



# Rezoning

## Petition for Zoning Map Amendment

Planning Department | 815 Lincoln Highway East | New Haven, IN 46774

### Step 1: Application

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**Pre-Application Meeting** - Prior to the intended filing, the applicant must discuss the potential application with Staff for the purpose of becoming familiar with requirements, procedures, deadlines, and hearings. The legal descriptions for the petition may be reviewed at this time.

**Making Application** - The applicant must make an appointment with Staff to file by calling (260) 748-7040. A complete application with all required attachments must be submitted by the date shown on the Application Schedule. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

#### ***Items Required for a Complete Application:***

- Application Fee** - Make checks payable to "The City of New Haven". Rezoning petition: \$600
- Application Form** - All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
- Attachment A:** Detailed Statement of Reasons
- Attachment B:** Public Notice Reimbursement Agreement
- Attachment C:** Affidavit and Consent of Property Owner (Submit only if the owner is different from the applicant)
- Proposed Commitments:** Submit one copy of any proposed commitments associated with the petition.
- Legal Description and Legal Exhibit Drawing:** A written legal description and legal exhibit drawing showing dimensions of the subject property is required. If requesting more than one zoning district, a separate legal description must be provided for each zoning district requested. The legal exhibit drawing shall show all of the requested zoning districts.
- Site Plan/Concept Plan:** 11" x 17" or smaller in size showing the existing structure, proposed structures, streets, land uses, etc., of the proposed development.
- Electronic Copy of Site Plans** – Submit one copy of the plat and plan set in a .pdf format on compact disk or other portable media device or email a copy (or downloadable link) of plans to [nhplan@newhaven.in.gov](mailto:nhplan@newhaven.in.gov)

## **Step 2: Staff Report, Public Hearing and Application Schedule**

### ***Staff Report***

After an examination of information in the public record and findings from additional research, Staff shall publish a Staff Report that provides an analysis of the petition request. Such report shall be published along with the agenda approximately five days prior to the hearing.

### ***Public Hearing***

The Commission shall follow its adopted Rules of Procedures for the hearing, a copy of which available at the Planning Office. Public Hearings of the Plan Commission are generally held on the second Tuesday of each month in the Community Room of the New Haven City Administration Building, 815 Lincoln Highway East, New Haven, Indiana 46774.

When your request comes up on the agenda, you must present your request to the Commission. You may represent yourself or have a consultant or attorney represent you. You may use any evidence that will assist you in the presentation. If the members need additional information, they will ask questions regarding your request. Upon conclusion of its public hearing, the Commission will vote on your petition. The Commission may include commitments and conditions as part of its decision.

### ***Application Schedule***

The following table on the next page depicts the deadlines for petitions before the Plan Commission. Deviations from the schedule are not permitted without approval from the Commission.

## **Step 3: Petition Information (Completed by Staff at the Time of Application)**

The Docket Number for this petition is \_\_\_\_\_. Please use this number for referencing the request and when submitting additional information in the future.

This petition will be discussed at the Projects Meeting on \_\_\_\_\_. The meeting will occur in the Planning Department meeting room at 815 Lincoln Highway East, 2<sup>nd</sup> Floor, New Haven, Indiana 46774.

This petition will be heard by the Commission on \_\_\_\_\_. Hearings are held at 5:30pm. For the months of January through March, hearings will be held at the New Haven/Adams Township Community Center, the rest of the year will be held in the City Council Chambers of the New Haven Administration Building. Hearing locations are subject to change with public notice.

The Staff Report and Agenda for this petition will be published on approximately \_\_\_\_\_.

### ***What Happens Next?***

Subsequent to the Plan Commission hearing, the petition will be forwarded to the Common Council, who will introduce the petition and make the final decision. Check with the Clerk's Office at (260) 748-7010 for meeting times and dates. Note that written commitments will need to be recorded prior to filing for Primary Subdivision or Site Development Plans.

# 2025 New Haven Plan Commission

Hearings are held at 5:30 in the Community Room of the New Haven Administration Building.

Hearing Date	Application Submittal Deadline	Public Notice
January 14th	12/17/2024	1/3/2025
February 11th	1/14/2025	1/31/2025
March 11th	2/11/2025	2/28/2025
April 8th	3/11/2025	3/28/2025
May 13th	4/15/2025	5/2/2025
June 10th	5/13/2025	5/30/2025
July 8th	6/10/2025	6/27/2025
August 12th	7/15/2025	8/1/2025
September 9th	8/12/2025	8/29/2025
October 14th	9/16/2025	10/3/2025
November 10th	10/13/2025	10/31/2025
December 9th	11/11/2025	11/28/2025



# Rezoning

## Petition for Zoning Map Amendment

Planning Department | 815 Lincoln Highway East | New Haven, IN 46774

Applicant Information	
Name:	
Street:	
City:	
State:	Zip:
Phone:	Fax:
E-mail:	
Property Owner Information	
Name:	
Street:	
City:	
State:	Zip:
Phone:	Fax:
E-mail:	
Notarization	
The above information and attached exhibits, to my knowledge and belief are true and correct.	
Printed Name of Applicant	Signature of Applicant
Notary Public's Name (printed)	Signature of Notary
My Commission Expires	State; County
Subscribed and sworn to before me this _____ day of _____, _____	

Office Use Only	
Docket #	
Filing Date	
Fee	
PC Date	
Received By	

Project Information		
Please Select a Project Type		
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Mixed-Use
<input type="checkbox"/> Institutional	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Other:		
Location / Address:		
Parcel Number:		
Existing Zoning:		
Proposed Zoning:		
Existing Use:		
Proposed Use:		
Total Acreage:		
Total Lots:		



# Attachment A

## Detailed Statement of Reasons for Zone Map Change

Planning Department | 815 Lincoln Highway East | New Haven, IN 46774

Project \_\_\_\_\_

Docket \_\_\_\_\_

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### ***Petition Information***

**Applicant may substitute a typed document addressing the following questions in list format as they appear on this form.**

What is the purpose of this request?

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What is the proposed development for this property?

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### ***Statutory Criteria***

This request is consistent with the New Haven Comprehensive Plan in the following way(s):

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This request complies with the current conditions and the character of current structures and uses in each district in the following way(s):

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The request is for the most desirable use for which the land in this district is adapted. Describe:

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This request will not negatively affect the property values throughout New Haven because:

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This request is considered responsible development and growth because:

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# Attachment B

## Agreement to Reimburse for Cost of Public Notice

Planning Department | 815 Lincoln Highway East | New Haven, IN 46774

**AGREEMENT BETWEEN APPLICANT AND  
CITY OF NEW HAVEN FOR REIMBURSEMENT  
OF COSTS FOR PUBLISHING LEGAL ADS AND PUBLIC HEARING  
NOTIFICATION FOR SURROUNDING PROPERTY OWNERS**

SUBJECT PROJECT: \_\_\_\_\_

DEVELOPER OR OWNER OF THE REAL ESTATE (APPLICANT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WHEREAS, the Applicant desires to rezone a certain parcel of real estate that has been submitted to the New Haven Advisory Plan Commission for approval, which is referred to above as the "SUBJECT PROJECT", and

WHEREAS, the City desires to expedite the process for publishing legal ads and notification of public hearing for surrounding property owners for said subject project; and

WHEREAS, the Applicant agrees to pay all sums necessary for the City's costs of publishing legal ads in the local newspapers and the notification of public hearing for surrounding property owners for the Applicant's project.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The City shall provide the Applicant with a detailed invoice for the costs of publishing public notice and notification of surrounding property owners; and
2. The Applicant agrees to pay, prior to the Plan Commission Meeting in which said project will be heard, the costs of publication of legal ads as invoiced by the local newspaper and notification of surrounding property owners at \$1.25 per notice mailed.
3. The Applicant agrees to pay these costs by 4:30 P.M. on the day of the public hearing on said project.
4. In the event the Applicant has failed to pay the costs prior to the deadline as outlined above, the petition of said project shall be tabled to the next regularly scheduled Plan Commission meeting.

WHEREFORE, the Applicant has hereunto set his/her/its hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**"APPLICANT"**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**"CITY OF NEW HAVEN"**

By: \_\_\_\_\_

Title: \_\_\_\_\_



# Attachment C

## Affidavit & Consent of Owner

Planning Department | 815 Lincoln Highway East | New Haven, IN 46774

Project \_\_\_\_\_

Docket \_\_\_\_\_

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***Complete and submit if applicant is different from the property owner.***

I (we) \_\_\_\_\_  
NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(S) of the real estate located at \_\_\_\_\_.
2. That I/we have read and examine the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. The such request being made by the applicant (\_\_\_\_ is) (\_\_\_\_ is not) a condition to the sale or lease of the above reference property.

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(AFFIANT)

STATE OF INDIANA )

) SS:

COUNTY OF \_\_\_\_\_ )

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

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\_\_\_\_\_  
, Notary Public

My Commission expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_