

## Application Information for a Zone Map Change

### What you need to apply

If straight rezoning (non-PUD),

- Application fee.
- 1 copy of the attached application.
- Site plan.
- Recorded deed(s) for the rezoning area.

If GPUD,

- Application fee.
- 1 copy of the attached application.
- 2 large copies (18" × 24") and 2 small copies (11" × 17") of the site plan / support drawing (see attached GPUD Site Plan / Support Drawing Checklist).
- 2 copies of the GPUD narrative (see attached GPUD Narrative Checklist).
- Electronic version of all documents to DPS@ElkhartCounty.com.

If DPUD,

- Application fee.
- 1 copy of the attached application.
- 2 large copies (18" × 24") and 2 small copies (11" × 17") of the site plan / support drawing & primary plat (see attached DPUD Site Plan / Support Drawing & Primary Plat Checklist).
- 2 copies of the DPUD narrative (see attached DPUD Narrative Checklist).
- Rule 5 and SWPPP if the project will disturb 1 acre or more.
- Electronic version of all documents to DPS@ElkhartCounty.com.

### When you have to apply by

- Monday, \_\_\_\_\_, by **3:00 p.m.**

### Meetings you have to attend

- Technical Review Committee on Friday, \_\_\_\_\_ (not for straight rezoning).
- Plan Commission on Thursday, \_\_\_\_\_.
- Board of County Commissioners on Monday, \_\_\_\_\_,  
or (if town) Town Board or Council on \_\_\_\_\_.

**Application for a Zone Map Change**

Current zoning: \_\_\_\_\_ Requested zoning: \_\_\_\_\_

Proposed land use:  Agricultural  Residential  Commercial  Manufacturing  
 Mixed use: \_\_\_\_\_  
 Other: \_\_\_\_\_

Use This Box Only if GPUD or DPUD Requested

Development name: \_\_\_\_\_  
If DPUD, number of lots: \_\_\_\_\_ If DPUD, subdivision type:  Minor  Major

Jurisdiction:  Unincorporated  Bristol  Middlebury  Millersburg  Wakarusa

Location: N S E W corner side end of \_\_\_\_\_ ,  
\_\_\_\_\_ ft. N S E W of \_\_\_\_\_

Site address: \_\_\_\_\_

Parcel numbers: \_\_\_\_\_  Part of  
\_\_\_\_\_  Part of  
\_\_\_\_\_  Part of

**Current landowner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Other party 1**  Developer  Buyer  Surveyor, engineer, or agent

Name: \_\_\_\_\_ State license no.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Other party 2**  Developer  Buyer  Surveyor, engineer, or agent

Name: \_\_\_\_\_ State license no.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Other party 3**  Developer  Buyer  Surveyor, engineer, or agent

Name: \_\_\_\_\_ State license no.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Signature of current landowner or agent:** \_\_\_\_\_

Notes: \_\_\_\_\_

**GPUD Site Plan / Support Drawing Checklist**  
Minimum Requirements

- Title block**
  - Development name.
  
- General**
  - Scale (1 in. no more than 100 ft.).
  - North arrow.
  
- Surveyor, engineer, or agent's address, phone, and email**
  
- Boundaries**
  - Proposed property boundary with lot(s), total acreage, and dimensions.
  - Adjacent property lines.
  - Incorporated areas.
  - Public right-of-way with names.
  
- Easements**
  
- Current zoning (onsite and adjacent)**
  
- Uses (use labels: existing, proposed, future, and to be removed)**
  
- Improvements (use labels: existing, proposed, future, and to be removed)**
  - Structures with dimensions.
  - Signage.
  - Parking and interior drives.
  - Buffers and landscaping.
  - Fencing.
  - Outside storage and display.
  - Utilities (proposed and future private utilities must be outside the right-of-way).
  - Project phasing.
  
- Ponding soils (if any)**
  
- Traffic**
  - Onsite driveway(s) (site access).
  - General sight distances.
  - Street improvements (if any).
  - Offsite driveways within 200 ft. of site access.
  
- Stormwater systems (general description and/or illustration)**

## **GPUD Narrative Checklist**

### Minimum Requirements

#### **Cover pages**

- Development name.
- Surveyor, engineer, or agent's address, phone, and email.
- Legal description for the rezoning area.

#### **Development concept overview**

- Concept summary.
- Reason for the chosen location.
- Relationship of the intended uses with existing surrounding uses.
- Land use intent by percentage: agricultural, residential, commercial, manufacturing, undeveloped/open space, parking, stormwater systems, and other.
- General protections for surrounding residential uses (if applicable).

#### **Development concept details**

- Site improvements and changes.
- Project phasing.
- Days and hours of operation.
- General indoor and outdoor activity.
- Road impacts with jurisdiction note: unincorporated, Bristol, Middlebury, Millersburg, or Wakarusa.
- MS4 impacts with disturbance note: will disturb less than 1 acre, will disturb 1 acre or more.

#### **Deviations from Zoning Ordinance standards**

#### **Water and sanitary systems**

- Include reason for nonconnection to municipal water and sewer (if applicable).
- Include confirmation that private systems are outside the right-of-way.

**DPUD Site Plan / Support Drawing & Primary Plat Checklist**  
Minimum Requirements

**Title block**

- Development name.
- PLSS section, township, and range.
- Township name.

**General**

- Scale (1 in. no more than 100 ft.).
- North arrow.
- Surveyor or engineer's seal.
- Drawing date.
- Legal description for the rezoning area.
- Restrictions on uses and improvements.

**Surveyor, engineer, or agent's address, phone, and email**

**General location map**

- Rezoning area.
- Public right-of-way with names (include nearest major intersection).
- Natural bodies of water and regulated drains.

**Boundaries**

- Proposed property boundary with total acreage, dimensions, and bearings.
- Lot numbers, lot acreage or square footage, and lot lines with dimensions and bearings.
- Existing monuments with distance to point of beginning, existing markers, and set markers.
- Adjacent section and quarter section lines.
- Adjacent property lines and owners of adjacent property.
- Incorporated areas.
- Public right-of-way (existing, to be dedicated, and to be vacated) with dimensions and names.
- Building and parking setbacks with outlines.
- Common areas (if any).

**Easements with dimensions**

- Access.
- Nonaccess.
- Utility.
- Drainage.
- Septic.
- Structure.

**Current zoning (onsite and adjacent)**

**Uses (use labels: existing, proposed, future, and to be removed)**

**Improvements (use labels: existing, proposed, future, and to be removed)**

- Structures with dimensions and total area, setbacks to property lines, and distances between structures if less than 10 ft.
- Existing offsite structures within 100 ft. of the rezoning area with dimensions and setbacks to property lines.
- Signage with type, dimensions, and setbacks to property lines.
- Nonbuilding structures (e.g., swimming pools, dumpsters, and fuel tanks).
- Parking with number of spaces and setbacks.
- Interior drives and traffic patterns.
- Surface types.
- Buffers and landscaping with type and size.
- Fencing with type and dimensions.
- Outside storage and display.
- Outside lighting with type.
- Utilities (proposed and future private utilities must be outside the right-of-way).
- Project phasing.

**Deviations from Zoning Ordinance standards**

**Topography**

- Site benchmark.
- 2 ft. contours for the rezoning area with elevations.
- Site grading (if any).
- Vertical datum used.
- Lowest-floor elevation of proposed structures.

**Floodplain and wetland**

- Natural bodies of water with names (if any).
- 100-year floodplain (if any), floodplain note, and source used for floodplain data.
- Wetland (if any), wetland note, and source used for wetland data.

**Soils**

- Soil types and data source.
- Boring locations (if any).
- Ponding soils (if any).
- Seasonal high water table level.

**Water and sanitary systems (use labels: existing, proposed, and to be abandoned)**

- Onsite municipal water and sewer (if any) with manholes and pipe sizes.
- Onsite well, septic, and reserve/repair contingency plan.
- Offsite well, septic, and reserve area within 100 ft. of the rezoning area.
- Proposed private systems must be outside the right-of-way.

**Traffic**

- Onsite driveway(s) (site access).
- Sight distances.
- Street improvements (if any).
- Offsite driveways within 200 ft. of site access.

**Stormwater**

- Retention and detention areas and other stormwater improvements (or note that none are needed).

**Regulated drains**

- Regulated drain names and centerlines.
- Public and private tile with sizes and notes on protection, relocation, or removal.

## **DPUD Narrative Checklist**

### Minimum Requirements

**Cover pages**

- Development name.
- Surveyor, engineer, or agent's address, phone, and email.
- Legal description for the rezoning area.

**Development project overview**

- Project summary.
- Reason for the chosen location.
- Relationship of the intended uses with existing surrounding uses.
- Land use intent by percentage: agricultural, residential, commercial, manufacturing, undeveloped/open space, parking, storm-water systems, and other.
- Protections for surrounding residential uses against nuisances (lighting, noise sources, vibrations, dust, smoke, etc.).

**Development project details**

- Site improvements and changes.
- Project phasing.
- Site access.
- Days and hours of operation.
- Indoor and outdoor activity.
- Number of employees and visitors per day.
- Number of trucks and other vehicles per day.
- Parking and parking surfaces plan.
- Outside storage and display.
- Overview of stormwater plan.

**Deviations from Zoning Ordinance standards**

**Water and sanitary systems**

- Include reason for nonconnection to municipal water and sewer (if applicable).
- Include confirmation that private systems are outside the right-of-way.

**Soils (omit if on city sewer)**

- Soil types and data source.
- Soil-related development limitations.
- Seasonal high water table level.

**Traffic**

- Existing vehicle count for adjacent streets with proposed increase.
- Vehicle traffic in and out.
- Sight distances.
- TIVE (if applicable).

**Stormwater**

- Storage worksheet.
- Storage construction notes.

**Other**

- Environmental assessment (if applicable).
- Public improvements (if applicable).