

**TOWN OF EDINBURGH PLAN COMMISSION**

**APPLICATION PACKET  
PETITION FOR PLATTING, ANNEXATION & REZONING**

**Filing Procedure & Petitioner Checklist**

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All applications must be reviewed in a meeting with the Building Commissioner prior to the filing of the petition.

**1. Step 1: Application**

- a. The Application, Affidavit and Consent of Property Owner (if the applicant is not the property owner), recorded deed, filing fee, and any exhibits must be provided to the Building Commissioner prior to the appropriate filing deadline (calendar enclosed).
  
- b. The applicable filing fees are as follows:

**Petitions to the Plan Commission**

- i. VARIANCES/SPECIAL EXCEPTION/APPEAL..... \$150
- ii. VARIANCE HEARING OFFICER PROCEEDING..... \$150
- iii. REZONING..... \$250 + \$25/acre
- iv. TYPE ‘A’ EXEMPT/MINOR ROADSIDE SUBDIVISION.....\$75
- v. SKETCH PLAN FOR MINOR SUBDIVISION..... \$75
- vi. SKETCH PLAN FOR MAJOR SUBDIVISION..... \$150 + \$5/lot
- vii. PRELIMINARY PLAT FOR MINOR SUBDIVISION..... \$200
- viii. PRELIMINARY PLAT FOR MAJOR SUBDIVISION.....\$300 + \$15/lot
- ix. FINAL PLAT FOR MAJOR SUBDIVISION (per section)..... \$300 + \$10/lot
- x. RE-SUBDIVISION MINOR SUBDIVISION..... \$200
- xi. RE-SUBDIVISION MAJOR SUBDIVISION..... \$300

- xii. VACATION OF PLAT..... \$75
- xiii. VARIANCE FROM DEVELOPMENTAL STANDARDS..... \$75

**PLANNED UNIT DEVELOPMENT / S.T.D. PROCESS:**

- xiv. PHASE I (SKETCH PLAN)..... \$100
- xv. PHASE II (PRELIMINARY MASTER PLAN & REZONING)..... \$400
- xvi. PHASE III (FINAL MASTER PLAN)..... \$250
- xvii. PHASE IV ..... (Preliminary and Final approval per Section as outlined above)

- c. All documents must be completed in their entirety either in ink or typed.
- d. The Application and Consent of Property Owner must be notarized – a notary is available in the Town Hall.
- e. Three (3) paper copies and one electronic copy (either in .dwf or .pdf format) of each exhibit must be provided on CD at the time the application is filed.
  - i. Note: Applicant is responsible for providing necessary documents to the Utility Companies.
- f. The Building Commissioner will forward agendas to the Technical Review Committee.



**2. Step 2: Technical Review by Building Commissioner**

- a. The petition will be reviewed by the Town of Edinburgh’s Building Commissioner prior to the Plan Commission hearing.
- b. Some comments made by the Building Commissioner may be addressed at a meeting with the Building Commissioner. Others will require additional exhibits or changes to submittals prior to the Plan Commission hearing.
- c. Following the review of the Building Commissioner, fifteen (15) copies of revised drawings must be provided to the Planning Department based on the enclosed calendar.

### 3. **Step 3: Notification**

- a. A legal notice must appear in the Johnson County Daily Journal and The Republic, newspapers for all cases. An additional legal notice must appear in the Shelbyville News newspaper if the subject property is located in Shelby County. All papers require advance notice on items to be placed in the public notice section. The notice must include the time, date, place, case number, and reason for the petition along with the legal description of the property (sample enclosed). The notice must appear once, a minimum of ten (10) days prior to the meeting date.
- b. The owners of (a) all the of the adjoining parcels within 500 feet of the perimeter of the subject property or (b) two property owners, whichever is a lesser distance, must be notified of the public hearing at least ten (10) days prior to the meeting (county lines, city/town limits, highways, streets, creeks, rivers, or other natural or man-made elements are not boundaries for notification). The names and addresses of those adjoining property owners must be obtained from the Johnson County Mapping Department (Johnson County Courthouse Annex West, 86 West Court Street, Franklin, Indiana 46131) for Johnson County Residence; Bartholomew County Auditor's Office (440 Third Street, Suite 102, Columbus, Indiana 47201) for Bartholomew County residence; and Shelby County Auditor's Office (25 West Polk Street, Shelbyville, Indiana 46176) for Shelby County residence.
- c. The notification may take the form of either (a) a Certificate of Mailing to the affected property owners or (b) a hand carried notice. Notification must include the time, date, place, case number, and reason for the petition along with the legal description of the property (sample enclosed).
- d. The two-page flyer enclosed in this packet must either be mailed with the notification letters or provided to property owners notified in person. The flyer is intended to be copied double-sided and tri-folded.
- e. The petitioner shall place a sign of public notice on the subject property at least ten (10) days prior to the meeting. The sign must be placed in a visible unobstructed area of the subject property; contain the information provided on the example below; and shall (a) be 24 inches wide and 18 inches high (b) have text in Times New Roman Font 100 point (c) have a background in the color of neon yellow with the font being in black text (d) made out of durable material with a flat surface for ease of readability. The petitioner must allow the sign to remain on



the subject property until the final disposition of the petition. The petitioner can remove the sign the day following the final disposition of the petition.

**4. Step 4: Proof of Notification**

- a. The following items must be supplied to the Building Commissioner by 4:00p.m. on the Friday before the meeting: (1) completed Affidavit of Notice, (2) receipts from the Certificates of Mailing, (3) a copy of the information sent to adjoining property owners, (4) the Mapping Office list of adjoining property owners, and (5) a copy of the aerial photo used to identify adjoining property owners (supplied by the corresponding county’s Mapping Office); *or* (1) completed Hand Carried Affidavit Notice, (2) completed signature sheet, (3) the Mapping Office list of adjoining property owners, (4) a copy of any information distributed and (5) a copy of the aerial photo used to identify adjoining property owners (supplied by the corresponding county’s Mapping Office).
- b. A copy of the legal advertisement(s) from the newspaper(s) (Publisher’s Affidavit) must also be provided. (The Petitioner will receive a copy from the corresponding newspaper.)

**5. Step 5: Public Hearing**

- a. Either the petitioner or a representative of the petitioner must be present at the public hearing to present the petition.
- b. All information presented will be kept by the Plan Commission for a period of at least 30 days-they will be returned upon request.
- c. Written confirmation of the Plan Commission’s decision will be provided to the petitioner within 20 days of the hearing.



**Calendar of Meeting Dates**

The Town of Edinburgh Plan Commission meets at 6:00p.m. on the Tuesday following the Third Monday of each month in the Edinburgh Town Hall, 107 South Holland Street, Edinburgh, IN 46124. All petitions must be filed with the Office of the Plan Director/Building Commissioner by no later than 4:00 p.m. on the appropriate date listed on the enclosed calendar. The office hours of the Town of Edinburgh Building Commissioner are from 8 a.m. to 5 p.m., Monday through Friday.



**Town of Edinburgh - Plan Commission Meeting Dates**

Meeting Date	Application Deadline	Revised Submittal Date	Public Notice Deadline	Proof of Notice Due
January 18, 2022	*December 2, 2021	*January 4, 2022	January 8, 2022	January 13, 2022
February 15, 2022	January 6, 2022	January 31, 2022	February 5, 2022	February 10, 2022
March 15, 2022	February 3, 2022	February 28, 2022	March 5, 2022	March 10, 2022
April 19, 2022	March 10, 2022	April 4, 2022	April 9, 2022	April 14, 2022
May 17, 2022	April 7, 2022	May 2, 2022	May 7, 2022	May 12, 2022
June 21, 2022	May 12, 2022	June 6, 2022	June 11, 2022	June 16, 2022
July 19, 2022	June 9, 2022	*July 1, 2022	July 9, 2022	July 14, 2022
August 16, 2022	July 7, 2022	August 1, 2022	August 6, 2022	August 11, 2022
September 20, 2022	August 11, 2022	*September 2, 2022	September 10, 2022	September 15, 2022
October 18, 2022	September 8, 2022	October 3, 2022	October 8, 2022	October 13, 2022
November 15, 2022	October 6, 2022	October 31, 2022	November 5, 2022	November 10, 2022
December 20, 2022	*November 3, 2022	December 5, 2022	December 10, 2022	December 15, 2022
January 17, 2023	*December 1, 2022	*January 3, 2023	January 7, 2023	January 12, 2023
February 21, 2023	January 12, 2023	February 6, 2023	February 11, 2023	February 16, 2023

The Town of Edinburgh Plan Commission meets at 6:00 p.m. in the Edinburgh Town Hall, 107 South Holland Street, Edinburgh, Indiana 46124.

The Town of Edinburgh Building Commissioner is located at in the Edinburgh Town Hall, 107 South Holland Street, Edinburgh, Indiana 46124.

All petitions must be filed with the Town of Edinburgh’s Building Commissioner by 4:00 p.m. on the application deadlines specified above.

\*Dates moved due to conflict with Holiday.



**TOWN OF EDINBURGH – PLAN COMMISSION – PRIMARY PLAT**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Case No.: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_

**Application for Sketch Plan & Primary Plat Review**

**Applicant's Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_  
\_\_\_\_\_

**Agent's Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Agent's Address:** \_\_\_\_\_  
\_\_\_\_\_

**Owner's Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Owner's Address:** \_\_\_\_\_  
\_\_\_\_\_

**Premises Affected** (common address – attach recorded legal description):  
\_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_ **Zoning Classification:** \_\_\_\_\_

**Number of Lots:** \_\_\_\_\_ **Area** (in acres): \_\_\_\_\_ **Miles of New Streets:** \_\_\_\_\_

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

\_\_\_\_\_  
Applicant's Signature

State of \_\_\_\_\_

SS:

County of \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission expires: \_\_\_\_\_

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

**TOWN OF EDINBURGH – PLAN COMMISSION – PRIMARY PLAT**

**Certificate of Sufficiency of Plan**

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To be submitted with Primary Plat

**PREMISES AFFECTED-COMMON ADDRESS (ATTACH LEGAL DESCRIPTION)**

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**DATE OF PLAN COMPLETION:**

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**With the Submission of my Professional Seal:** I hereby certify that to the best of my knowledge and belief:

1. The drainage plan for this project is in compliance with all of the drainage requirements set forth in the Town of Edinburgh Subdivision Control and Zoning Ordinances;
2. The calculations, designs, reproducible drawings, masters, and original ideas reproduced in this drainage plan are under my domain and control and they were prepared by me and/or my employees;

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

- Surveyor: Indiana Registration No. \_\_\_\_\_
- Engineer: Indiana Registration No. \_\_\_\_\_
- Architect: Indiana Registration No. \_\_\_\_\_



**TOWN OF EDINBURGH – PLAN COMMISSION – REZONING**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Case No.: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_

**Application for Rezoning**

**Applicant's Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_  
\_\_\_\_\_

**Agent's Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Agent's Address:** \_\_\_\_\_  
\_\_\_\_\_

**Owner's Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Owner's Address:** \_\_\_\_\_  
\_\_\_\_\_

**Premises Affected** (common address – attach recorded legal description):  
\_\_\_\_\_

**Existing Zoning Classification:** \_\_\_\_\_ **Proposed Zoning Classification:** \_\_\_\_\_

**Area** (in acres): \_\_\_\_\_ **Township:** \_\_\_\_\_ **Section:** \_\_\_\_\_

**Reasons for Rezoning Request:** \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Applicant's Signature

State of \_\_\_\_\_

SS:

County of \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission expires: \_\_\_\_\_

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

**TOWN OF EDINBURGH – PLAN COMMISSION – ANNEXATION**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Case No.: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_

**Application for Annexation**

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**Applicant's Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_  
\_\_\_\_\_

**Agent's Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Agent's Address:** \_\_\_\_\_  
\_\_\_\_\_

**Owner's Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Owner's Address:** \_\_\_\_\_  
\_\_\_\_\_

**Premises Affected** (common address – attach recorded legal description):  
\_\_\_\_\_

**Existing Zoning Classification:** \_\_\_\_\_ **Proposed Zoning Classification:** \_\_\_\_\_

**Area** (in acres): \_\_\_\_\_ **Township:** \_\_\_\_\_ **Section:** \_\_\_\_\_

**Reasons for Annexation Request:** \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Applicant's Signature

State of \_\_\_\_\_

SS:

County of \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission expires: \_\_\_\_\_

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

**TOWN OF EDINBURGH – PLAN COMMISSION**

**Affidavit & Consent of Property Owner**

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I (WE) \_\_\_\_\_

after being duly sworn, depose and say:

1. That I (we) are the owner(s) of real estate located at:

\_\_\_\_\_

Common Address

\_\_\_\_\_

City/Town

\_\_\_\_\_

State

\_\_\_\_\_

Zip

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

\_\_\_\_\_

Owner's Name (Please Print)

\_\_\_\_\_

Owner's Signature

State of \_\_\_\_\_

SS:

County of \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission expires: \_\_\_\_\_

\_\_\_\_\_

Notary Public

**TOWN OF EDINBURGH – PLAN COMMISSION**

**Notice of Public Hearing**

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*To be Published in the Newspaper and Sent to Adjoining Property Owners*

The Town of Edinburgh Plan Commission will hold a public hearing on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at 6:00p.m. in the Edinburgh Town Hall at 107 South Holland Street, Edinburgh, Indiana 46124, to consider a petition by \_\_\_\_\_, case number \_\_\_\_\_, for consideration of a request to allow:

*(Insert Detailed Description from the Application)*

On premises located at:

*(Insert Legal Description and Common Address of the Premises Affected)*

Written suggestions or objections to provisions of said request may be filed with the Secretary of the Commission, at or before such meeting and will be heard by the Commission at the time and place specified. Hearings may be continued from time to time as may be necessary.

Interested persons desiring to present their views upon the said request, either in writing or verbally, will be given the opportunity to be heard at the above-mentioned time and place. Copies of the petition may be examined at the Town of Edinburgh Building Commissioner, Edinburgh Town Hall at 107 South Holland Street, Edinburgh, Indiana 46124.

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

State of \_\_\_\_\_  
SS:

County of \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission expires: \_\_\_\_\_

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

**TOWN OF EDINBURGH – PLAN COMMISSION**

**Affidavit of Hand Carried Notice of Public Hearing**

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**Applicant’s Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Owner’s Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Premises Affected** (common address-attach recorded legal description):

\_\_\_\_\_

**Detailed Statement of Plan Commission action being requested:**

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

**As an Affected Property Owner:** I have signed this Public Hearing Notice with full knowledge of the following information:

1. A public hearing is to be held by the Town of Edinburgh Plan Commission on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at 6:00 p.m. in the Edinburgh Town Hall at 107 South Holland Street, Edinburgh, Indiana 46124;
2. A legal advertisement will also appear in the Johnson County Daily Journal, The Republic, and/or the Shelbyville News at least ten (10) days prior to the scheduled hearing;
3. All persons who may be affected by this petition will be given the opportunity to be heard at the said public hearing; and
4. My signature on the attached list is not to be construed as either a waiver of my rights to be heard or my consent to the petition, but simply verification that I have been made aware of the petition and received notice of the public hearing.

**I hereby Swear and Affirm:** under penalties and perjury that I witnessed each of the signatures shown on the attached list and that the said signatures are true and accurate. I have also provided each of these property owners with a copy of the public hearing informational flyer.

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

State of \_\_\_\_\_

SS:

County of \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission expires: \_\_\_\_\_

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



**REQUEST TO WAIVE REQUIREMENTS OF THE  
TOWN OF EDINBURGH ZONING ORDINANCE**

***PETITIONER INFORMATION***

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Case Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Subdivision/Project Name: \_\_\_\_\_

Petitioner's Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Article of Subdivision Control Ordinance: \_\_\_\_\_

Title of the Article: \_\_\_\_\_

Reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

***OFFICE USE ONLY***

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*This Request for a waiver of Article \_\_\_\_\_ of the Town of Edinburgh Subdivision Control Ordinance has been . . .*

*Approved*

*Approved w/ conditions*

*Denied*

*...by the Town of Edinburgh Plan Commission on the \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_.*

\_\_\_\_\_  
Signature of Plan Commission President

\_\_\_\_\_  
Date

**TOWN OF EDINBURGH – PLAN COMMISSION**

**SIGN EXAMPLE:**

**NOTICE OF PUBLIC HEARING**

**TOWN OF EDINBURGH PLAN  
COMMISSION**

***INSERT CASE NUMBER***

**FOR INFORMATION PLEASE**

**CALL:**

**812-526-3513**