



Mike Moore, Mayor

CITY OF JEFFERSONVILLE  
DEPARTMENT OF PLANNING & ZONING  
500 QUARTERMASTER COURT, SUITE 200  
JEFFERSONVILLE, IN 47130  
PHONE: (812) 285-6413  
WEBSITE: [www.cityofjeff.net](http://www.cityofjeff.net)

## PLAN COMMISSION DEVELOPMENT PLAN APPLICATION REQUIREMENTS

In order for the staff of the City of Jeffersonville Plan Commission to expedite your request in a timely manner, we ask that you follow these requirements:

1. The application and supporting materials must be submitted before the appropriate meeting deadline. No exceptions.
2. Once the application has been submitted with the required application processing fee, our staff will review the application to verify that all the required items in the checklist have been included. All items on the checklist must be submitted with the application or the request will not be assigned a Docket number. This is considered an incomplete application, and the submitted items will be promptly mailed back to the applicant.
3. When the application is deemed complete by the staff, the request will be assigned a Docket number and will be placed on the appropriate agenda, and the applicant will be notified of the meeting date.
4. A pre-filing conference is encouraged for all Plan Commission petitions.  
Call 285-6413 to set an appointment to discuss a petition prior to filing for a hearing before the Plan Commission.



**PLAN COMMISSION  
APPLICATION FOR A DEVELOPMENT PLAN**

• **Applicant**

Name of Applicant: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

• **Applicant's Attorney/Contact Person and Project Engineer (if any):**

Attorney Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Project Engineer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

• **Project/Development Information:**

Location of Property (and address if applicable): \_\_\_\_\_

Current Use: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

• **Additional requirements:**

- a. Authorization from Owner(s)
- b. Letter of Intent
- c. One Copy (Minimum 24"x36") of Each Plan and a Digital Copy Sent to Staff:
  - Site Plan
  - Landscape Plan
  - Building Elevations (include exterior design features & materials)
  - Lighting Plan
  - Sign Plan (if necessary)
  - Tree Preservation Plan (if necessary)
- d. Postage fee of \$1/letter for adjoining property notification letters (calculated after submittal)
- e. Any additional information as required by Director or Zoning Administrator



The undersigned states the above information is true and correct as (s)he is informed and believes to the best of her/his knowledge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

State of Indiana )  
Clark County ) SS:

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

\_\_\_\_\_/\_\_\_\_\_  
Notary Public – Signed Printed

Residing in \_\_\_\_\_ County My Commission expires: \_\_\_\_\_.

**OFFICE USE ONLY---DO NOT WRITE BELOW THIS LINE**

Application (all materials in file) certified completed on: \_\_\_\_/\_\_\_\_/\_\_\_\_.  
Plan Commission public hearing date: \_\_\_\_/\_\_\_\_/\_\_\_\_.  
Adjacent property owners notified via mail on: \_\_\_\_/\_\_\_\_/\_\_\_\_.  
Legal ad emailed to The Evening News on : \_\_\_\_/\_\_\_\_/\_\_\_\_.  
Sign addresses emailed to Street Department on: \_\_\_\_/\_\_\_\_/\_\_\_\_.  
Public notice posted at City Hall on: \_\_\_\_/\_\_\_\_/\_\_\_\_.  
Public notice posted on City's website on: \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Docket #:** \_\_\_\_\_  
**Date Filed:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**To be assigned by planning department. This space for office use.**



**- AFFIDAVIT & CONSENT OF PROPERTY OWNER -  
Application to the Jeffersonville Plan Commission**

STATE OF INDIANA )  
COUNTY OF CLARK ) SS:

I, \_\_\_\_\_, AFTER BEING DULY SWORN, DEPOSE AND SAY THE FOLLOWING:

1. That I am the owner of real estate located at: \_\_\_\_\_;  
(Address of affected property)

2. That I have no objections to, and consent to the request(s) described in the Application made to the Jeffersonville Plan Commission.

\_\_\_\_\_  
Owner's Name (Please Print)

\_\_\_\_\_  
Owner's Signature

State of Indiana )

County of Clark ) SS:

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

\_\_\_\_\_/\_\_\_\_\_  
Notary Public Printed

Residing in \_\_\_\_\_ County My Commission expires: \_\_\_\_\_



## DEVELOPMENT PLAN APPLICATION CHECKLIST

### Jeffersonville Plan Commission

Applicant: \_\_\_\_\_

Docket Number: \_\_\_\_\_ Date: \_\_\_\_\_

Project: \_\_\_\_\_

All plans prepared for Development Plan approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Jeffersonville. The Planning Director at his/her discretion may waive or relax any of the site plan requirements below, as circumstances dictate.

#### General

If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for legible reproduction or recording.

#### Site Plan Data

A site plan submitted in pursuit of development plan approval shall be drawn to a scale of not more than 1" = 100' and shall include the following information:

- \_\_\_ Name and address of the applicant;
- \_\_\_ Proof of ownership;
- \_\_\_ Proposed name of development (if applicable);
- \_\_\_ Address of the site;
- \_\_\_ Legal description of the real estate;
- \_\_\_ Name and address of land surveyor;
- \_\_\_ Legend and notes, including a graphic scale, north point, and date;
- \_\_\_ Boundary line of site indicated by a solid heavy line including all dimensions of the site;
- \_\_\_ Layout, number and dimensions of lots;
- \_\_\_ Building setback lines;
- \_\_\_ Location and dimensions of all existing structures including paved areas;
- \_\_\_ Location and dimensions of all proposed structures including paved areas indicated by crosshatching;

- \_\_\_\_\_ Layouts of existing and proposed streets, alleys and access easements; including their names, within two-hundred (200) feet of the development. The names of streets shall conform so far as practicable to the names of streets on the same approximate alignment existing in the vicinity of the development;
- \_\_\_\_\_ Location of any proposed and existing driveway and its width at the lot line;
- \_\_\_\_\_ All proposed improvements to the street system both on and off-site;
- \_\_\_\_\_ Measurement of curb radius and/or taper;
- \_\_\_\_\_ Parcels of land proposed to be dedicated or temporarily reserved for public use or set aside for use in the development such as parks, recreation, conservation areas, wetlands, etc., which shall be designated and labeled as such including dimensions;
- \_\_\_\_\_ Location of natural streams, regulated drains, 100-year flood plains, floodway, water courses, marshes, wooded areas, wetlands, historic features, existing structures, dry wells, utility lines, fire hydrants and any other significant feature(s) that may influence the design of the development;
- \_\_\_\_\_ The species and caliper size at breast height of all trees over six (6) inch caliper and all flowering trees and shrubs over six (6) feet in height;
- \_\_\_\_\_ All trees and/or shrubs to be preserved. These shall be marked "Do Not Remove" ("DNR"). Care should be taken to attempt to preserve all trees with a caliper size of twenty-four (24) inches at breast height or greater;
- \_\_\_\_\_ Location of orange construction fencing that is required to be installed during construction around the dripline of each tree to be preserved that is marked "DNR";
- \_\_\_\_\_ Location, width and purpose of existing and proposed easements;
- \_\_\_\_\_ Use of each structure including parking labeled with approximate density or size. For example, no. of parking spaces required and provided, gross floor area of office or retail space (labeling whether office or retail);
- \_\_\_\_\_ Structures designated to be razed shall be indicated as such;
- \_\_\_\_\_ Distance of all structures including parking from the front, rear and side lot lines. This distance is measured from the point where the structure is closest to the lot line;
- \_\_\_\_\_ Any other information requested in writing by the Plan Commission or the Planning Director;

### **Building Elevation Data**

Building elevations submitted in pursuit of development plan approval shall include the following information:

- \_\_\_\_\_ Proposed name of development (if applicable);
- \_\_\_\_\_ Address of the site;
- \_\_\_\_\_ Legend and notes, including a graphic scale, and date;
- \_\_\_\_\_ Elevations for each facade of the building;
- \_\_\_\_\_ Type of building materials to be used for all wall, window, roof and architectural features shall be specified;
- \_\_\_\_\_ Proposed colors for all materials and features shall be specified;
- \_\_\_\_\_ Any other information requested in writing by the Plan Commission or the Planning Director;

**Sign Plan Data**

Sign plans submitted in pursuit of development plan approval shall include the following information:

- \_\_\_ Proposed name of development (if applicable);
- \_\_\_ Address of the site;
- \_\_\_ Legend and notes, including a graphic scale, and date;
- \_\_\_ A site plan indicating the location of any existing and proposed freestanding or ground signs;
- \_\_\_ Elevations of proposed signs including size, materials, color and illumination details;
- \_\_\_ Placement, size, color and illumination details for any existing or proposed wall, projecting or window sign;
- \_\_\_ Any other information requested in writing by the Plan Commission or the Planning Director;

**Lighting Plan Data**

Lighting plans submitted in pursuit of development plan approval shall include the following information:

- \_\_\_ Proposed name of development (if applicable);
- \_\_\_ Address of the site;
- \_\_\_ Legend and notes, including a graphic scale, and date;
- \_\_\_ Boundary lines of the site including all dimensions of the site;
- \_\_\_ Location and dimensions of all existing and proposed structures, parking areas, etc;
- \_\_\_ Type and location of all exterior lighting fixtures, including wattage and type of light;
- \_\_\_ Intensity of lighting at base of light structure and at the lot line measured in foot candles. Measurements shall be given as if the light meter were facing the center of the property at a height of six (6) feet;
- \_\_\_ If building lighting is proposed, elevations for each facade of the building indicating the location, type and intensity of lighting at the lot line measured in foot candles. Measurements shall be given as if the light meter were facing the center of the property at a height of six (6) feet;
- \_\_\_ Any other information requested in writing by the Plan Commission or the Planning Director

**Landscape Plan Data**

Landscape plans submitted in pursuit of development plan approval shall include the following information:

- \_\_\_ Proposed name of development (if applicable);
- \_\_\_ Address of the site;
- \_\_\_ Legend and notes, including a graphic scale, and date;
- \_\_\_ Boundary Lines of the site;
- \_\_\_ Location and dimensions of all existing and proposed structures, parking areas, etc;
- \_\_\_ Location of all floodway and floodway fringe areas within the site;
- \_\_\_ Existing elevations and proposed contour lines at two (2) foot intervals;
- \_\_\_ Proposed sidewalk or pedestrian ways;

- \_\_\_ Size, species and spacing (on center) of all proposed landscaping material;
- \_\_\_ Location of any existing and proposed freestanding or ground signs;
- \_\_\_ Any other information requested in writing by the Plan Commission or the Planning Director;

**Tree Preservation Plan Data (if necessary)**

Tree Preservation plans submitted in pursuit of development plan approval shall include the following information:

- \_\_\_ Proposed name of development (if applicable);
- \_\_\_ Address of the site;
- \_\_\_ Legend and notes, including a graphic scale, and date;
- \_\_\_ Boundary lines of the site including all dimensions of the site;
- \_\_\_ Survey all existing vegetation on site indicating species and caliper size at breast height;
- \_\_\_ All trees and/or shrubs to be preserved - these shall be marked "Do Not Remove" ("DNR"). All trees and shrubs that are not within twenty (20) feet of the footprint of any structure must be preserved. This requirement may be reduced upon approval of the Planning Director. The Planning Director may also reduce this requirement to allow for parking areas provided no other open areas exist already that could accommodate parking;
- \_\_\_ Description of methods to preserve trees without injury and with sufficient area for the root system to sustain the tree;
- \_\_\_ Description of protective care and physical restraint barriers at the drip line to prevent alteration, compaction or increased depth of the soil in the root system area prior to and during groundwork;
- \_\_\_ Location of orange construction fencing that is required to be installed around the dripline of each tree to be preserved that is marked "DNR" during construction.