



BROWN COUNTY GOVERNMENT Plan Commission

201 Locust Lane
P.O. Box 401
Nashville, Indiana 47448

Phone: (812) 988-5490
www.browncounty-in.gov

CHECKLIST FOR REZONING

This application must be typed or printed neatly in ink.

Applications that do not include all the required items are incomplete and will ***NOT*** be docketed.

Complete applications must be submitted by 2:30 pm of the submission deadline day.

Complete applications and all checklist items must be delivered in person.

1. ____ Application form signed by **all owners** of the property
2. ____ **Filing fee** (\$315.00) – payment due on Docket Date
3. ____ A typed or neatly printed **statement of your request** explaining reason for rezone and include the following:
 - a. If requesting a business: list hours of operation and number of employees
 - b. **Flood Plain District** in which the proposed used is located (Provided by the Plan Commission Office)
4. ____ Copy of the most recently recorded **deed** for the property (Provided by the Records Office)
5. ____ A **legal description** of the property to be rezoned if it is different than the legal description in the deed
6. ____ If applicant is different from owner, provide **affidavit from the owner** authorizing the applicant to apply for rezoning of the property
7. ____ A typed or neatly printed list of the names and addresses of the adjacent **property owners within 600 feet** of the property lines of proposed site (250 feet for Nashville and the CSCD). It is highly recommended the applicant review the **public terminal** (located in the Treasurer or Recorder's Office) to confirm current owner information. The Plan Commission office is not responsible for incorrect addresses or property owners. Please see **Procedure to file for Hearing** handout for information about mailing certified letters.
8. ____ A **driveway permit** is required for driveways that access County, State or the Town of Nashville public maintained streets or roads. A driveway permit is not required for driveways that access privately maintained roads (Provided by the Highway Department or INDOT)

9. ____ **10 copies of Site Plan** (drawn neatly to scale on white paper, in ink or by computer, on 8 ½” x 11” or 8 ½” x 14” paper). This drawing will be distributed to the APC members and the public, please submit a drawing that is legible and accurate. (See attached example) with the following:
- a. Location, dimensions, and size of the property
 - b. adjoining property owners with their current property use.
 - c. Location and size of all **buildings, ponds, structures**, and any other significant features on the property; **and** those proposed by petitioner. Show the distance from these features to the property lines.
 - d. Location and size of all **entrances and exits from** the parcel, and all adjacent streets and highways and developments
 - e. Location, size and dimensions of **required parking spaces, driveway, emergency access and vehicle turnaround areas** please see 4.11 and 4.12 of the zoning ordinance (Attached) for parking and driveway requirements
10. ____ A **soils analysis** of the property
11. ____ Documentation of **adequate utilities** serving the area (e.g. copies of utility bills)
12. ____ **Pre-submission meeting** (Please schedule an appointment 1-2 weeks before submission deadline date. The purpose of this meeting is to review the application and checklist)