



Mike Moore, Mayor

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

## PLAN COMMISSION REZONING 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.

### PLAN COMMISSION REZONING PETITION PROCEDURES

The City of Jeffersonville has established a procedure for the consideration of request to change the zoning of property in the community. Rezoning requests are reviewed by the Plan Commission which forwards a recommendation to the City Council which makes the final determination. Rezoning requests may originate from either property owners or potential owners (subject to the consent of the current owners). In reviewing all rezoning requests the Plan Commission and City Council shall consider the following:

- The recommendations of the Jeffersonville Comprehensive Plan;
- The current conditions and character of structures in each district;
- The most desirable use for which the land in each district is adapted;
- The conservation of property values throughout the jurisdiction; and
- Responsible growth and development;



**City of Jeffersonville – PLAN COMMISSION  
APPLICATION FOR REZONING**

**1. Applicant**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Applicant’s Attorney/Contact Person and Project Engineer (if any):**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Property Information:**

Address or Location: \_\_\_\_\_  
Parcel #: \_\_\_\_\_ Property Size: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

**4. Reason(s) for Rezoning Request:**

Explain the purpose of the zoning change and please consider the five rezoning criteria that are established by the Indiana Code and used by the Plan Commission. This may be attached in the Letter of Intent.

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

**Rezoning Criteria:**

1. The request is consistent with the City of Jeffersonville Comprehensive Plan.
2. The current conditions and the character of structures and uses in each zoning district.
3. The most desirable use for which the land in each district is adapted.
4. The conservation of property values throughout the jurisdiction.
5. Responsible growth and development.



**5. Attachments:**

- a. Legal description of property and survey if available
- b. Letter of Intent
- c. Written authorization from owner (form provided on page 4)
- d. Proof of ownership (Warranty Deed)
- e. Postage fee of \$1 per letter for adjoining property notification letters (calculated after submittal)
- f. Any additional information as required by Director or Zoning Administrator

**6. Applicant’s Signature:**

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: \_\_\_\_/\_\_\_\_/\_\_\_\_.

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

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: \_\_\_\_/\_\_\_\_/\_\_\_\_.



**- 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: \_\_\_\_\_