



CICERO / JACKSON TOWNSHIP (PLAN COMMISSION)

MAJOR 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:			
Subdivision Variance(s) Requested:			

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



VARIANCE REQUIREMENTS CHECKLIST

Submit a completed application to the Board Office along with the required supporting information thirty (30) days prior to the hearing date.

Submit the original application and ten (10) copies for Plan Commission or seven (7) copies for Board of Zoning Appeals of the Site Plan showing existing features, buildings and the proposed changes to property requiring the variance. (Please include 1 electronic copy).

Submit the original ten (10) copies for Plan Commission or seven (7) copies for Board of Zoning Appeals of any plans, drawings, sketches, photos, elevations that will help explain the variance to the Board members. (Please include 1 electronic copy).

Submit the original ten (10) copies for Plan Commission or seven (7) copies for Board of Zoning Appeals of the Petitioner's List of Findings or reasons why the Board should approve the Variance.

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.**

Petitioner is Responsible for obtaining list and certified list can be obtained from:

Hamilton County Office of Transfers and Mapping
33 North 9th St. (Located in the old courthouse)
Noblesville, IN 46060 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 petitioner is responsible for mailings to the required adjacent property owners.

The legal notice shall be published in The Hamilton County Reporter Newspaper a **minimum of ten (10) days** prior to the day of the Board meeting, not including the day of the meeting. The Hamilton County Reporter is published on Mondays. Legal Notices must be submitted no later than 11:00 am, 2 business days prior to publication.

Stu Clampitt-Public Notice Advertising Phone: (765) 365.2316 [Direct Line]
Hamilton County Reporter Newspaper Stu.Clampitt@gmail.com
136 S. 9th Street, Suite 12
Noblesville, IN 46060

Obtain property sign from the Board Office showing the "Notice of Public Hearing" having required information put on the sign and placed on the property for which the variance is being requested no less than ten (10) days prior to the Board meeting, not including the day of the meeting.

Three (3) days prior to the Board meeting, proof of publication in the Hamilton County Reporter Newspaper or The Noblesville Times Newspaper and certified receipts from the adjacent property owner mailings shall be submitted to the Board office.

Note: Owners of property, their attorney, or a representative with power of attorney **SHALL** be present at the Board meeting/hearing concerning the variance petition and **be prepared to address (speak to)** the Board. If no representative is present, the hearing will be tabled until the next available meeting.



CICERO / JACKSON TOWNSHIP (PLAN COMMISSION)

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 (Major Subdivision application has been submitted) concerning Article () 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: _____