



Town of Sheridan Application Form
Change of Zoning Application

March, 2024

Office Use Only

Docket #: \_\_\_\_\_ Filing Date: \_\_\_\_\_

Filing Fee \$ \_\_\_\_\_ Fee Plus \$ \_\_\_\_\_ Per Lot (@ \_\_\_\_\_ Lots) = \$ \_\_\_\_\_

Applicant Contact Information

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_

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

Property Owner's Email: \_\_\_\_\_

Other Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Primary Point of Contact: [ ] Applicant [ ] Property Owner [ ] Other

Pre-filing Conference Date: \_\_\_\_\_

Project to be known as: \_\_\_\_\_

Address or general property location: \_\_\_\_\_

Acreage: \_\_\_\_\_ (attach legal description) Existing Land Use: \_\_\_\_\_

County Parcel ID #(s): \_\_\_\_\_

(A secondary plat shall include, at a minimum, the entire parent tract being subdivided)

Existing Zoning District: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

Application Type: [ ] Standard Zoning District [ ] Planned Unit Development [ ] Text Amendment

Applicant Affidavit

IN WITNESS WHEREOF, the undersigned, having duly sworn, upon oath says that above information is true and correct as he/she is informed and believes, and that Applicant owns or controls the property involved in this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Printed

*Before me the undersigned, a Notary Public in and for said County and State, personally appeared the Applicant, who having been duly sworn and acknowledged the execution of the foregoing Application.*

*Witness my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

State of \_\_\_\_\_, County of \_\_\_\_\_, SS:

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed

Property Owner Affidavit

IN WITNESS WHEREOF, the undersigned, having duly sworn, upon oath says that they are the owners of the property involved in this application and that they hereby acknowledge and consent to the foregoing application.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Printed

*Before me the undersigned, a Notary Public in and for said County and State, personally appeared the Applicant, who having been duly sworn and acknowledged the execution of the foregoing Application.*

*Witness my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

State of \_\_\_\_\_, County of \_\_\_\_\_, SS:

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed

A signature from each party having an interest in the property involved in this application is required. If the Property Owner’s signature cannot be obtained on the application, then a notarized statement from each Property Owner acknowledging and consenting to the filing of this application is required with the application.

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## General Instructions

- A. **Pre-filing Conference:** A Pre-filing conference is required for all petitions. An appointment must be made with the Sheridan Planning and Zoning Department (the 'Department') to discuss a petition a minimum of one week prior to filing. An application will not be considered filed until a pre-filing conference has occurred. An application should have a draft ordinance for the pre-filing conference. Applicants are encouraged to incorporate comments from the Department into the application materials prior to filing.
- B. **Petition Filing:** 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 complete, 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 the 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  |  |
- (1 hard copy and 1 digital copy (PDF) for Department)
- 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 at the scheduled TAC meeting. Checks should be made out to the Town of Sheridan. Credit cards will not be accepted.
- D. **Technical Advisory Committee (TAC):** The applicant is responsible for submitting a copy of the application and related information to the 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 at the Sheridan Community Center located at 300 E 6<sup>th</sup> Street, Sheridan, IN 46069 in accordance with the Schedule of Meeting and Filing Dates. A representative must be present at this meeting, or the petition will be delayed for review until the next scheduled TAC meeting.
- E. **Public Hearing and Notice:** All zoning applications require a public hearing by the Advisory Plan Commission. The public hearing is held at the Sheridan Community Center located at 300 E 6<sup>th</sup> Street, Sheridan, IN 46069, in accordance with the Schedule of Meetings and Filing Dates. Notice of the hearing is required in accordance with the Advisory Plan Commission's Rules of Procedure:
- a. **Newspaper Publication:** Notice of the hearing will be published in the Hamilton County Reporter and The Times. The applicant is required to submit this to the paper and provide proof of publishing to the Department.
  - b. **Mailed Public Notice:** The applicant is responsible for sending public notice by first class mail with proof of mailing to all interested parties, postmarked at least ten (10) days prior to the public hearing. A list of adjacent property owners may be obtained by the Hamilton County Auditor, Office of Transfers and Mapping (33 N 9<sup>th</sup> Street, Noblesville, IN 46060, (317) 776-9624, and shall include all owners of property to a depth of two (2) ownership of no direct or indirect financial or pother public interest to the applicant or property owner or one eighth (1/8) of a mile, whichever is less.

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- c. Public Notice Sign: The applicant is responsible for posting a public notice sign(s) on the property at least ten (10) days prior to the public hearing. The Department will determine sign location and will make signs available for the applicant to obtain in the office of the Department.
  - d. Affidavit of Notice of Public Hearing: The applicant shall deliver a copy of the mailed notice and signed affidavit verifying that the notices were mailed, and the public notice signs were posted on the subject property to the Department at least four (4) calendar days prior to the public hearing.
- F. Revisions: Following the hearing the applicant will have an opportunity to make revisions to the ordinance. Revisions must be submitted electronically (PDF format) to the Department pursuant to the Schedule of Meeting and Filing Dates.
  - G. Advisory Plan Commission: Following the public hearing the Advisory Plan Commission may either make a favorable, unfavorable, or no recommendation to the Town Council.
  - H. Town Council Consideration: The Town Council will then review the change in zoning application and materials forwarded from the Advisory Plan Commission and will either approve or deny the ordinance.
  - I. Resource: Please see the Advisory Plan Commission's Rules of Procedure for more detailed information.