

Exhibit B - General Planned Unit Development Procedures

Filing Date: _____ with a possible Public Hearing: _____

Filing Procedures:

- All applications will be accepted as submitted to the staff on or before the noted filing dates.
- Application must be submitted with a \$ 250.00 filing fee.
- In order for an application to be submitted to the Elkhart County Advisory Plan Commission for Public Hearing it must be complete and have all items noted on the Application Checklist.
- All items noted on the Application Checklist must be submitted at the time of application or the application will not be processed by the staff. Processing will begin upon receipt of the noted deficiencies.
- When all Application Deficiencies have been corrected the processing of the petition will be for the next available Public Hearing.

Application Processing:

- Will begin upon the receipt of a complete application and filing fees.
- Review Procedures:
 - The application will be submitted to the Technical Review Committee with the date and time being sent to the applicant.
 - The Technical Review Committee will make the following recommendations:
 - Non-compliance with Specifications - I Planned Unit Developments
 - Suggestions to meet the purposes and criteria of Specifications - I Planned Unit Developments
 - Make a Recommendation of Compliance.

Setting for Public Hearing:

- All General Planned Unit Developments must be considered at a Public hearing by the Elkhart County Advisory Plan Commission and only after a complete and correct proposal has been submitted.
- The mailing of Notice to the Neighboring Property Owners and the publishing of the Legal Advertisement will be done by the staff as follows:
 - When the Technical Review Committee gives a favorable recommendation; or
 - Upon receipt of a the corrections (deficiencies) that reflect the items of non-compliance stated by the Technical Review Committee; or
 - By written request of the applicant.
 - Please Note: The application for a General Planned Unit Development will be considered as a proposal for a map amendment only after the Legal Advertisement and Notice to the Neighboring Property Owners have been mailed or published in accordance with Indiana Codes.
- The applicant will be required to post the property ten (10) calendar days prior to the public hearing with signs supplied by the staff in an area visible from a public right of way. Should the actual Public Hearing date change it is the applicant's responsibility to secure from the staff corrected signs.

Public Hearing:

- The applicant and the neighboring property owners within 300 feet will be given notice of the date and the time of the public hearing by mail.
 - The Public Hearing Procedures are as follows:
 - The Staff for the Plan Commission will present the Staff Report, the Technical Review Committee Recommendation and Suggestions, with the Staff Recommendations and findings.
 - The Applicant/petitioner will then present the proposal for the General Planned Unit Development with information and facts to justify a favorable finding.
 - The Plan Commission will:
 - Ask for persons in support of the petition to comment.
 - Then persons needing to have more information.
 - Then persons in remonstrance.
- It is suggested that all persons not repeat presented information.
- The Applicant/petitioner will be permitted to answer request for more information and to rebut the remonstrance presented. The presentation of new information will not be permitted.

Recommendations by the Plan Commission:

- The Plan Commission will close the Public Hearing and will consider the proposal.
 - At this time no further input will be permitted.
 - The Plan Commission Members can make specific request for more fact, findings, and information after the Public Hearing has been closed.
- After consideration the following recommendations can be made by the Plan Commission with written findings of fact based on the criteria established by Specification - I.
 - Favorable recommendation.
 - Favorable recommendation with Reasonable Conditions.

- Favorable recommendation with Conditions for issuance of Improvement locations permits.
- Unfavorable recommendation.
- No recommendation.

Legislative Body:

- All General Planned Unit Development proposals will be certified to the appropriate Legislative body with jurisdiction over the General Planned Unit Development.
- The Legislative Body may:
 - Adopt a General Planned Unit Development Ordinance as certified by the Plan Commission.
 - Adopt a General Planned Unit Development Ordinance as proposed and/or impose reasonable conditions for issuance of Improvement locations permits.
 - Reject the proposal.
 - Return proposal for further review and consideration by the Plan Commission.

ELKHART COUNTY
DEPARTMENT OF PUBLIC SERVICES

4230 Elkhart Road
Goshen, IN 46526

Planning Division
574-971-4678

_____ TAX CODE NUMBER

Board of Zoning Appeals
574-971-4678

PETITION

To: The Auditor and The Board of County Commissioners of Elkhart County, Indiana
or
 The Board of Zoning Appeals of Elkhart County, Indiana
or
 The Hearing Officer of Elkhart County, Indiana

The undersigned owners of real estate, identified within this application, which is located in _____
Township, respectfully petition:

- for a ZONING MAP CHANGE of said property from the _____ district to the _____ district.
- for an APPEAL from the ADMINISTRATOR'S DECISION as shown below
- to grant a VARIANCE as shown below
- to grant a SPECIAL USE as shown below
- for a CONDITIONAL INDUSTRIAL UNIT DEVELOPMENT as shown below
- to approve a PLANNED UNIT DEVELOPMENT

- Special Use Renewal

(Identify specific petition here) _____

Name: _____ Phone No.: _____
Address: _____ Fax No: _____
Email: _____

Agent (if any)

Name: _____ Phone No.: _____
Address: _____ Fax No: _____
Email: _____

Signature of Owner(s)
or authorized representative _____

PROPERTY

Located N-S-E-W (corner/side) of _____ (miles/feet)

N-S-E-W of _____ in _____ Township.

Legal description: _____
(if lengthy please attach)

Dimensions: Frontage _____ Depth _____ Area _____ (Sq ft/acres)

Present use of property: _____ Septic System: _____

Present Zoning of Property: _____

