



FILING CHECKLIST FOR REZONING PETITION
Please read carefully

All documents must be legible. All text documents must be typewritten or computer generated. All drawings, such as site plans, elevations, sign details, maps and surveys must be drawn to an appropriate scale, dimensioned and in ink.

Your ReZoning Packet must be filed electronically via permits@cityoflawrence.org or in person at: Lawrence Government Center, 9001 E 59th St., Ste 205, Lawrence, IN 46216. In person filings will still require an electronic submittal.

Filing fees must be paid to receive a docket number. Any additional fees must be paid prior to the initial hearing.

Your initial packet must include the following:

- a. Completed Petition signed by the owner of the subject property or an authorized agent, notarized.
- b. One (1) copy of a general location or area map indicating (in a reproducible manner) the location of the property and the surrounding area. Maps created using internet mapping sites are acceptable.
- c. Legal description attached to the petition.
- d. Metes and bounds descriptions should include the perimeter survey, drawn to scale. - or - Recorded subdivision legal description includes lot number, section number, subdivision name, plat book number with page number and must include a plat map (plat maps are available in Room 741 of the City-County Building for a nominal charge).
- e. If the petition requests a C-S or D-P classification, a site plan must be filed. Plans must be legible and drawn to a scale of 1=10, 1=20, 1=30, or 1=40. Additional information may be required, but at the minimum, plans must include the information described on the site plan form. If the petition requests a D-P classification, a written development statement must also be submitted.
- f. If the "Statement of Commitments" forms are filed, forms must be signed by the current owner of record. Agents are not acceptable. Legible legal description must be included.
- g. Non-refundable filing fee. Consult the Rules of Procedure for the applicable fee amounts.
- h. On-site hearing notice sign. The On-Site Notice must be posted in a conspicuous location along each frontage of the affected property.
- i. Surrounding property owners. As part of the legal notice requirement, the petitioner is required to notify the owners of surrounding properties per the Rules of Procedure. Petitioners can request a list of those property owners requiring notice of their petition. The list of owners compiled will be provided to the petitioner via email on label form. Petitioners are still required to make copies of the legal notice and mail it to the list provided.

Contact person identified. This Contact Person is notified when additional information is required and receives the written Staff Report.

Name (print): _____

Address: _____

Daytime Phone: _____

E-Mail Address: _____



CITY OF LAWRENCE COMMON COUNCIL
OF MARION COUNTY, INDIANA
PETITION FOR REZONING

DOCKET #: _____

ADDRESS OF PREMISES AFFECTED: _____
STREET ADDRESS CITY STATE ZIP

NAME OF PETITIONER(S): _____ PHONE: _____

PETITIONER(S) E-MAIL: _____

PETITIONER(S) ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

AGENT: _____ PHONE: _____

AGENT E-MAIL: _____

AGENT ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

NAME OF OWNER(S): _____ PHONE: _____
IF DIFFERENT FROM PETITIONER(S)

OWNER(S) E-MAIL: _____

OWNER(S) ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

IS/ARE THE PETITIONER(S) THE OWNER(S) OF ONE HUNDRED PERCENT (100%) OF THE ARE INVOLVED IN THE PETITION?
YES NO

LEGAL DESCRIPTION (CHECK ONE):

COMPLETE METES & BOUNDS WITH LEGAL DESCRIPTION ATTACHED

PLATTED SITE WITHIN A RECORDED SUBDIVISION WITH COPY OF PLAT MAP ATTACHED

SUBDIVISION NAME: _____ SECTION: _____

LOT NUMBER(S): _____

IS THIS PROPERTY THE SUBJECT OF ANY CODE ENFORCEMENT ACTION? YES NO

WAS THIS PROPERTY THE SUBJECT OF ANY PREVIOUS PETITION(S)? YES NO

IF YES, LIST THE DOCKET NUMBER(S): _____

CURRENT ZONING: _____ TOWNSHIP: _____ ACREAGE: _____

EXISTING USE OF THE SUBJECT PREMISES: _____

PROPOSED ZONING: _____

PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED REQUEST: STATE THE SPECIFIC ORDINANCE(S), STANDARDS(S), AND/OR REGULATION(S) SOUGHT TO BE MODIFIED, IF ANY (ATTACH ADDITIONAL PAGES, IF NECESSARY).



THE ABOVE INFORMATION, TO MY KNOWLEDGE AND BELIEF, IS TRUE AND CORRECT.

SIGNATURE(S) OF PETITIONER(S) OR AGENT

SIGNATURE(S) OF OWNER(S) IF DIFFERENT THAN PETITIONER

STATE OF INDIANA, COUNTY OF MARION, SS:

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC _____

PRINTED NAME _____

MY COMMISSION EXPIRES _____

COUNTY OF RESIDENCE _____



City of
Lawrence
Indiana

DOCKET NO.: _____

CITY OF LAWRENCE COMMON COUNCIL
OF MARION COUNTY, INDIANA

CONSENT FORM

The undersigned, _____, being the owner(s) of the property commonly known as _____, hereby authorize(s) _____ to file land development petitions necessary for the aforementioned address.

This consent shall:

remain in effect until revoked by a written statement filed with the City of Lawrence Common Council

OR

remain in effect until _____, 20____.

Property Owner

Property Owner

Date: _____

Date: _____

STATE OF INDIANA)
COUNTY OF _____) SS:

Before me, a Notary Public in and for said County and State, appeared the Property Owner(s) herein, who acknowledged the execution of the foregoing as his/her/their voluntary act and deed for the uses and purposes expressed therein.

Witness my hand and notarial seal this _____ day of _____, 20____.

My commission expires:

NOTARY PUBLIC

County of Residence:

Printed Name

**PROCEDURES FOR FILLING OUT THE
LEGAL NOTICE OF PUBLIC HEARING
AND THE
AFFIDAVIT OF PUBLIC HEARING**

As a petitioner seeking a rezoning, you must notify other interested parties and property owners. Your responsibilities and the procedures you must follow are set out in the Rules of Procedure of the Lawrence Board of Zoning Appeals. The procedures for notice are summarized below:

1. *The Petitioner* must prepare the LEGAL NOTICE OF PUBLIC HEARING for mailing. The notice must be sent by registered, certified or first-class mail at least ten (10) days before the date of hearing. The notice must be mailed to the owners of all adjacent parcels of land surrounding the subject property to a depth of two (2) property ownerships, but not exceeding 660 feet from the subject property. You can obtain all information on ownership of surrounding property from the Board of Zoning Appeals Secretary, 9001 E 59th St, Suite 205, (317-545-5566).
2. The LEGAL NOTICE OF PUBLIC HEARING must also be sent to appropriate neighborhood organizations. This information can be obtained from the Board of Zoning Appeals Secretary, 9001 E 59th St, Suite 205, (317-545-5566).
3. The LEGAL NOTICE OF PUBLIC HEARING must also be sent to all members of the Lawrence Common Council as well as the At-Large members of the Lawrence Common Council. This information can be obtained from the Board of Zoning Appeals Secretary, 9001 E 59th St, Suite 205, (317-545-5566).
4. A copy of the LEGAL NOTICE OF PUBLIC HEARING must be posted in a conspicuous place on the subject property at least ten (10) days before the hearing and remain there until final hearing of the petition.
5. The AFFIDAVIT OF NOTICE OF PUBLIC HEARING must be notarized and then filed in the office of the Lawrence Board of Zoning Appeals along with a copy of the LEGAL NOTICE OF PUBLIC HEARING within three (3) business days after mailing of the notices. These documents may be filed in person or mailed to the Lawrence Board of Zoning Appeals, Attn.: Board Secretary, 9001 E. 59TH Street, Suite 205, Lawrence, Indiana 46216. The affidavit must include the names and addresses of all property owners, neighborhood organizations and Lawrence City Councilors to whom the notice was sent.

**NOTE: IF YOU FAIL TO FOLLOW THESE DIRECTIONS,
THE SCHEDULED HEARING MAY BE POSTPONED.**

LEGAL NOTICE OF PUBLIC HEARING

**CITY OF LAWRENCE COMMON COUNCIL
OF MARION COUNTY, INDIANA**

Notice is hereby given that the undersigned has filed a rezoning petition with the City of Lawrence Common Council of Marion County, Indiana, requesting the following:

Docket Number

Address of subject property

REQUEST:

LEGAL DESCRIPTION:

This petition and all exhibits and plans filed therewith may be examined in the Department of Public Works office at the Lawrence Government Center, 9001 East 59th Street, Ste #205, between the hours of 10:00 a.m. and 4:00 p.m., Monday through Friday. Written objections to the petition may be filed with the Secretary to the Lawrence Board of Zoning Appeals before the hearing at the above address and such objections will be considered.

Contacting members of the City of Lawrence Common Council regarding a pending petition is prohibited.

A public hearing will be held at the Lawrence Government Center, 9001 E. 59th Street on _____, at _____. All interested persons will be given an opportunity to be heard in reference to the matters set out in said petition. The hearing may be continued from time to time as may be found necessary. This notice is sent to you as an owner of property adjacent to the property included in said petition, pursuant to the applicable Rules of Procedure.

PETITIONER

DEVELOPER
(if different from Petitioner)

Signature

Signature

Name Printed

Name Printed

Street Address

Street Address

City State Zip

City State Zip

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

**CITY OF LAWRENCE COMMON COUNCIL
OF MARION COUNTY, INDIANA**

I/We _____ do hereby certify that the Legal Notice of Public Hearing to consider Docket No. _____ was sent by certified, registered or first-class mail to the last known address of each of the following persons, they being all persons to whom notice was required to be sent by the rules, regulations and order of the City of Lawrence Common Council of Marion County, Indiana:

OWNER'S NAME

ADDRESS

(list attached)

Said notices were mailed by certified, registered or first-class mail on the _____, being at least ten (10) days prior to the scheduled public hearing, and that receipts for said certified or registered mailings are attached hereto.

I/We further certify that the notice required by said rules, regulations and order to be posted in a conspicuous place on the property described in Petitioner's petition was posted on the property on the _____, being at least ten (10) days prior to the scheduled hearing.

Petitioner, Attorney or Authorized Agent

STATE OF INDIANA)
) SS:
COUNTY OF MARION)

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

My commission expires: _____

Notary Public

County of residence:

Printed Name

NOTICE

City of Lawrence Common Council

Date of Hearing:

**Location of Hearing:
Lawrence Gov't Center
9001 E 59th St
Assembly Room**

Time:

Petition Number:

Petitioner:

Petition Address:

Request:

STATEMENT OF COMMITMENTS

**COMMITMENTS CONCERNING THE USE OR DEVELOPMENT OF REAL ESTATE
MADE IN CONNECTION WITH A REZONING OF PROPERTY**

In accordance with I.C. 36-7-4-1015 the owner of the real estate located in Marion County, Indiana, which is described below, makes the following COMMITMENTS concerning the use and development of that parcel of real estate:

Legal Description:

Statement of COMMITMENTS:

1. The owner agrees to abide by the Open Occupancy and Equal Employment Opportunity Commitments required by Metropolitan Development Commission Resolution No. 85-R-69, 1985, which commitments are attached hereto and incorporated herein by reference as Attachment "A".

2. _____

3. _____

4. _____

5. _____

6. _____

These COMMITMENTS shall be binding on the owner, subsequent owners of the real estate and other persons acquiring an interest therein; provided that Commitment #1 (Open Occupancy and Equal Opportunity Commitments) shall not be binding on an owner, subsequent owners or other person acquiring an interest therein if such persons are exempt persons or are engaged in an exempt activity as defined on Attachment "A" which is attached hereto and incorporated

herein by reference. These COMMITMENTS may be modified or terminated by a decision of the City of Lawrence Common Council made at a public hearing after proper notice has been given.

COMMITMENTS contained in this instrument shall be effective upon:

- (a) the adoption of rezoning petition # _____ by the Lawrence Common Council changing the zoning classification of the real estate from a _____ zoning classification to a _____ zoning classification.
- (b) the adoption of approval petition # _____ by the Lawrence Common Council

and shall continue in effect for as long as the above-described parcel of real estate remains zoned to the _____ zoning classification or until such other time as may be specified herein.

These COMMITMENTS may be enforced jointly or severally by:

- 1. The City of Lawrence
- 2. The Metropolitan Development Commission
- 3. Owners of all parcels of ground adjoining the real estate to a depth of two (2) ownerships, but not exceeding six-hundred-sixty (660) feet from the perimeter of the real estate, and all owners of real estate within the area included in the petition who were not petitioners for the rezoning or approval. Owners of real estate entirely located outside Marion County are not included, however. The identity of owners shall be determined from the records in the offices of the various Township Assessors of Marion County which list the current owners of record. (This paragraph defines the category of persons entitled to receive personal notice of the rezoning or approval under the rules in force at the time the commitment was made);
- 4. Any person who is aggrieved by a violation of either of the Commitments contained in Commitment #1 (Open Occupancy and Equal Employment Opportunity Commitments); and
- 5. _____
- 6. _____

The undersigned hereby authorizes the recording of this Commitment in the office of the Recorder of Marion County, Indiana, upon final approval of petition # _____.

IN WITNESS WHEREOF, owner has executed this instrument this _____ day of _____, 20_____.

Signature: _____
Printed: _____
Title /
Organization
Name: _____

Signature: _____
Printed: _____
Title /
Organization
Name: _____

STATE OF INDIANA)

) SS:

COUNTY OF MARION)

Before me, a Notary Public in and for said County and State, personally appeared

_____ owner(s) (title / organization name) of the real estate who acknowledged the execution of the foregoing instrument and who, having been duly sworn, stated that any representations therein contained are true.

Witness my hand and Notarial Seal this
_____ day of _____, 20 _____

Notary Public

Printed Name of Notary Public

My Commission expires: _____

My County of residence: _____

I affirm under the penalties for perjury, that I have taken reasonable care to redact each social security number in this document unless required by law.

This instrument was prepared by _____

ATTACHMENT "A"
OPEN OCCUPANCY AND EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT

- (a.) The owner commits that he shall not discriminate against any person on the basis of race, religion, color, disability, sex, sexual orientation, gender identity, familial status, national origin, ancestry, age United States military service veteran status in the sale, rental, lease or sublease, including negotiations for the sale, rental, lease or sublease, of the real estate or any portion thereof, including, but not limited to:
- (1) any building, structure, apartment, single room or suite of rooms or other portion of a building, occupied as or designed or intended for occupancy as living quarters by one or more families or a single individual;
 - (2) any building, structure or portion thereof, or any improved or unimproved land utilized or designed or intended for utilization, for business, commercial, industrial or agricultural purposes;
 - (3) any vacant or unimproved land offered for sale or lease for any purpose whatsoever.
- (b.) The owner commits that in the development, sale, rental or other disposition of the real estate or any portion thereof, neither he nor any person engaged by him to develop, sell, rent or otherwise dispose of the real estate, or portion thereof shall discriminate against any employee or applicant for employment, employed or to be employed in the development, sale, rental or other disposition of the real estate, or portion thereof with respect to hire, tenure, conditions or privileges of employment because of race, religion, color, disability, sex, sexual orientation, gender identity, familial status, national origin, ancestry, age United States military service veteran status.

EXEMPT PERSONS AND EXEMPT ACTIVITIES

An exempt person shall mean the following:

1. With respect to commitments (a) and (b) above:
 - (a) any not-for-profit corporation or association organized exclusively for fraternal or religious purposes;
 - (b) any school, educational, charitable or religious institution owned or conducted by, or affiliated with, a church or religious institution;
 - (c) any exclusively social club, corporation or association that is not organized for profit and is not in fact open to the general public;provided that no such entity shall be exempt with respect to a housing facility owned and operated by it if such a housing facility is open to the general public;
2. With respect to commitment b, a person who employs fewer than six (6) employees within Marion County.

An exempt activity with respect only to commitment (a) shall mean the renting of rooms in a boarding house or rooming house or single-family residential unit; provided, however, the owner of the building unit actually maintains and occupies a unit or room in the building as his residence, and, at the time of the rental the owner intends to continue to so occupy the unit or room therein for an indefinite period subsequent to the rental.

CITY OF LAWRENCE
REZONING ORDINANCE NO. _____, 20_____

Docket # _____

AN ORDINANCE to amend County Council Ordinance No. 8-1957, as amended, and the Zoning Ordinance for Marion County, Indiana, and fixing a time when the same shall take effect.

NOW, THREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF LAWRENCE
INDIANA

Section 1. That the zoning maps of the Consolidated Zoning and Subdivision Ordinance of the "Revised Code of the Consolidated City and County," as amended, be amended in the following particulars:

That the following described real estate in the City of Lawrence, Marion County, Indiana, is hereby zoned to the _____ zoning district classification.

Section 2. That this ordinance shall be in full force and effect from and after this date.

Dated: _____

CITY OF LAWRENCE COMMON COUNCIL
OF MARION COUNTY, INDIANA

ATTEST: _____

Clerk

President