

# **Street Name Change**

## **Application Packet**

### ***for Plan Commission***



**Department of  
Municipal Development**



# CALENDAR 2012

## CITY PLAN COMMISSION

*Department of Municipal Development*

Dates: 4<sup>th</sup> Tuesday of Month  
 Time: 4:30pm  
 Place: City Council Chambers at 120 East Eighth Street, Anderson, Indiana 46013

FILING DEADLINE Tuesday 12:00pm	LEGAL AD & MAILINGS Ten Day Period	MEETING DATE 4 <sup>th</sup> Tuesday at 4:30pm
December 27	January 4-14	January 24, 2012
January 31	February 8-18	February 28
February 28	March 7-17	March 27
March 27	April 4-14	April 24
April 24	May 2-12	May 22
May 29	June 6-16	June 26
June 26	July 4-14	July 24
July 31	August 8-18	August 28
August 28	September 5-15	September 25
September 25	October 3-13	October 23
November 6	November 14-24	December 4**
December 18	January 2-12	January 22, 2013

**\*\*Combined November / December Meeting**



## **STREET NAME CHANGE FEES**

### **Department of Municipal Development**

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- \$50.00 per application



## PLAN COMMISSION PROCEDURES

### Department of Municipal Development

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**APPLICANTS ARE REQUIRED TO FOLLOW THE PROCEDURES OUTLINES BELOW TO ENSURE THE PROCESSING OF ALL APPLICATIONS.**

**Failure to comply with all requirements, including but not limited to notarized signatures of owners and applicants will result in the petition being RETURNED to the petitioner and WILL NOT be placed on the meeting agenda. In this case, when all completed documentation is in order, the petition can be resubmitted for the NEXT regular meeting date.**

**1. CONFER WITH THE ZONING DIVISION STAFF**

It is helpful to discuss the proposed application with staff to ensure that proper procedures are followed.

**2. SUBMIT APPLICATION AND FILING FEE**

Follow and return the completed checklist with all information as required.

- a. Three (3) completed application with original signatures
- b. One (1) copy of the recorded deed for premises affected
- c. Filing Fee
- d. Completed checklist

**3. NOTIFY PROPERTY OWNERS AND SUBMISSION OF LIST OF NOTIFIED OWNERS**

Notification by the petitioner is required to the owners of all parcels of land within 300 ft. perimeter of the premises affected.

- a. Format of letter must be similar to sample enclosed in packet
- b. Notification must be sent certified mail (white receipts only) at least ten (10) days before the meeting, but not more than twenty (20) days. The letters **MUST** be postmarked at the post office.
- c. A list of names of the surrounding property owners can be obtained from the Township Assessor's Office including the key number. Then proceed to the Treasurer's Office, using the computers, enter they key number and obtain the mailing addresses of the property owners. These offices are located in the Madison County Government Center at 16 East 9<sup>th</sup> Street, Anderson, Indiana.
- d. A list of the property owner's names, mailing addresses and key numbers should be submitted to the Department of Municipal Development Staff for review prior to mailing out certified letters by the deadline dates.
- e. A list of the property owner's names, mailing addresses, key numbers, copy of the notice sent to the property owners, the postmarked certified mail receipts and a signed affidavit must be submitted no later than ten (10) days prior to the meeting date.

**4. PLACE LEGAL NOTIFICATION IN THE ANDERSON HERALD-BULLETIN**

Legal advertisement is required to be submitted to the Anderson Herald-Bulletin for publication

- a. Format of legal advertisement must be similar to sample enclosed in packet.
- b. Legal advertisement must be published at least ten (10) days prior to the meeting date, but not more than twenty (20) days.
- c. Submit proof of publication to the Department of Municipal Development.

**5. APPEAR AT THE PUBLIC HEARING BEFORE THE PLAN COMMISSION**

- a. Regular meeting times are 4<sup>th</sup> Tuesday of month at 4:30pm.
- b. Meeting is held in the City Council Chambers at City Hall located at 120 East Eighth Street, Anderson, Indiana. *Note: The Council Chambers is equipped with an overhead transparency projector.*



**STREET NAME CHANGE APPLICATION**  
**Department of Municipal Development**  
**Petition # \_\_\_\_\_ Ordinance # \_\_\_\_\_**

**Applicant Information**

Name(s) \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address \_\_\_\_\_

**Owner(s) Information**

Name(s) \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address \_\_\_\_\_

**Property Information**

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Property Address or Range \_\_\_\_\_  
Present Street Name \_\_\_\_\_ Requested Street Name \_\_\_\_\_

**ATTACH A COPY OF RECORDED DEED WITH CURRENT AND CORRECT LEGAL DESCRIPTION**

I (We) hereby certify I (We) have the authority to make the above application and that the information to my (our) knowledge and belief is true and correct.

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

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Printed Name of Applicant*

\_\_\_\_\_  
*Printed Name of Owner*

State of Indiana, County of Madison, ss:

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

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

\_\_\_\_\_  
*Printed Name of Notary Public*

My Commission Expires \_\_\_\_\_

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



# STREET NAME CHANGE CHECKLIST

## Department of Municipal Development

*The petitioner should place a check mark next to the items being submitted*

<u>Petitioner</u>	<u>Staff</u>	<u>Required Information and Documents</u>
_____	_____	Applicant Information (name, mailing address, phone number)
_____	_____	Owner Information (name, mailing address, phone number)
_____	_____	Contact Person Information (name and phone number)
_____	_____	Property Address of Address Range
_____	_____	Notarized Signature and Printed Name of Owner
_____	_____	Notarized Signature and Printed Name of Applicant
_____	_____	Three (3) Copies of Petition with Original Signatures
_____	_____	Recorded Deed with current and correct legal description
_____	_____	Power of Attorney Document (for all interested parties, if necessary)

Petition Accepted By: \_\_\_\_\_  
*Staff Member Name*

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

## NOTICE OF PUBLIC HEARING

To Whom It May Concern:

Notice is hereby given that the Plan Commission of the City of Anderson, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ at 4:30pm (local time) in the City Council Chambers located in City Hall at 120 East Eighth Street, Anderson, Indiana, will hold a public hearing on a proposed **Street Name Change**, a part of the Comprehensive Plan for the City of Anderson.

The proposed **Street Name Change** involves consideration of a change of a zone classification from \_\_\_\_\_ to \_\_\_\_\_ for the following described property:

### **Insert Legal Description of Property:**

This property is located at \_\_\_\_\_.

*(Property Address)*

Written suggestions or objections to the provisions of said proposed **Street Name Change** may be filed with the Assistant City Development Director at or before such meeting and will be heard by the Plan Commission at the time and place specified.

Interested persons desiring to present their views, pro or con, upon the proposed **Street Name Change**, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place.

This petition may be continued on the Plan Commission agenda from time to time as may be necessary.

### **CITY PLAN COMMISSION**

**120 East Eighth Street, Room 112 ♦ Anderson, Indiana 46016**

**Phone: (765) 648-6168 ♦ Fax: (765) 648-5914**

**Email: [planning@cityofanderson.com](mailto:planning@cityofanderson.com) ♦ Website: [www.cityofanderson.com](http://www.cityofanderson.com)**

**LEGAL ADVERTISEMENT  
PLAN COMMISSION  
ANDERSON, INDIANA  
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the City Plan Commission of Anderson, Indiana, on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ at 4:30pm, local time, in the City Council Chambers located in City Hall at 120 East Eighth Street, Anderson, Indiana, will hold a public hearing on the following proposed **Street Name Change**, as amended, of Anderson, Indiana, a part of the Comprehensive Plan for the City of Anderson.

The proposed Street Name Change is from \_\_\_\_\_ to \_\_\_\_\_.  
*Insert present street name and requested street name*

**Legal Description of Property:**

This property is located at \_\_\_\_\_ .  
*(Property Address)*

Written suggestions or objections to said proposed **Street Name Change** may be filed with the Director of the Anderson City Plan Commission at the time and place specified. Interested persons desiring to present their views upon said proposed **Street Name Change**, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place.

ANDERSON CITY PLAN COMMISSION

ANDERSON, INDIANA

By Frank Owens, Director

**Anderson Herald Bulletin Publish Date:** \_\_\_\_\_  
*Insert Date to be Published*

**AFFIDAVIT**

STATE OF INDIANA        )  
                                  ) SS:  
COUNTY OF MADISON    )

\_\_\_\_\_, being first duly sworn upon  
*Printed Name of Petitioner*

his oath according to law deposes and says:

That after a diligent search of the records of Madison County, Indiana, a list was compiled of the names and addresses of all owners of real estate within 300 ft. perimeter of the land for which a **street name change** is sought; that said legal owners of the land are the persons set forth on the computers in the Treasurer's Office of Madison County; that a Notice of Public Hearing was sent to all of said property owners by certified mail, a list of the legal owners' names and addresses and a copy of said Notice of Public Hearing are attached hereto and made a part hereof.

Date this \_\_\_\_\_ day or \_\_\_\_\_, 20 \_\_\_\_ .

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

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

\_\_\_\_\_  
*Signature of Notary Public*

\_\_\_\_\_  
*Printed Name of Notary Public*

My commission expires: \_\_\_\_\_

A resident in the County of: \_\_\_\_\_