

## **GOSHEN CITY PLAN COMMISSION STAFF REVIEW APPLICATIONS**

### **FILING PROCEDURES**

1. The application shall be filed at the Goshen City Planning Office, 204 E. Jefferson Street, Suite 4, Goshen, IN 46528. Phone: 574-534-3600.
2. The applicant shall be the property owner, a purchaser, or a person specifically authorized to make application. If the applicant is not the legal owner, the legal owner must authorize the application in writing.
3. The application shall be accompanied by a filing fee of:
  - PUD & B-4 Minor Changes \$100.00
  - PUD & B-4 Final Site Plan Approvals \$100.00
  - Major Subdivision – Secondary \$150.00

### **INFORMATION ON THE APPLICATION**

1. All information requested on the application must be accurately completed.
2. A complete and proper legal description (copy of recorded deed) of the property must be submitted. The legal description may be taken from the abstract or deed to the property or may be obtained in the Elkhart County Recorder's Office at 117 N. Second Street, Goshen, IN 46526.
3. The application shall include a detailed full-size site plan of the property. This site plan shall include all present and proposed buildings, parking areas, building setbacks from all lot lines and streets, location and name of adjacent streets and roads, and a North point arrow.
4. Subdivision applications must include three full-size copies of the subdivision plat.

Please direct any questions concerning the presentation of the petition, or the filing procedures, to the Planning Office by calling 574-534-3600.

The Goshen Zoning Ordinance is available on the City of Goshen website at [www.goshenindiana.org](http://www.goshenindiana.org), using the following tabs: Government/Departments/Planning & Zoning.

# GOSHEN CITY PLAN COMMISSION

Case # - staff use only

204 E. Jefferson Street, Suite 4

Goshen, IN 46528

(574) 534-3600

## PETITION

To: The Clerk of the Goshen City Council, and

The Goshen City Plan Commission/Staff  
Or

The Board of Zoning Appeals of the City of Goshen, Indiana

Date: \_\_\_\_\_

The undersigned owners of real estate, identified with this application, which is located in the City of Goshen, respectfully petition the Board (check one):

- To grant a VARIANCE as shown below
- For an APPEAL from the Administrator's decision as shown below
- To modify a commitment
- To REZONE said property from \_\_\_\_\_ district to \_\_\_\_\_ district
- To approve a SUBDIVISION
- To approve a VACATION OF PUBLIC WAY
- To approve a MAJOR/MINOR CHANGE
- To approve PRELIMINARY/FINAL PUD SITE PLAN
- To approve SECONDARY PLAT

Identify specific petition here: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

### Agent (if any)

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Owner(s)  
or authorized representative: \_\_\_\_\_

## PROPERTY

Located N-S-E-W (corner/side) of \_\_\_\_\_ (miles/feet)

N-S-E-W of \_\_\_\_\_ ( \_\_\_\_\_ ) House No.

Legal Description: \_\_\_\_\_  
\_\_\_\_\_ (if lengthy, please attach)

Dimensions: Frontage \_\_\_\_\_ Depth: \_\_\_\_\_ Area \_\_\_\_\_ (Sq ft/acres)

Present use of property: \_\_\_\_\_

Present zoning of property: \_\_\_\_\_

## STAFF USE ONLY

### ADJACENT PROPERTY OWNER LIST

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Complete Parcel #: \_\_\_\_\_

Date Received: \_\_\_\_\_ 20\_\_\_\_ Amount Received: \$ \_\_\_\_\_

By: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_

Legal Description/Recorded Deed:  yes

Plot Plan:  yes  no  n/a

Rezoning Signs to Petitioner to Post:  yes  no  n/a