

PC Application Packet

City of Delphi Advisory Plan Commission



This application packet is for petitions under the jurisdiction of the City of Delphi PC and includes:

- **Development Plan** – a review of any new construction, exterior alteration, relocation, demolition, occupancy, or change or expansion in use of a commercial, industrial, or certain residential uses (condominiums, multi-family, etc.).
- **Zone Map Change** – a change from one zoning district to another.
- **Primary Plat** – preliminary approval of a subdivision layout.
- **Secondary Plat & Construction Drawings** – final approval of a subdivision layout including detailed construction drawings.

Step 1: Pre-Application.

At least one week prior to the intended filing of the petition, the applicant must discuss the potential application with the Administrator for the purpose of becoming familiar with requirements, submittals, procedures, deadlines, and hearings. Contact the Administrator by calling (317) 258-8046 or emailing dluzier@grwinc.com.

Step 2: Making Application.

The applicant must make an appointment with the Administrator in order to file an application by calling (317) 258-8046 or emailing dluzier@grwinc.com. A complete application and all required attachments are to be submitted by the date shown on the Application Schedule. At this time, the Administrator will review the application to determine whether the application is complete. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline may be placed on the application cycle for the next regular meeting.

Step 3: PC Submittal Checklist

	Primary Plat	Secondary Plat	Development Plan	Zone Map Change
1. Application Fee	\$1,260	\$2,250	\$1,090	\$1,420
2. Application Form	✓	✓	✓	✓
3. Vicinity Map	✓	✓	✓	✓
4. Aerial Map	✓	✓	✓	✓
5. List of Adjacent Property Owners	✓			✓
6. Basic Site Plan	✓	✓	✓	✓
7. Narrative	✓	✓	✓	✓
8. Drainage Calculations	✓	✓	✓	
9. Plat Plans	✓	✓	✓	
10. Construction Plans		✓	✓	
11. Legal Description with Drawing				✓
12. Proof of Sewer/Water Service		✓	✓	
Attachment A: Consent of Property Owner	✓	✓	✓	✓
Attachment B: Notice for Newspapers	✓			✓
Attachment C: Notice for Property Owners	✓			✓
Attachment D: Project Routing Sheet <i>(with signatures)</i>	✓	✓	✓	✓
Attachment E: Detail Data Sheet	✓	✓	✓	
Attachment F: Certificate of Sufficiency		✓	✓	
Attachment G: Obligation to Observe		✓	✓	
Attachment H: Standards for Evaluating a Zone Map Change				✓
Attachment I: Request for Waiver from Subdivision Standards	✓	✓	✓	

1. Application Fee. Make checks payable to “City of Delphi.”
2. Application Form. All items must be fully completed and signed by the applicant(s) and notarized.
3. Vicinity Map. Submit a vicinity map formatted for 8 ½”x11” in size, showing where the property is generally located in Delphi, making sure major streets are labeled. The map can be obtained from Google Maps or another similar program. Be sure to highlight the subject parcel.
4. Aerial Map. Submit an aerial map of the subject parcel formatted for 8 ½” x 11” in size, showing all properties within 600 feet of subject parcel. The map can be obtained from Google Maps or other similar aerial mapping programs. Be sure to highlight the subject parcel.
5. List of Adjacent Property Owners. Obtain a list of all surrounding property owners whose property is within 600 feet and at least two (2) parcels deep from all portions of the subject parcel. The list can be obtained from either:
 - Carroll County Auditor’s Office, 101 W Main St, Suite 201, Delphi, IN 46923; (765) 564-3172.
6. Basic Site Plan. Submit a basic site plan formatted for 8 ½” x 11” in size, showing the basic layout of the proposed development for duplication purposes.
7. Narrative. A Narrative describing the nature of the application, land use, and the details of the proposed development including information such as number of lots, hours of operation, number of employees, anticipated traffic generation, and the dates/details of previous construction/permits if applicable. Also include a bulleted statement of the history of the project (annexation, rezoning, platting, amendments, approvals, etc.)
8. Drainage Calculations.
9. Plat Plans. Submit a set of plans that are formatted for 11”x17”. Plans **MUST** be prepared in accordance with the city’s ordinances and current Document and Drawing Specifications.
10. Construction Plans. Submit a full-size set of plans as well as a full set of plans that are formatted for 11”x17”. Plans **MUST** be prepared in accordance with the city’s ordinances and current Document and Drawing Specifications.
11. Legal Description and Drawing. A land description of the written words delineating the property and a corresponding drawing with dimensions and bearings. For the electronic version, the legal description should be a PDF generated directly from a Word document so that the text is crisp and clear.
12. Proof of Sewer/Water Service. Provide written verification that sewer and water service are available for the site and that the utility is willing to serve the site under current/future capacity.

Attachments A - I. Complete necessary attachments per the respective instructions contained on each form.

Step 4: Notifying the Public (not applicable to Secondary Plat or Development Plan)

State Law and the Rules and Procedures for Delphi's PC require you to notify the public of the hearing in two different ways: by newspaper and by notifying property owners that surround the subject property. Signing and submitting an *Affidavit of Notification* verifies this notification.

Notification by Newspaper

Complete Attachment B: Notice for Newspapers. At the application meeting, the Administrator will review and approve the completed attachment.

Publish the approved attachment and legal description one time in both of the newspapers listed below at least 10 days prior to the Hearing (see Application Schedule). Failure to meet the publishing deadlines will delay the hearing of your petition. Be certain to obtain a "Proof-of-Publication" affidavit from the newspaper for your advertisement. These affidavits and *Form 1: Proof of Notification* must be turned in to the Administrator prior to the hearing (see Application Schedule).

- Carroll County Comet. (765) 564-2222.

Surrounding Property Owner Notification

Complete Attachment C: Notice for Property Owners. At the application meeting, the Administrator will review and approve the completed attachment.

The Petitioner must notify all surrounding property owners within 600 feet or two properties in depth of the subject property (whichever is least). If the petitioner owns adjacent parcels, then go 600 feet and two properties beyond those parcels (whichever is least).

Notification must be mailed by either First Class Certificate of Mailing or Certified Mail.

- Certificate of Mailing provides evidence that mail has been presented to the post office for mailing. Use Form 2 for listing those notified (copy enclosed). Proof of Mailing will be Form 2 that has been stamped by the Post Office.
- Certified Mail or "green cards" provides the sender with a mailing receipt and proof of delivery. Visit the Post Office for special cards and stickers for addressing letters sent by Certified Mail. Proof of Mailing is a combination of the "green cards" that have been sent back to you and your Certified Mail Receipt for letters that were not claimed.

All letters must be postmarked at least 10 days prior to the hearing (see Application Schedule). Proof of mailing must be submitted to the Administrator prior to the hearing (see Application Schedule). Include the following information to each person notified:

- A copy of the approved Attachment C
- Legal description and drawing
- Narrative
- Site Plan
- Attachment H and/or Attachment I if part of your application

2024 Application Schedule

The following table depicts the deadlines for petitions before the Delphi PC. Deviations from this schedule are not permitted.

Application Submittal	TAC Meeting	Deadline for Submitting Info/Revisions to the File	Public Notice Deadline	Staff Report Published	PC Hearing
Dec 15 2023	Dec 27 2023	Jan 2	Jan 3	Jan 8	Jan 15
Jan 19	Jan 29	Feb 5	Feb 7	Feb 12	Feb 19
Feb 16	Feb 26	Mar 4	Mar 6	Mar 11	Mar 18
Mar 15	Mar 25	Apr 1	Apr 3	Apr 8	Apr 15
Apr 19	Apr 29	May 6	May 8	May 13	May 20
May 17	May 27	June 3	June 5	June 10	June 17
June 14	June 24	July 1	July 3	July 8	July 15
July 19	July 29	Aug 5	Aug 7	Aug 12	Aug 19
Aug 16	Aug 26	Sep 2	Sep 4	Sep 9	Sep 16
Sep 20	Sep 30	Oct 7	Oct 9	Oct 14	Oct 21
Oct 18	Oct 28	Nov 4	Nov 6	Nov 11	Nov 18
Nov 15	Nov 25	Dec 2	Dec 4	Dec 9	Dec 16

- **Application Submittal:** The filing deadline is 3:00pm on the date indicated. Call (317) 258-8046 or email dluzier@grwinc.com to make an appointment to file your application. Application meetings are generally done electronically.
- **TAC Meeting:** When conducted in person, the Technical Advisory Committee Meetings are held at the Delphi City Hall, 201 S Union St, Delphi, IN 46923. *(Not applicable to Zone Map Changes)*
- **Deadline for Submitting Info/Revisions to the File:** Revisions or additions to the plans and/or file must be submitted by 3:00pm on the date indicated in order to remain on the current application schedule. Information received after this date will be entered into the file at the public hearing. Plans shall be submitted electronically with a cover letter to the attention of the Delphi Administrator at dluzier@grwinc.com.
- **Public Notice Deadline:** Deadline to publish public notice in the newspaper and postmark mailings to surrounding property owners.
- **Staff Report Published:** On the date indicated, Staff Reports will be emailed directly to the Delphi PC and the Applicant/Owner.
- **Submit Proof of Public Notice:** Submit Forms 1 and 2 as proof of adequate public notice of the hearing. Forms shall be submitted electronically with a cover letter to the attention of the Delphi Administrator at dluzier@grwinc.com.
- **PC Hearing:** Unless otherwise noticed, PC Meetings are held at 6:00pm at Delphi City Hall, 201 S Union St, Delphi, IN 46923.

PC Application

This application is being submitted for (check all that apply):

- ☐ Development Plan
- ☐ Zone Map Change
- ☐ Primary Plat
- ☐ Secondary Plat & Construction Drawings
- ☐ Waiver request included

For Office Use Only		
File #	Fee	
Filing	TAC	
Hearing/Meeting		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> w/ conditions
<input type="checkbox"/> Favorable	<input type="checkbox"/> Unfavorable	<input type="checkbox"/> No Recommendation

Applicant Info

Name	
Street Address	
City, State, Zip	
Primary Contact Person regarding this petition	
Phone	E-Mail
Engineer Preparing Plans	E-Mail
Others to be Notified	E-Mail

Property Owner

Name	
Street Address	
City, State, Zip	
Phone	E-Mail
Applicant is (circle one): Sole owner Joint Owner Tenant Agent Other (specify)	

Premises Affected

10-digit Parcel Number				
Actual/approximate address or location from major streets				
Subdivision			Lot Number(s)	
Total Acreage		Flood Zone on Site?		
Zoning of Subject Property		Use of Subject Property		
Proposed Zoning		Proposed Land Use		
Zoning of Adjacent Properties	North:	South:	East:	West:
Land Use of Adjacent Properties	North:	South:	East:	West:

Notarization

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant	
Notary Public's Name (printed)	Signature of Notary
My Commission Expires State County	Subscribed and sworn to before me this ____ day of _____, 20_____.

Attachment A: Consent of Property Owner

Complete and submit if applicant is different from property owner.

I (we)

NAME(s)

After being first duly sworn, depose and say:

- That I/we are the owner(s) of the real estate located at I (we)

ADDRESS

- That I/we have read and examined the Application and are familiar with its contents.
- That I/we have no objection to, and consent to such request as set forth in the application.
- That such request being made by the applicant (____ is) (____ is not) a condition to the sale or lease of the above referenced property.

(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

, Notary Public

My Commission expires: _____ County of Residence: _____

Attachment B: Notice for Newspapers

Attach: 1) Legal Description

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of _____, and legally described by the attached legal description, have filed a petition before the Delphi Plan Commission, which petition requests a

☐ Primary Plat ☐ with request for waiver from subdivision standards ☐ Zone Map Change

for the said property in order to:

_____.

This petition, File # _____, will come for hearing at 6:00pm at the Delphi City Hall, 201 S Union St, Delphi, IN 46923 on _____, _____.

In accordance with the Americans With Disabilities Act, if anyone wishes to attend the public hearing on the above referenced matter and is in need of reasonable accommodation in order to hear, present evidence, or participate in the proceedings at the public hearing on this matter, please contact the Administrator so accommodation can be made. The petition and file on this matter is available for examination by contacting the Administrator at (317) 258-8046 or email at dluzier@grwinc.com. Comments regarding this petition may be submitted at any time. Information to be considered in the Staff Report and distributed to the PC members in advance of the meeting must be received eight (8) days prior to the hearing and must be sent to dluzier@grwinc.com or City of Delphi PC, 201 S Union St, Delphi, IN 46923.

Petitioner: _____

Attachment C: Notice for Property Owners

***Include with the mailing: 1) Legal Description, 2) Site Plan,
3) Narrative, 4) Attachment H (if applicable) and 5) Attachment I (if applicable)***

Notice is hereby given that I have, as the owner (or with the owner's consent) of the property commonly described as the address of _____, and legally described by the attached legal description, have filed a petition before the Delphi Plan Commission, which petition requests a

☐ Primary Plat ☐ with request for waiver from subdivision standards ☐ Zone Map Change

for the said property in order to:

This petition, File # _____, will come for hearing at 6:00pm at the Delphi City Hall, 201 S Union St, Delphi, IN 46923 on _____, _____.

In accordance with the Americans With Disabilities Act, if anyone wishes to attend the public hearing on the above referenced matter and is in need of reasonable accommodation in order to hear, present evidence, or participate in the proceedings at the public hearing on this matter, please contact the Administrator so accommodation can be made. The petition and file on this matter is available for examination by contacting the Administrator at (317) 258-8046 or email at dluzier@grwinc.com. Comments regarding this petition may be submitted at any time. Information to be considered in the Staff Report and distributed to the PC members in advance of the meeting must be received eight (8) days prior to the hearing and must be sent to dluzier@grwinc.com or City of Delphi PC, 201 S Union St, Delphi, IN 46923.

Petitioner: _____

Attachment D: Project Routing Sheet

Applicants are required to consult with the Departments/Offices below prior to making application in order to provide general information concerning the site, as well as to familiarize the applicant with the procedures and requirements of the PC and applicable ordinances. For the purpose of this meeting, the applicant is expected to provide a lot/block layout for Subdivisions (commercial and residential) or provide a general site layout for Development Plans.

Project Name
Developer
Firm Preparing Plans
Contact Phone Number

City of Delphi Administrator <i>Comments:</i>	Deborah Luzier (317) 258-8046	Date of Meeting: _____	Initials: _____
City of Delphi Water Utility <i>Comments:</i>	Craig Myer (765) 564-3944	Date of Meeting: _____	Initials: _____
City of Delphi Wastewater Utility <i>Comments:</i>	Dick VanSickle (765) 564-2313	Date of Meeting: _____	Initials: _____
Storm Water/Drainage Review * <i>Comments:</i>	Aaron Lyons (765) 564-2353	Date of Meeting: _____	Initials: _____
Fire Department * <i>Comments:</i>	Dan Dulin (765) 564-0034	Date of Meeting: _____	Initials: _____

**Note: not all projects will require review. Call to confirm.*

Attachment E: Detail Data Sheet

1. Acreage

Total Acreage _____

Proposed Private Acreage _____

Proposed Public Acreage _____

2. Densities

Number of Lots/Units _____

Units per Acre _____

Estimated Population _____

3. Utilities to Serve the Development

☐ Sanitation _____

☐ Water _____

☐ Electric _____

☐ Other _____

☐ Other _____

☐ Other _____

4. Private Ownership: List any improvements that are to be owned and maintained privately (and by whom):

5. Performance Guarantees: For which of the following improvements do you anticipate submitting performance guarantee?

☐ Streets

☐ Signs and Monuments

☐ Sanitary Sewers

☐ Off-Site Sewers

☐ Storm Sewers

☐ Off-Site Drainage

☐ Sidewalks

☐ Other _____

☐ Other _____

Attachment F: Certificate of Sufficiency

This is a sample letter to be submitted on Engineer's letterhead at the time of application. This actual attachment should not be submitted.

RE: Certificate of Sufficiency

DATE: _____

FILE #: _____

ADDRESS WHERE LAND ALTERATION IS OCCURRING: _____

DATE OF PLANS: _____

I hereby certify that to the best of my knowledge and belief:

The drainage plan for this project is in compliance with drainage requirements as set forth in the applicable ordinances pertaining to this class of work.

The calculations, designs, reproducible drawings, master, and original ideas reproduced in this drainage plan are under my dominion and control and they were prepared by me and my employees.

Signature _____ Date _____

Typed or Printed Name _____ Phone _____

Business Address _____

____ Surveyor ____ Engineer ____ Architect Indiana Registration Number _____

Attachment G: Obligation to Observe

This is a sample letter to be submitted on Engineer's letterhead at the time of application. This actual attachment should not be submitted.

RE: Obligation to Observe

DATE: _____

FILE #: _____

ADDRESS WHERE LAND ALTERATION IS OCCURRING: _____

DATE OF PLANS: _____

I will perform periodic observations of this project during construction to determine that such land alteration is in accordance with both the applicable drainage requirements and the drainage plan for the project submitted for a drainage permit to the Delphi Plan Commission and/or the Carroll County Surveyor's Office.

Signature _____ Date _____

Typed or Printed Name _____ Phone _____

Business Address _____

____ Surveyor ____ Engineer ____ Architect Indiana Registration Number _____

Attachment H: Standards for Evaluating a Zone Map Change

The PC's recommendation and the City Council's decision shall be based upon how each of the following statutory requirements is justified in the request. Use this form or attach a separate sheet that thoroughly itemizes, explains, and justifies each of the following criteria:

1. The requested zoning change is consistent with the Comprehensive Plan because...

2. The requested zoning change will not have a negative impact on the current conditions and the character of current structures and uses in each district because...

3. The requested zoning change will result in the most desirable use for which the land is adapted because...

4. The requested zoning change will not affect the property values throughout the City of Delphi because...

5. The requested zoning change promotes responsible development and growth because...

Attachment I: Request for Waiver from Subdivision Standards

Where the PC finds that extraordinary hardships or practical difficulties may result from strict compliance with the subdivision regulations of the ordinance and/or the purpose and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers so that substantial justice may be done, and the public interest secured. Waivers shall not have the effect of nullifying the intent and purpose of the subdivision regulations. Note that a waiver request from the standards for public infrastructure requires a favorable recommendation from the TAC Committee before being considered by the PC.

Use the form below for each waiver requested. Attach a separate sheet if necessary.

Ordinance Citation:
Subdivision standard(s) to be waived:
Alternative/Substitute to be offered:
1. The approval of the waiver request will not be detrimental to the public safety/health/welfare or injurious to property within a reasonable proximity to the subject property involved in the waiver request because...
2. The strict application of the applicable ordinance standard will result in practical difficulties in the development due to the particular physical surroundings, unique constraints, or topographical conditions of the subject property. These conditions will not substantially alter the character of the subject district or neighborhood because...
3. The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives because... <i>(Note: financial hardship does not constitute grounds for a waiver)</i>
4. The waiver request is necessary and represents a minimal deviation from explicit ordinance standards because...

Form 1: Affidavit of Notification

Submit this Form prior to the hearing along with proof of publication and proof of mailing.

I (we) _____

After being first duly sworn, depose and say:

- That I have notified in person or by First Class U.S. Mail all owners of property located within a 600-foot radius of my property located at _____.
- That the said property owners were informed by me of the filing of the petition and of the nature of said application, as directed in the application packet "Notifying the Public," which is part of the Rules and Procedures of the PC as described;
- That the said property owners were notified that the PC will hold a public hearing regarding this application on the date of _____, at 6:00pm; and
- That the names and addresses of said property owners so notified are listed on a separate paper which is a part of this Affidavit.

And further the Affiant sayeth not.

(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

, Notary Public

My Commission expires: _____ County of Residence: _____

Form 2: Adjacent Property Owners Notified by Mail

If property owners are to be notified by mail, either complete this form or provide a list with the same information. Make additional copies if necessary.

Name and Address of Sender			Type of Mail: <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certificate of Mailing ONLY	
Line	Name & Address	Postage	Fee	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total number of pieces listed by sender:		Total number of pieces received at Post Office:		POSTMASTER (name of receiving employee):
Affix stamp here if issued as certificate of mailing or for additional copies of this bill. POSTMARK AND DATE OF RECEIPT:			Page _____ of _____	