City of Elkhart

INSTRUCTIONS AND FILING PROCEDURE FOR MINOR PLANNED UNIT DEVELOPMENT (PUD) AMENDMENTS

Minor PUD Amendments are defined in the Zoning Ordinance as the following: Modifications, such as minor relocation of a building, parking lot, or other site element, due to unforeseen site conditions, can be reviewed and approved by the Planning Department staff.

A complete petition for Minor Planned Unit Development Amendments can be filed at any time (there is no deadline) with the Planning & Zoning Department located at the Permit Center at 229 S. Second Street, Elkhart, Indiana.

A complete Minor PUD Amendment Petition includes the following:

1. A completed Petition form **(see page 2)** signed by the legal owner of record of the property that is the subject of the Petition. **The owner(s) of record at the time the petition is filed shall be considered the applicant and must sign the petition.** If the petition is filed by any person other than the legal owner or the owner's attorney, written authorization of the legal owner authorizing the person to act as the owner's agent for petition purposes must be filed with the petition. If the applicant is not an individual, the name(s) and title(s) of the person(s) who are authorized to execute legal documents for the applicant shall be supplied. Land Contract Purchasers or Renters cannot bring petitions without authorization from the owner of record.

2. A written document stating the type(s) of modifications/amendments that you are requesting and the reason for why you are requesting them.

3. One (1) to scale drawing of the property, measuring 11" x 17" or smaller showing the dimensions of the property, buildings, yard setbacks, parking layouts, distances to adjoining buildings, and any other information that is pertinent to your petition.

4. A filing fee of **$100.00** (the amount listed in Section 29.12 of the Zoning Ordinance). The Permit Center accepts Visa, MC, and Discover credit cards, cash or a check made payable to the City of Elkhart.

Failure to meet any of the above requirements will result in your application not being accepted by the Planning Department staff until such time as said requirements are met.

NOTE: If denied or an appeal is received by the Planning & Zoning Department; the applicant must file under the same provisions as the Major PUD Amendment Petition process.

PETITION #: _____ FILING FEE: $_____

PETITION TYPE: MINOR PLANNED UNIT DEVELOPMENT AMENDMENT

Property Owner(s): _____

Mailing Address: _____

Phone #: _____ Email: _____

Contact Person: _____

Mailing Address: _____

Phone #: _____ Email: _____

Subject Property Address: _____

Zoning: _____

Present Use: _____ Proposed Use: _____

NOTE: The petitioner is the legal property owner of record, or a certified representative, and agrees the above information is accurate. Failure to provide a legal signature or accurate information will make this application null and void.

PROPERTY OWNER(S) OR REPRESENTATIVE (PRINT): _____

SIGNATURE(S): _____ DATE: _____

STAFF USE ONLY:

Staff Checklist for the applicant's submittal of a complete Petition to the Plan Commission docket:

_____ A document that states the type(s) of modifications/amendments that the applicant is requesting and the reason for why they are requesting them.

_____ A completed Petition form signed by the legal owner of record (or approved representative).

_____ If any person other than the legal owner or the legal owner's attorney files the appeal, written and signed authorization from the property owner must be supplied.

_____ One to scale drawing of the property, measuring 11" x 17" or smaller.

Ordinance Requirement: Section(s): _____

Map #: _____ Area: _____

RECEIVED BY: _____ DATE: _____