



Town of Sheridan Application Form
Development Plan Application

March, 2024

Office Use Only

Docket #: _____ Filing Date: _____

Filing Fee \$ _____ Fee Plus \$ _____ Per Acre (_____ @ Acres) = \$ _____

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: _____

Related Docket Numbers:

Change in Zoning: _____ Amendments: _____

Development Plan: _____ Primary Plat: _____

Secondary Plat: _____ Variances: _____

Property and Project Information

Project to be known as: _____

Address or general property location: _____

Acreage: _____ (attach legal description) Proposed Land Use: _____

County Parcel ID #(s): _____

Existing Zoning District: _____ Existing Land Use: _____

Is a waiver being requested? Yes No (please provide a detailed description of the waiver request on a separate page)

Type of Development Plan:

Subdivision: Subdivision Name: _____

Number of Lots _____

New Public Ways Proposed: Yes No

Amount of Open Space: _____ acres

Commercial: Development Name: _____

Lot #: _____

Impervious Area (SQ FT): _____

Building Size (SQ FT): _____

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.

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 set of the proposed development plan 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:
- Completed Application
 - Draft Public Notice
 - TAC Delivery Affidavit
 - Property Owner Consent
 - Copy of Property Deed
 - Materials Board (consisting of samples of the exterior materials and colors)
 - Development Plan (in accordance with the Zoning Ordinance)
(1 hard copy and 1 electronic for Department)
 - Legal Description
 - List of Adjoining Property Owners (as provided by County)
 - Narrative Statement (describing development)
 - Vicinity Map (including property within 500 feet)
- 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 are accepted with a 3% fee.
- 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 6th 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:** Development plan applications do not require a public hearing.
- F. **Review:** Following the pre-filing conference and TAC the applicant will have an opportunity to make revisions to the Development Plan. Once the Development Plan is determined to be compliant with the Unified Development Ordinances, a Letter of Approval will be issued to the applicant.