

CHANGE OF ZONING APPLICATION

OFFICE USE ONLY

DOCKET #: _____ FILED DATE: _____

FILING FEE: \$ _____ FEE PLUS \$ _____ PER ACRE (@ _____ ACRES) = \$ _____

PRE-FILING CONFERENCE

PRE-FILING CONFERENCE WITH: _____ (STAFF NAME) DATE: _____

APPLICANT INFORMATION

APPLICANT'S NAME: _____ TELEPHONE: _____

ADDRESS: _____ EMAIL: _____

PROPERTY OWNER'S NAME: _____ TELEPHONE: _____

ADDRESS: _____ EMAIL: _____

REPRESENTATIVE'S NAME: _____ TELEPHONE: _____

COMPANY: _____ EMAIL: _____

ADDRESS: _____

PROPERTY AND PROJECT INFORMATION

PROJECT TO BE KNOWN AS: _____

ADDRESS OR PROPERTY LOCATION: _____

ACREAGE: _____ (ATTACH LEGAL DESCRIPTION) EXISTING LAND USE: _____

COUNTY PARCEL ID #(S): _____

EXISTING ZONING DISTRICT(S): _____ PROPOSED ZONING DISTRICT: _____

APPLICATION TYPE: STANDARD ZONING DISTRICT PLANNED UNIT DEVELOPMENT DISTRICT TEXT AMENDMENT

GENERAL INSTRUCTIONS

- A. **Pre-Filing Conference:** A pre-filing conference is required for all petitions. An appointment must be made with the Community Development Department (the “Department”) to discuss a petition prior to filing. An application will not be considered filed until a pre-filing conference has occurred. An applicant should have a draft ordinance and concept plan for the pre-filing conference. Applicants are encouraged to incorporate the Department’s comments into the application prior to filing.
- B. **Filing Petition:** A petition shall be filed with the Department by the filing deadline in accordance with the Schedule of Meeting and Filing Dates. In order to be deemed a complete petition, a petition shall include the following:
- | | |
|---|--|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Legal Description |
| <input type="checkbox"/> Proposed Ordinance | <input type="checkbox"/> Concept Plan (if applicable) |
| <input type="checkbox"/> Draft Public Notice | <input type="checkbox"/> List of Adjoining Property Owners (as provided by County) |
| <input type="checkbox"/> TAC Delivery Affidavit | <input type="checkbox"/> Narrative Statement (describing reason for petition) |
| <input type="checkbox"/> Property Owner Consent | <input type="checkbox"/> Vicinity Map (including property within 500 feet) |
| <input type="checkbox"/> Copy of Property Deed | |
- C. **Filing Fee Check:** After the filing of an application, the Department will advise the applicant of the applicable filing fee amount, which is due and payable (checks made out to “City of Westfield”) within two (2) weeks of filing.
- D. **Technical Advisory Committee (TAC):** The applicant is responsible for submitting a copy of the application and related information to Technical Advisory Committee members prior to filing. An affidavit confirming delivery of information is required to be completed and signed by the applicant and submitted with the petition. Technical Advisory Committee meetings are held virtually via Microsoft Teams in accordance with the Schedule of Meeting and Filing Dates. A representative must be present at this meeting.
- E. **Council Introduction:** Applications are presented to the Council for introduction, prior to the Plan Commission public hearing. The Council will hear an introductory presentation of the application and supporting information by the Department and the Applicant.
- F. **Public Hearing and Notice:** All change of zoning applications require a public hearing by the Plan Commission. The hearing is held at the first Plan Commission meeting of the month, in accordance with the Schedule of Meeting and Filing Dates. Notice of the hearing is required in accordance with the [Plan Commission’s Rules of Procedure](#):
- Newspaper Publication:** Notice of the hearing will be published in the Hamilton County Reporter. The Department will handle the newspaper publication requirement.
 - Mailed Public Notice:** The applicant is responsible to send public notice by first class mail to all interested parties, postmarked at least ten (10) days prior to the hearing. A list of adjacent property owners may be obtained from the **Hamilton County Auditor, Office of Transfers and Mapping** (33 North 9th Street, Noblesville, IN 46060, (317) 776-9624), and shall include all owners of property to a depth of two (2) ownerships of no direct or indirect financial or other interest to the applicant or property owner or one-eighth of a mile (1/8), whichever is less.
 - Public Notice Sign:** The applicant is responsible to post a public notice sign(s) on the property at least ten (10) days prior to the public hearing. The Department will determine sign locations and will make signs available for the applicant to obtain in the office of the Department.
 - Affidavit of Notice of Public Hearing:** The applicant shall deliver a copy of the mailed notice and a signed affidavit, verifying that the notices were mailed and the public notice sign(s) was posted on the subject property, to the Department at least four (4) calendar days prior to the public hearing.
- G. **Revisions:** Following the hearing, the applicant will have an opportunity to make revisions to the petition as a result of the TAC review, staff comments and public hearing comments. Revisions must be submitted electronically (PDF format) to the Department pursuant to the Schedule of Meeting and Filing Dates (see “Revised Plans Submittal Deadline”).
- H. **Plan Commission:** Following the public hearing (typically at the second Plan Commission meeting of the month), the Plan Commission will make a favorable, unfavorable, or no recommendation to the City Council.
- I. **Council’s Consideration:** The Council will then review the change of zoning application and materials forwarded from the Plan Commission and will either approve or deny the ordinance.
- J. **Resource:** Please see the [Plan Commission’s Rules of Procedure](#) for more detailed procedural information.