(s). Ten (10) Copies of each of the above items is mandatory. The extent of these plans is stated below and must be followed or the application will be considered incomplete and could delay the docket.

Please Note: In accordance with Town of Cicero ordinance No: 12-07-2010-3, 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.

Article Five

ZONING ORDINANCE

Aesthetic Review Overlay District

5.1 Purpose

The purpose of this Article is to establish a special overlay district in the Town of Cicero and Jackson Township. The overlay district regulations and a brief description of its intent is stated below.

5.2 Intent

In order to promote community goals and objectives for character and aesthetics along specified corridors and areas within the planning jurisdiction of this ordinance, the "Aesthetics Review Overlay District" has been created. The general intent is to promote appropriate and sensitive designs that integrate the character and aesthetic goals and objectives of the community as determined in the Cicero/Jackson Township Comprehensive Plan. The requirements of this overlay district are described in this Article.

5.3 Aesthetics Review Overlay District Boundaries

The boundaries for the Aesthetic Review Overlay District are shown on the Official Zoning Map. The Aesthetic Review Overlay District is marked with a hatch pattern as designated on the Official Zoning Map's legend.

Any portion of a subdivision, development or construction project which is located within the Aesthetic Review Overlay District and which extends beyond the boundary of the said Aesthetic Review Overlay District shall, for the purpose of this Article, cause the entire subdivision, development or construction project to be considered within the jurisdictional area of the Aesthetic Review Overlay District.



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5.4 Minimal Submission of Information

The minimal submission of information shall include a Site Plan, Drainage Plan, Landscape Plan, Lighting Plan, Sign Plan, and Building Elevations of all sides of any Primary and Accessory Structure(s). Ten (10) copies of each of the above items is mandatory.

5.5 Site Plan

The Site Plan must include an accurately scaled drawing which notes the location of all Primary and Accessory Structures, edge of pavement, road easements, utility easements, tree locations and general description. All existing physical aspects of the site must be noted by dotted or dashed lines and proposed physical changes shall be noted with solid lines.

5.6 Landscape Plan

For sake of clarity, the Landscape Plan may be included on the Site Plan or depicted separately. The Landscape Plan must include the existing vegetation, trees, landscape elements, structures, parking lots, and sidewalks. The Landscape Plan must also show the proposed landscape features including vegetation, trees, landscape elements, structures, parking lots, and sidewalks. Species information for trees, bushes, and flowers must be included. The sizes of proposed trees, bushes, and quantity of flowers must be noted.

5.7 Lighting Plan

A Lighting Plan must be included with the submission showing the style of lights propose to be used on the site and their locations. Information submitted should include, but not be limited to, height, material, type, specifications, and photometric.

5.8 Building Elevations

Scale drawings of all Primary and Accessory Structure(s) elevations must be submitted noting the building materials, doors, windows, signage, roof pitches and landscaping planted within five feet (5) of the structure.

5.9 Goals and Objectives within the Aesthetic Review Overlay District

- A. *Primary Structure Location:* The primary structure should be located toward the front of the property.
- B. *Parking Location:* The parking should be located primarily along the side and rear of the property. No more than thirty percent (30%) of the parking spaces may be placed in the front of the buildings.
- C. *Signage:* All signs shall be designed to create a unified and consistent sign package for the development. The signs used must not include pole signs even if allowed in the base zoning district.
- D. *Building Facades:* The building facade facing any adjacent street must have a finished facade. No loading docks or trash collection bins may be placed on or along the facades which face any adjacent street.
- E. *Outdoor Storage:* No un-screened outdoor storage shall be permitted.
- F. *Mechanical Equipment:* All mechanical equipment must be screened by vegetation, fencing or a building feature (i.e. a parapet). Screening must effectively reduce the ability of sight from any spot within four hundred feet of the mechanical equipment.
- G. *Building Materials:* The primary building material for all facades facing adjacent streets shall be brick, natural or cut stone. Other materials suggested on these facades include products like stucco or dryvit.
- H. *Landscaping:* Trees used in the yards adjacent to any adjacent street shall be Deciduous Shade Trees. Ornamental Trees can be used on all other yards. Deciduous Shade and Ornamental Trees are strongly encouraged to be used in and around parking areas. At least one (1) one and one half inch (1 1/2") caliper tree per 4,000 square feet of gross lot area is required.
- I. *Lighting:* Lighting in parking areas shall not exceed twenty (20) feet in height. All lighting shall be



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Metal Halide, have cutoff luminaries (shielded down lighting), and be consistent with the architecture style lighting of the Primary Building.

J. *Roofs*: Roofs shall be a gable design with slopes between fifteen (15) and forty-five (45) degrees.

5.10 Plan Commission Discretionary Incentives

The Plan Commission may alter the Development Standards as follows for significant compliance to the overlay district regulations. Any of the incentives listed below are fully discretionary by the Plan Commission. These incentives include:

A. *Setbacks*: The Plan Commission may reduce the required yard setback by as much as twenty-five percent (25%).

B. *Impervious Surface*: The Plan Commission may increase the allowed impervious surface percentage by as much as five percent (5%).

C. *Minimum Lot Frontage*: The Plan Commission may decrease the minimum lot frontage by as much as fifteen percent (15%).

5.11 Process

The Aesthetic Overlay District Committee (a subcommittee of the Plan Commission) shall review the information submitted as per the overlay district regulations. The information submitted for review must be complete and adequate for the Aesthetic Overlay District Committee to make a recommendation to the Plan Commission. All material must be submitted thirty (30) days prior to the Plan Commission meeting scheduled to review the proposed development.

The Aesthetic Overlay District Committee shall meet prior to the Plan Commission meeting scheduled to review the development. The Overlay District Committee shall make a recommendation for approval, conditional approval, or non-approval and shall recommend incentives to be given. To make recommendation for incentives, the Aesthetic Overlay District Committee shall have negotiated for higher standards of design that will further improve the aesthetic character while keeping in line with the communities goals and objectives outlined in the Comprehensive Plan.