

**3:1 DEPTH/WIDTH EXCEPTION**  
**FOR MINOR SUBDIVISIONS**  
**PETITION CHECKLIST**  
**HANCOCK COUNTY PLAT COMMITTEE**  
*Filing Deadline is 11:00 AM*

The following items must be submitted before a petition to the Plat Committee can be scheduled. Any questions regarding these items should be directed to the Plan Commission office at (317) 477-1134. All information must be typed or printed in ink.

- **Application Form with original signatures (attached):**  
*If the petitioner is not the land owner, then the petition shall include a notarized affidavit and consent of the property owner(s) bearing the owner's original signature.*
  
- **Affidavit of Notification with list of adjoining land owners (attached):**  
*Within ten (10) days following Plat Committee approval, the petitioner must serve due notice to interested parties of their right to appeal to the Plan Commission.*
  
- **Notice of Public Hearing (attached):**  
*Notice of the public hearing must be sent to all owners of property for all adjoining parcels of land to a depth of two ownerships or 600 feet, whichever is less.*
  
- **Legal Description of the Real Estate:**  
*A precise legal description of the property area that is proposed for the Exception.*
  
- **Supporting Information:**
  - Statement of Intent
  - Site Plan (seven sets) including the following:
    - Location/Key map
    - Property dimensions
    - Existing buildings - please provide all dimensions
    - Adjacent roads and thoroughfares with entrances/exits to the site
    - Setbacks between structures and property lines
    - Parking areas - please provide all dimensions
    - Septic systems/wells
    - Proposed changes and building elevations
    - Existing easements
    - North arrow
    - Location of any existing cemeteries
  
- **Warranty Deed, Quitclaim Deed, and/or Contract:**  
*The deed and/or contract must be executed and recorded.*
  
- **Filing Fee: \$ \_\_\_\_\_**  
*Cash, Check, or Money Order payable to the Hancock County Area Plan Commission or HCPC. The filing fee is not refundable.*

**3:1 DEPTH/WIDTH EXCEPTION**  
For Minor Subdivisions  
**APPLICATION**  
**HANCOCK COUNTY PLAT COMMITTEE**

**Petitioner's Contact Information:**

Petitioner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address / City Zip \_\_\_\_\_

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

Project Address / City / Zip \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

I (We), the above petitioner, request a 3:1 Depth/Width Exception from the ordinance for the proposed Minor Subdivision located at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Attach legal description of the property with warranty deed and/or contact)**

Parcel Number \_\_\_\_\_ Present Zoning of property: \_\_\_\_\_

Date property was purchased \_\_\_\_\_

Describe the provisions of the Zoning Ordinance involved in your appeal or request, and the reasons for the Exception: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Owner's Contact Information:** *If the petitioner is not the land owner, then the petitioner must provide a notarized affidavit and consent of the property owner(s) bearing the owner's original signature.*

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

Address / City / Zip: \_\_\_\_\_

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Petitioner or Agent Signature**  
**Signed and Printed**

\_\_\_\_\_  
**Date**

**AFFIDAVIT OF NOTICE OF PUBLIC HEARING**

**HANCOCK COUNTY PLAT COMMITTEE**

**Legal Notice:** I (We) understand that a public hearing will be held by the Plat Committee to consider this petition and that I (we) will prepare and pay for a legal notice consistent with the requirements of IC 5-3-1 for publication in the local newspaper. The legal notice shall appear in the newspaper no less than one time within ten days following the Plat Committee meeting, not including the date of the meeting. The legal notice shall include the information pursuant to HCC 156.101(A).

**Notice to Interested Parties:** In addition, I (We) will prepare, pay for, and distribute a copy of the Plat Committee's action to all interested parties. The written notice shall be distributed within ten days following the public meeting, not including the date of the meeting. In no instances shall streets, alleys, streams, or other features be considered boundaries for precluding notification. The notice shall contain the same information as the legal notice that is published in the newspaper as outlined in HCC 156.101(A). The notices will be sent by certified mailing no later than the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, being at least ten (10) days following \_\_\_\_\_, 20\_\_\_\_, the date of the public meeting.

**Notification Requirements:** I (We) will provide notification to owners of all parcels of land adjoining the subject property to a depth of two ownerships or 600 feet, whichever is less, from the exterior boundaries of the subject property. The most current **list of property owners will be obtained from the Plan Commission office** and verified through the County Auditor's Office. Where any adjacent parcels of land are owned by me (us), subject property will include adjacent land owned by me (us). Attached is the list of the land owners. A "Notice of Public Hearing" card, provided by the Planning Commission, will be posted by me (us) on the property within 15 feet of the road easement and clearly visible from the road or street at least 10 days prior to the meeting.

\_\_\_\_\_  
**Petitioner or Agent Signature  
Signed and Printed**

\_\_\_\_\_  
**Date**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Subscribed and sworn before me, a Notary Public, in and for said County and State, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**County**

\_\_\_\_\_  
**Commission Expires**

**3:1 DEPTH/WIDTH EXCEPTION**

For Minor Subdivisions

**LETTER OF NOTIFICATION**

**HANCOCK COUNTY PLAT COMMITTEE**

**Meeting Information:** Notice is hereby given that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 8:30 A.M. a meeting of the Hancock County Plat Committee was held in the Hancock County Annex, 111 American Legion Place, Greenfield, Indiana, for the purpose of considering a petition to approve a 3:1 Depth/Width Exception for the following described real estate:

(Attach copy of legal description)

The Hancock County Plat Committee approved a Minor Subdivision Plat for \_\_\_\_\_ lots at this location. The subject site is located on the N/S/E/W side of \_\_\_\_\_ between roads \_\_\_\_\_ and \_\_\_\_\_ in \_\_\_\_\_ Township with a street address/city/zip of \_\_\_\_\_. The purpose of the petition is to \_\_\_\_\_.

**Petitioner's Contact Information:** (Name / Mailing Address / Phone Number) \_\_\_\_\_

**Available Plans:** The project plans are available for examination at the office of the Hancock County Area Plan Commission.

**Appeal Procedure:** If the 3:1 Depth/Width Exception is approved by the Plat Committee, an interested party may appeal the approval to the Plan Commission by filing a notice of appeal with the Plan Commission not more than ten (10) days following the date of the newspaper publication or after a copy of the Plat Committee's action is mailed to the interested party, whichever is the latter. Notice of appeal may be mailed or delivered to the following address: Hancock County Area Plan Commission. Attn: Kayla Brooks, Director 111 American Legion Place, Suite 146 Greenfield, IN 46140.

All interested persons desiring to present their views on the petition will have an opportunity to be heard. Pursuant to the Americans With Disabilities Act, any individual interested in attending the hearing should contact the Hancock County Area Plan Commission and advise what, if any, accommodation is needed to attend the hearing. Said hearing may be continued from time to time without further notice.

Petitioner and all members of the public wishing to provide documents or other written information for consideration by the Board regarding a petition shall provide to the Plan Director any and all such documents intended to be considered by the Board no later than 12 o'clock noon on the Friday before the petition is scheduled for hearing. No further documents, including visual or written presentations, videos, illustrations, written evidence, or written testimony of any kind will be accepted or considered at the hearing if not provided to the Plan Director in a timely manner as set forth above

For more information, contact the Hancock County Area Plan Commission at (317) 477-1134. The office is located at 111 American Legion Place, Suite 146, Hancock County Annex Building, Greenfield, IN 46140.

**Note to Publisher:** This notice must appear at least one (1) time within (10) days following the above meeting date.