



PUD Application Packet

Community Development/Planning
Jasper City Hall
610 Main Street
Jasper, IN 47547
Phone: (812) 482-4255 Fax: (812) 482-7852



File No.
Date Received
Received By
Fee Paid \$

PLANNED UNIT DEVELOPMENT APPLICATION

A. Applicant Information	
Name:	Phone Number:
Address:	Email:
B. Owner Information (if different from applicant)	
Name:	Phone Number:
Address:	Email:

A. Project Information	
Project Name:	
B. Site Information	
Address:	
Subdivision:	Lot:
Dubois County GIS State Parcel #:	
Zoning:	# of Acres (minimum of 10 acres for residential uses and 25 for non-residential uses):
Existing Use:	Proposed Use:
C. Description	
Detailed description of proposed activity and purpose of the requested permit or action (attach extra sheets if necessary).	

D. Project Personnel	
Agent Information	
Name:	Phone:
Address:	Email:
Attorney Information	
Name:	Phone:
Address:	Email:
Engineer Information	
Name:	Phone:
Address:	Email:
Surveyor Information	
Name:	Phone:
Address:	Email:

I do hereby request approval for this project and acknowledge that the requirements of the City of Jasper's Unified Development Ordinance (UDO), Chapter 5, Planned Unit Developments have been met and are being submitted as part of this application. I am the owner or legal representation of the owner of the real estate included in said Planned Unit Development.

The undersigned, having been duly sworn on oath states the above information is true and correct as he is informed and believes.

Signature(s) of Subdivider(s) _____
 State of Indiana)
) SS
 County of (name of))

Subscribed and sworn before me this ____ day of _____, 20__

 Notary Public

Residing in _____ County
 My Commission expires _____

FOR STAFF USE: Date of Technical Review _____

Fees \$ _____ received from applicant. Date _____



PLANNED UNIT DEVELOPMENT APPLICATION:
SUPPORTING INFORMATION

Project Information	
Project Name:	File No. (assigned by administrator):
Supplemental Information	
1. Describe how the proposed preliminary plan (UDO Section 5.3) is consistent with the site plan regulations. <hr/> <hr/>	
2. Explain how the proposed preliminary plan is in conformance with the zoning regulations. <hr/> <hr/>	
3. Site size in acres or square feet: Area of impervious surface in square feet: Area of pervious surface in square feet:	
4. Attach the following: <ul style="list-style-type: none"> <input type="checkbox"/> A list of names and addresses of all owners of parcels of real property between 200 and 400 feet of the parcel to be considered <input type="checkbox"/> A vicinity map <input type="checkbox"/> A map of existing conditions including existing easements, streets, buildings, land uses, historical sites, tree groupings, wetlands, water courses, contours, the names of property owners and existing land uses and zoning for all contiguous property, and the location and width of all existing or platted streets, easements, drainage ways and utilities contiguous to the property. <input type="checkbox"/> A development schedule <input type="checkbox"/> An updated public facility impact statement <input type="checkbox"/> Two copies of site plan with lot configuration, finished ground floor elevations, contours and designating number of dwelling units, and setbacks to scale indicating compliance with regulations (Must be sealed by Professional Engineer). In addition, one electronic copy must be submitted to a member of Jasper's Community Development & Planning staff. 	

- A scaled drawing of the sides, front and rear of the building or structure, generalized floor plan indicating uses and square footage of each proposed use within each building or structure, building exterior construction material and color, and building height
- A land survey with complete legal description prepared and certified by a registered surveyor
- A traffic impact analysis, if required
- An erosion/sedimentation control plan
- A landscape plan

5. The following information is required on all site plans:

- a. Locate on the site plan and describe the character of all outside facilities for waste disposal, storage areas, or display
- b. Locate on the site plan and show the dimensions of all curb cuts and driveways, including the number of spaces with their location and dimension, details of off-street parking and loading areas, all off-street vehicular surfaces available for maneuvering, surface materials, number of employees and number and type of vehicles owned by the business. Any combined off-street parking facilities shall be submitted with an agreement specifying the nature of the arrangement, its anticipated duration, and signatures of all concerned property owners.
- c. Locate on the site plan all pedestrian walks, and height or orientation of all signs
- d. Locate on the site plan and describe the character of landscaped areas and/or recreation areas
- e. Locate on the site plan and describe the design and character of all public, semi-public, or private utilities such as water and wastewater disposal facilities, underground or overhead electric lines, gas transmission lines, or other similar facilities or services
- f. Locate on the site plan and describe the height and general character of perimeter or ornamental walls, fences, landscaping, including berms and other required screening devices, and any other plans for protecting adjacent property owners
- g. Locate on the site plan existing easements and rights-of-way



PUD APPLICATION PROCESS CHECKLIST

Preliminary Plan (Concept Plan) Phase

- Pre-Application Meeting and Application (by applicant)
- Technical Review (by TAC)
- Public Meeting / Hearing Notification
- Public Meeting / Hearing (by Commission)
- See Staff Report for Decision Details

If decision states....

- "Continued", the project carries over to the next Public Meeting / Hearing by Commission
- "Denied", applicant must revise project and submit a new application after the 6 Month Waiting Period
- "Modified", applicant submits project revisions and then proceeds to the **Detailed Plan** phase
- "Approved/Adopted", applicant proceeds to the **Detailed Plan** phase

Detailed Plan Phase

- Pre-Application Meetings and Application (by applicant)
- Technical Review (by TAC, as needed)
- Public Meeting / Hearing Notification
- Public Meeting / Hearing (by Commission)
- See Staff Report for Decision Details

If decision states...

- "Continued", the project carries over to the next Public Meeting / Hearing by Commission
- "Unfavorable Recommendation", applicant withdraws (and starts application over), refiles, or proceeds to Public Hearing by Council
- "Favorable Recommendation", applicant proceeds to Public Hearing by Council

- City Council Meeting

If decision states...

- "Denied", applicant must revise project and submit a new application after the 6 Month Waiting Period
- "Approved" or "Approved with Modifications", applicant may proceed with project execution upon receipt of necessary bonds



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GUIDELINE FOR PUBLIC HEARINGS

(Meetings are held on the first Wednesday of the month)

1. Petitioner shall submit a petition (application) by the deadline noted on the meeting date calendar. Both calendar and applications are available on the City's website www.jasperindiana.gov and also in the Community Development & Planning Department at City Hall, 610 Main Street.
2. A public hearing notice will then be prepared by the Community Development/Planning Department from the information received on the application. The petitioner will be given a copy to submit to The Herald. **The notice must be published in the Herald at least 10 days prior to the date of the public hearing.** The petitioner is responsible for the cost of the public notice.
3. The petitioner must also serve a copy of the notice to all adjacent property owners in all directions, within 200 feet of the proposed property. If there is only one property owner in any direction, the petitioner must extend the search to 400 feet (*but in no event further*) to reach a second property owner. Signatures may be obtained by certified mail return receipt requested, certificate of mailing, or by hand carried notification signed and dated by the property owners, **not less than 10 days prior to the public hearing.** The petitioner shall provide a complete list of the above-mentioned owners from the County Auditor's office / Dubois, IN Web Map <https://duboisin.wthgis.com>. **A list of names and addresses, in addition to proof of service of notice, should be delivered to the Building/Planning Department not less than 10 days prior to the public hearing.**
4. An **application fee must be submitted with application** to the Community Development & Planning Department
Application Fees are as follows:
 - Special Exception - \$150.00
 - Variance - \$150.00
 - Request for Special Meeting - \$150.00
 - Rezoning - \$200
 - PUD - \$300.00 + \$25/acre
 - Plat – (due before secondary approval)
 - \$300.00 + \$25/acre (Residential)
 - \$300.00 + \$50/acre (Commercial & Industrial)
5. At the hearing, the petitioner must be present or have prior arrangements made for a representative to present the request on behalf of the petitioner. The petitioner shall submit a site plan **delivered to the Community Development & Planning Department not less than 10 days prior to the public hearing.**
6. The petitioner will receive an electronic copy of a "Proposed Findings of Fact" form stating the requirements for a variance/special exception. **Petitioner must address the criteria on the space provided. The Board may impose reasonable conditions as part of its approval. A variance/special exception may be approved by the Board only upon a determination that the Board finds all of the petitioner's statements to be true. The form must be delivered to the Community Development & Planning Department not less than 10 days prior to the public hearing.** The petitioner shall be prepared to address these requirements at the meeting.
Please note: the form is a Word Document. If possible, please type on space provided.



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**CITY OF JASPER PLAN COMMISSION 2024 MEETING DATES
 For PUDS**

**Meeting Time: 7:00 p.m.
 The Board meets the 1st Wednesday of every month.**

**610 Main St, Jasper, IN 47546
 2nd floor Council Chambers**

2024 City of Jasper Plan Commission Dates

Application Deadline (30 days before meeting)	Public Notice Deadline (Notice must be published & property owners notified)	Proof of Notice Deadline (All fees & paperwork must be submitted to Dept. of Community Development & Planning)	Meeting Date
December 4, 2023	December 22, 2023	December 22, 2023	January 3, 2024
January 8, 2024	January 26, 2024	January 26, 2024	February 7, 2024
February 5, 2024	February 23, 2024	February 23, 2024	March 6, 2024
March 4, 2024	March 22, 2024	March 22, 2024	April 3, 2024
April 1, 2024	April 19, 2024	April 19, 2024	May 1, 2024
May 6, 2024	May 24, 2024	May 24, 2024	June 5, 2024
June 3, 2024	June 21, 2024	June 21, 2024	July 3, 2024
July 8, 2024	July 26, 2024	July 26, 2024	August 7, 2024
August 5, 2024	August 23, 2024	August 23, 2024	September 4, 2024
September 2, 2024	September 20, 2024	September 20, 2024	October 2, 2024
October 7, 2024	October 25, 2024	October 25, 2024	November 6, 2024
November 4, 2024	November 22, 2024	November 22, 2024	December 4, 2024
December 9, 2024	December 27, 2024	December 27, 2024	January 8, 2025

All petitions must be filed with the Community Development & Planning (610 Main St, Jasper, IN) by 4:00 p.m. on the application deadlines specified above.

JASPER DEVELOPMENT PROPOSAL FLOW CHART



Staff Consultation

Petitioner should consult with staff early in the process to ensure the highest quality project and avoid possible delays. A basic site plan is adequate for this meeting.

Determine Applicable Districts

Petitioner and staff will consult the Official Zoning Map to determine which Zoning District and Overlay Zoning District requirements will apply to the proposed development.

- | | |
|-------------------------------------|-----------------------------|
| A1 – Agriculture General | MH – Manufactured Home Park |
| A2 – Agriculture Intensive Business | B1 – Neighborhood Business |
| RR – Rural Residential | B2 – Central Business |
| R1 – Low Density Residential | B3 – General Business |
| R2 – Single Family Residential | I1 – Light Industrial |
| R3 – Medium Density Residential | I2 – Heavy Industrial |
| R4 – Higher Density Residential | CP – Conservation Park |

- US 231 Thoroughfare Overlay District
- Mixed-Use Overlay District
- Medical-Related Office/Residential Overlay District

Process Timeline/Deadlines

Time is measured back from the Plan Commission Hearing

- | | |
|-----------|---|
| + 45 days | Staff Consultation |
| + 30 days | Submit application to staff in order to be placed on agenda |
| +25 days | TAC Review |
| +10 days | Notice published in paper |
| +0 days | Plan Commission Hearing |

Determine Petition or Permit Type(s)

Petitioner and staff will analyze the proposed development to determine which UDO standards apply.

- | | | |
|------------------|---------------------------------|----------------------|
| Development Plan | Development Standards Variance | Sign Permit |
| Subdivision Plat | Grading/Land Disturbance Permit | Fence Permit |
| Primary | Zoning Map Amendment/Rezoning | Temporary Use Permit |
| Secondary | Special Exception | Demolition Permit |
| Use Variance | Improvement Location Permit | |

Apply the Requirements

- Petitioner and/or their designer prepares the Development Plan, Preliminary Plan, or Primary Plat in light of the applicable requirements.
- Submit application and drawing.
- Staff distributes plan sets to TAC committee.

Technical Assistance Committee (TAC) Review

Using the applicable requirements, the TAC will determine development is in substantial compliance with the Unified Development Ordinance. Revisions must be submitted at least 10 days prior to Plan Commission meeting.

Plan Commission Public Hearing

Development Plans, Preliminary Plans and Primary Plats must be heard by the Plan Commission.

Administrative Review

Secondary Plat and Final Detailed Plans may be review and approved by Administrator with TAC approval.

Denied

Project Redesign.

Approved

Approved or Approved with Conditions.

Issue Permits/Certificates