

**Town of Ellettsville, 221 North Sale Street, Ellettsville, IN 47429  
Clerk Treasurer Phone 812-876-3860 Fax 812-876-3491**

**Planning Director, 102 South Park Street, Ellettsville, IN 47429  
Phone 812-876-8008 Fax 812-876-8007**

### STEPS FOR REZONING PROPERTY

1. Petition for rezoning (see enclosed).
2. Meet with Planning Director to set date for public hearing.
3. Pay filing fee to the Clerk-Treasurer.
4. Notify adjacent property owners (see attached instructions and sample letter.)
5. Publish legal notice at least ten days before public hearing (sample enclosed).
6. Bring copies of the letters sent, certified mail receipts and the published legal notice to the public hearing.

Time schedule to follow to be on the agenda:

- 25 days before hearing date: Petition submitted to Planning Director and fee paid to the Clerk Treasurer
- 21 days before hearing date: Information submitted to Town Engineer
- 12 days before hearing date: Letters mailed to adjacent property owners notifying them of hearing
- 11 days before hearing date: Engineer's report received by Planning Director
- 10 days before hearing date: Publication of hearing notice in paper
- 7 days before hearing date: Report received by Plan Commission members

#### **Clerk's instructions**

The attorney must prepare an ordinance – need legal description

The Plan Commission makes a recommendation to the Council – This is considered the first reading.

After Council approval the Ordinance should be forwarded to Rick Coppock to update the zoning map, to Monroe County Planning and to American Legal for codification

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TOWN OF ELLETTSVILLE

TO: ELLETTSVILLE PLAN COMMISSION

(I) (WE) \_\_\_\_\_,  
NAME OR NAMES ADDRESS  
AND \_\_\_\_\_  
TELEPHONE NUMBER

HEREBY APPLY TO THE ABOVE NAMED COMMISSION FOR A HEARING  
CONCERNING THE FOLLOWING:

LOCATION:

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

PRESENT ZONING: \_\_\_\_\_

REQUESTED CHANGE: \_\_\_\_\_

REASON FOR REQUEST \_\_\_\_\_

\_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

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

SIGNED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_,

\_\_\_\_\_

TITLE

DATE: \_\_\_\_\_

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DATE SET FOR HEARING: \_\_\_\_\_

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NOTE: ALL ADJOINING LANDOWNERS MUST BE NOTIFIED BY CERTIFIED MAIL (RETURN RECEIPT REQUESTED) AND LEGAL NOTICE IN NEWSPAPER IS REQUIRED TEN DAYS BEFORE HEARING DATE. HEARINGS ARE HELD 1st THURSDAY OF EACH MONTH AT 7:00 P.M.

NOTIFICATION OF ADJACENT PROPERTY OWNERS DETAILED INSTRUCTIONS

1. Who must be notified?

All property owners who touch your property including those across any streets or alleys which would touch your property if the streets and/or alleys were not there.

2. How do you discover who the adjacent property owners are?

Go to the Monroe County Auditor's Office and ask for the Auditor's plat book or tax records. The list of all property owners is in this book.

3. What information must the notices contain?

- A. Nature of request (i.e. change of zone, variance, home occupation permit, etc.).
- B. Time, dates and location of all hearings on the request.
- C. That under Indiana Law, any interested party may appear at said hearing (s) and voice his/her opinions on the request.

4. When and how must the notices be mailed?

- A. Notice must be mailed no later than ten days prior to scheduled date of public hearings.
- B. All notices must be mailed via certified mail, return receipt requested.

5. What constitutes proof of notification?

- A. Sketch map showing names of adjacent property owners.

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- B. A copy of letter sent to the specified property owners.
- C. Certified mail receipts for the letters (see attached example).

ELLETTSVILLE PLAN COMMISSION

Notice of Public Hearing

Date \_\_\_\_\_

The Ellettsville Plan Commission will hold public hearings at 7:00 p.m. on Thursday, \_\_\_\_\_, at the Ellettsville Fire Department Training and Conference Room, 5080 West State Road 46, Bloomington, IN 47404 concerning the petition of \_\_\_\_\_ for the purpose of \_\_\_\_\_ for the property located at \_\_\_\_\_ and to which you are an adjacent property owner.

Under provisions of Indiana law, you may appear and speak on the merit of this proposal at the public hearing at the time and date as set out herein. If you have any questions concerning this matter, you may telephone the Petitioner (at the below listed number) or the Planning Director at 812-876-8008.

Ellettsville Plan Commission

\_\_\_\_\_  
Petitioner/Attorney for Petitioner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

This is the sample letter for adjacent property owners.

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### Notice of Public Hearing

The Ellettsville Plan Commission will hold a public hearing on Thursday, \_\_\_\_\_, at 7:00 p.m. at the Ellettsville Fire Department Training and Conference Room, 5080 West State Road 46, Bloomington, IN 47404 to consider a request regarding the following described real estate in the Town of Ellettsville, Indiana, Monroe County, Indiana, for the purpose of

PETITIONER:  
OWNER:  
LOCATION:  
ADDRESS:

Under the provisions of Indiana law, any interested party may appear at said hearing and voice his/her opinions on this request.

This is the sample notice for the paper.