



## PLAN COMMISSION DEVELOPMENT PLAN CHECKLIST (1 Acre of Land in Size)

<b>NAME OF DEVELOPMENT PLAN:</b>	<b>SUBMISSION DATE:</b>
	<b>REVISED PLAN REVIEW DATE:</b>
<b>DEVELOPER:</b>	<b>HEARING DATE:</b>
<b>PRELIMINARY PLAN REQUIRED ITEM</b>	<b>DATES:</b>
<input type="checkbox"/> Pre-filing Conference	
<input type="checkbox"/> Development Plan Application and Fee submitted:	
<input type="checkbox"/> Five copies of Development Plan provided:	
<input type="checkbox"/> Plan Commission Set Hearing Date forty-two (42) days prior to regular scheduled meeting.	
<input type="checkbox"/> Development Plan Department Review	
<input type="checkbox"/> List of all interested persons to receive Notice of Hearing - this is all adjoining land owners and others as determined by City Planner. This information obtained by GIS or from County Auditor's records.	
<input type="checkbox"/> Furnish Public Hearing Notice to two (2) local papers for publication - notice is published one time at least ten (10) days before the hearing (IC 5-3-1-4 €)	
<input type="checkbox"/> Notice mailed to interest parties no later than ten (10) days prior to hearing date - this notice is by certified mail.	
<input type="checkbox"/> Proof of publication from newspaper	
<input type="checkbox"/> Proof of mailing - furnished by applicant	
<input type="checkbox"/> Development Plan Approved / Disapproved	
<b>DEVELOPMENT PLAN APPROVED WITH CONDITIONS:</b>	
<b>AUTHORIZATION:</b>	
Dave Demske	
Planning Commission President	Date