

# PC Application Packet

City of Delphi Advisory Plan Commission

Contact: [dluzier@INcodecrafters.com](mailto:dluzier@INcodecrafters.com) or (317) 258-8046



This application packet is for petitions under the jurisdiction of the City of Delphi PC and includes:

- **Development Plan** – a review of any new construction, exterior alteration, relocation, demolition, occupancy, or change or expansion in use of a commercial, industrial, or certain residential uses (condominiums, multi-family, etc.).
- **Zone Map Change** – a change from one zoning district to another.
- **Primary Plat** – preliminary approval of a subdivision layout.
- **Secondary Plat & Construction Drawings** – final approval of a subdivision layout including detailed construction drawings and the plat for recording.
- **Modification of Termination of Commitments** – applies to commitments made as part of a decision made by the PC.

## Step 1: Pre-Application Review.

Pre-Application review is required for all PC applications. Please email your entire draft application, forms, and attachments by the Pre-App Review date on the Application Schedule to the Administrator at [dluzier@INcodecrafters.com](mailto:dluzier@INcodecrafters.com). Be sure to note “PC Application for <applicant>” in the subject line. You will receive a written review of your application by email. Questions can be sent to the Administrator at this same email or by calling (317) 258-8046. Note that the application DOES NOT have to be notarized at this time.

## Step 2: Completing the Filing of the Application.

You will receive an email confirmation when your application is deemed “complete” and you are ready to complete the filing of the application. This email will include instructions for paying the application fee. Once paid, you will receive the date/time for your TAC meeting as well as instructions for mailing/publishing your public notices. Filings completed after the posted submittal deadline may be placed on the next application schedule. Questions can be sent to the Administrator at [dluzier@INcodecrafters.com](mailto:dluzier@INcodecrafters.com) or by calling (317) 258-8046.

<b>Step 3: PC Submittal Checklist</b>	<b>Primary Plat</b>	<b>Secondary Plat</b>	<b>Development Plan</b>	<b>Zone Map Change</b>	<b>Modification/Termination of Commitments</b>
1. Application Fee	\$1,260	\$2,250	\$1,090	\$1,420	\$500
2. Application Form	✓	✓	✓	✓	✓
3. City Location Map	✓	✓	✓	✓	✓
4. Aerial Map of Site	✓	✓	✓	✓	✓
5. List of Adjacent Property Owners	✓			✓	✓
6. Basic Site Plan	✓	✓	✓	✓	
7. Narrative	✓	✓	✓	✓	✓
8. Drainage Calculations	✓	✓	✓		
9. Plat Plans	✓	✓	✓		
10. Construction Plans		✓	✓		
11. Deed and Legal Description	✓	✓	✓	✓	✓
12. Proof of Sewer/Water Service	✓	✓	✓		
13. Existing and Proposed Modifications to Commitments					✓
14. Draft Ordinance for Consideration				✓	
Attachment A: Consent of Property Owner	✓	✓	✓	✓	✓
Attachment B: Detail Data Sheet	✓	✓	✓		
Attachment C: Certificate of Sufficiency		✓	✓		
Attachment D: Obligation to Observe		✓	✓		
Attachment E: Standards for Evaluating a Zone Map Change				✓	
Attachment F: Request for Waiver from Subdivision Standards	✓	✓			

## Explanation and Format of Application Submittal Materials

All materials must be submitted separately and electronically in the format shown. Each item on the checklist should be a separate PDF with a file name that corresponds to the checklist item. (For example: 02 Application.pdf; 04 Aerial Map; etc.) Image files cannot be accepted (jpg, tiff, etc.).

1. Application Fee. Make checks payable to “City of Delphi.”
2. Application Form. All items must be fully completed and signed by the applicant(s). The form does not need to be notarized until your final filing. Information about the parcel number, zoning, and surrounding land uses can be found on the Carroll County GIS website at [Beacon - Carroll County, IN - Search](#).
3. City Location Map. Using the map on page 14 of this packet, indicate where the property is generally located in the city with a star.
4. Aerial Map of the Site. Provide an aerial map of the subject parcel formatted for 8 ½” x 11” in size that zooms in on the subject parcel. The map can be obtained from Google Maps or other similar aerial mapping programs. Be sure to outline the subject parcel.
5. List of Adjacent Property Owners. Obtain a list of all surrounding property owners whose property is within 600 feet and at least two (2) parcels deep from all portions of the subject parcel. The list can be obtained from either:
  - Carroll County Auditor’s Office, 101 W Main St, Suite 201, Delphi, IN 46923; (765) 564-3172.
6. Basic Site Plan. Submit a basic site plan formatted for 8 ½” x 11” in size, showing the basic layout of the proposed development for duplication purposes.
7. Narrative. Provide a detailed narrative describing the nature of the application, the history of the parcel, the desired land use, and the details of the proposed development including information such as number of lots, hours of operation, number of employees, anticipated traffic generation, and the dates/details of previous construction/permits if applicable. Also include a bulleted statement of the history of the project (annexation, rezoning, platting, amendments, approvals, etc.)
8. Drainage Calculations. Provide preliminary drainage narrative for primary plats and a full drainage plan and calculations for all other applications.
9. Plat Plans. Submit a set of plans that are formatted for 11”x17”. Plans **MUST** be prepared in accordance with the city’s ordinances and current Document and Drawing Specifications.
10. Construction Plans. Submit a full-size set of plans as well as a full set of plans that are formatted for 11”x17”. Plans **MUST** be prepared in accordance with the city’s ordinances and current Document and Drawing Specifications.
11. Deed and Legal Description.
  - Deed - This is evidence of property ownership as well as any restrictions associated with the property. The Deed can be obtained from the Carroll County Recorder’s Office.
  - Legal Description - *\*Only required if the lot does not have its own tax parcel ID number yet.* The legal description is the written words delineating the property and a corresponding drawing with dimensions and bearings. For the electronic version, the legal description should be a PDF generated directly from a Word document so that the text is crisp and clear.
12. Proof of Sewer/Water Service. Provide written verification that sewer and water service are available for the site and that the utility is willing to serve the site under current/future capacity.
13. Existing and Proposed Commitments. Provide a copy of the existing commitments as well as a separate mark-up copy clearing showing the requested modifications.
14. Draft Ordinance for Consideration. Provide a draft ordinance in Word for consideration by the legislative body.

Attachments A - F. Complete necessary attachments per the respective instructions contained on each form.

## **Step 4: Notifying the Public (not applicable to Secondary Plat or Development Plan)**

State Law and the Rules and Procedures for Delphi's PC require you to notify the public of the hearing in two separate ways: by newspaper and by notifying property owners that surround the subject property. The Administrator will prepare the notices, and the applicant is responsible for publishing/ mailing as well as the associated costs.

### ***Notification by Newspaper***

Publish the newspaper notification prepared by the Administrator one time in the newspaper listed below per the Public Notice Deadline on the Application Schedule. Failure to meet the publishing deadline will delay the hearing of your petition. Be certain to obtain a "Proof-of-Publication" affidavit from the newspaper for your advertisement. This affidavit and *Form 1: Affidavit of Notification* must be turned in to the Administrator prior to the hearing.

- Carroll County Comet (765) 564-2222.

### ***Surrounding Property Owner Notification***

The Petitioner must notify all property owners within 600 feet of the subject property.

The surrounding property owner notification prepared by the Administrator must be mailed by First Class Certificate of Mailing (NOT certified mail). Certificate of Mailing provides evidence that mail has been presented to the post office for mailing. Use *USPS Form 3665: Certificate of Mailing* on pages 15-16 and follow the instructions for mailing.

After being stamped by the Post Office, provide a copy of this Form to the Administrator prior to the hearing to show proof of mailing.

All letters must be postmarked by the Public Notice Deadline on the Application Schedule.

## 2026 Application Schedule

The following table depicts the deadlines for petitions before the Delphi PC. Deviations from this schedule are not permitted.

Pre-App Review	Filing Completion	TAC Meeting	Deadline for Submitting Additional Info/Revisions to the File	Public Notice Deadline	Staff Report Published	PC Hearing or Meeting
Dec 5, 2025	Dec 12, 2025	Dec 22, 2025	Jan 2	Jan 5	Jan 12	Jan 19
Jan 2	Jan 9	Jan 19	Jan 30	Feb 2	Feb 9	Feb 17
Jan 30	Feb 6	Feb 17	Feb 27	Mar 2	Mar 9	Mar 16
Mar 6	Mar 13	Mar 23	Apr 3	Apr 6	Apr 13	Apr 20
Apr 3	Apr 10	Apr 20	May 1	May 4	May 11	May 18
May 1	May 8	May 18	May 29	Jun 1	Jun 8	Jun 15
Jun 5	Jun 12	Jun 22	Jul 3	Jul 6	Jul 13	Jul 20
Jul 3	Jul 10	Jul 20	Jul 31	Aug 3	Aug 10	Aug 17
Aug 7	Aug 14	Aug 24	Sep 4	Sep 7	Sep 14	Sep 21
Sep 4	Sep 11	Sep 21	Oct 2	Oct 5	Oct 12	Oct 19
Oct 2	Oct 9	Oct 19	Oct 30	Nov 2	Nov 9	Nov 16
Nov 6	Nov 13	Nov 23	Dec 4	Dec 7	Dec 14	Dec 21

- **Pre-App Review:** See “STEP 1” on page 1 of this application packet.
- **Filing Completion:** See “STEP 2” on page 1 of this application packet.
- **TAC Meeting:** When required and conducted in person, the Technical Advisory Committee Meetings are held at the Delphi City Hall, 201 S Union St, Delphi, IN 46923. The surveyor/engineer preparing the plans for a subdivision or development plan MUST attend the meeting.
- **Deadline for Submitting Additional Info/Revisions to the File:** After a complete application has been received and given a file number, revisions or additions to the plans and/or file must be submitted by 3:00pm on the date indicated in order to remain on the current application schedule. Revisions shall be submitted electronically with a cover letter noting the file number and explanation to the attention of the Administrator at [dluzier@INcodecrafters.com](mailto:dluzier@INcodecrafters.com).
- **Public Notice Deadline:** Deadline to publish public notice in the newspaper and postmark mailings to surrounding property owners.
- **Staff Report Published:** On the date indicated, Staff Reports will be emailed directly to the Delphi PC and the Applicant/Owner.
- **Submit Proof of Public Notice:** Submit Form 1, the stamped USPS Form 3665, and the Newspaper Proof of Publication as proof of adequate public notice of the hearing. Information shall be submitted electronically with a cover letter to the attention of the Administrator at [dluzier@INcodecrafters.com](mailto:dluzier@INcodecrafters.com).
- **PC Hearing:** Unless otherwise noticed, PC Hearings are held at 6:00pm (or immediately following the BZA hearing) at the Delphi City Hall, 201 S Union St, Delphi, IN 46923.

# PC Application

This application is being submitted for (check all that apply):

- Development Plan       Zone Map Change  
 Primary Plat               Secondary Plat & Construction Drawings  
 Waiver from subdivision standards     Modification of Commitments

## Applicant Info

Name	
Street Address	
City, State, Zip	
Primary Contact Person regarding this petition	
Phone	E-Mail
Engineer Preparing Plans	E-Mail
Others to be Notified	E-Mail

<i>For Office Use Only</i>		
File #	Fee	
Filing	TAC	
Hearing/Meeting		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> w/ conditions
<input type="checkbox"/> Favorable	<input type="checkbox"/> Unfavorable	<input type="checkbox"/> No Recommendation

## Property Owner

Name	
Street Address	
City, State, Zip	
Phone	E-Mail
Applicant is (circle one):    Sole owner    Joint Owner    Tenant    Agent    Other (specify)	

## Premises Affected

Parcel ID or Alternate ID Number	Acreage			
Actual/approximate address				
Subdivision Name	Lot Number(s)			
Zoning of Subject Property	Use of Subject Property			
Proposed Zoning	Use of Subject Property	Flood Zone on Site?		
Zoning of Adjacent Properties	North:	South:	East:	West:
Land Use of Adjacent Properties	North:	South:	East:	West:

## Notarization

The above information and attached exhibits, to my knowledge and belief, are true and correct.

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 _____, 20_____.

# Attachment A: Consent of Property Owner

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

I (we)

\_\_\_\_\_  
NAME(S)

After being first duly sworn, depose and say:

- That I/we are the owner(s) of the real estate located at I (we)

\_\_\_\_\_  
ADDRESS

- That I/we have read and examined the Application and are familiar with its contents.
- That I/we have no objection to, and consent to such request as set forth in the application.
- That such request being made by the applicant (\_\_\_\_ is) (\_\_\_\_ is not) a condition to the sale or lease of the above referenced property.

\_\_\_\_\_  
(AFFIANT)

STATE OF INDIANA        )  
                                  ) SS:  
COUNTY OF \_\_\_\_\_ )

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

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

My Commission expires: \_\_\_\_\_ County of Residence: \_\_\_\_\_

## Attachment B: Detail Data Sheet

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### 1. Acreage

Total Acreage \_\_\_\_\_

Proposed Private Acreage \_\_\_\_\_

Proposed Public Acreage \_\_\_\_\_

### 2. Densities

Number of Lots/Units \_\_\_\_\_

Units per Acre \_\_\_\_\_

Estimated Population \_\_\_\_\_

### 3. Utilities to Serve the Development

Sanitation \_\_\_\_\_

Water \_\_\_\_\_

Electric \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

### 4. Private Ownership: List any improvements that are to be owned and maintained privately (and by whom):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 5. Performance Guarantees: For which of the following improvements do you anticipate submitting performance guarantee?

Streets

Signs and Monuments

Sanitary Sewers

Off-Site Sewers

Storm Sewers

Off-Site Drainage

Sidewalks

Other \_\_\_\_\_

Other \_\_\_\_\_

## Attachment C: Certificate of Sufficiency

This is a sample letter to be submitted on Engineer's letterhead at the time of application. This actual attachment should not be submitted.

RE: Certificate of Sufficiency

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

FILE #: \_\_\_\_\_

ADDRESS WHERE LAND ALTERATION IS OCCURRING: \_\_\_\_\_

DATE OF PLANS: \_\_\_\_\_

I hereby certify that to the best of my knowledge and belief:

The drainage plan for this project is in compliance with drainage requirements as set forth in the applicable ordinances pertaining to this class of work.

The calculations, designs, reproducible drawings, master, and original ideas reproduced in this drainage plan are under my dominion and control and they were prepared by me and my employees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed or Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_ Surveyor      \_\_\_\_\_ Engineer      \_\_\_\_\_ Architect Indiana Registration Number \_\_\_\_\_

## **Attachment D: Obligation to Observe**

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This is a sample letter to be submitted on Engineer's letterhead at the time of application. This actual attachment should not be submitted.

RE: Obligation to Observe

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

FILE #: \_\_\_\_\_

ADDRESS WHERE LAND ALTERATION IS OCCURRING: \_\_\_\_\_

DATE OF PLANS: \_\_\_\_\_

I will perform periodic observations of this project during construction to determine that such land alteration is in accordance with both the applicable drainage requirements and the drainage plan for the project submitted for a drainage permit to the Delphi Plan Commission and/or the Carroll County Surveyor's Office.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed or Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_ Surveyor      \_\_\_\_ Engineer      \_\_\_\_ Architect Indiana Registration Number \_\_\_\_\_

## **Attachment E: Standards for Evaluating a Zone Map Change**

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The PC's recommendation and the City Council's decision shall be based upon how each of the following statutory requirements is justified in the request. Use this form or attach a separate sheet that thoroughly itemizes, explains, and justifies each of the following criteria:

1. The Comprehensive Plan identifies this area for future land use as \_\_\_\_\_.  
The requested zoning change is consistent with the Comprehensive Plan because...

2. The requested zoning change will not have a negative impact on the current conditions and the character of current structures and uses in each district. *(Explain in detail how changing the zoning will not have a negative effect on surrounding properties or the character of the area. What will you do to mitigate this?)*

3. The requested zoning change will result in the most desirable use for which the land is adapted. *(Explain in detail how changing the zoning will complement the other land uses in the area and what you will do to help achieve this.)*

4. The requested zoning change will not affect the property values throughout the City of Delphi. *(Explain in detail how changing the zoning will not have a negative impact on property values in the city. What will you do to achieve this?)*

5. The requested zoning change promotes responsible development and growth. *(Explain in detail how changing the zoning will logically fit in with the current and future land use patterns, provide proper access, and connect to utilities where appropriate.)*

## Attachment F: Request for Waiver from Subdivision Standards

Where the PC finds that extraordinary hardships or practical difficulties may result from strict compliance with the subdivision regulations of the ordinance and/or the purpose and intent of these regulations may be served to a greater extent by an alternative proposal, it may approve waivers so that substantial justice may be done, and the public interest secured. Waivers shall not have the effect of nullifying the intent and purpose of the subdivision regulations. Note that a waiver request from the standards for public infrastructure requires a favorable recommendation from the TAC Committee before being considered by the PC.

Use the form below for each waiver requested. Attach a separate sheet if necessary.

Ordinance Citation:
Subdivision standard(s) to be waived:
Alternative/Substitute to be offered:
1. The approval of the waiver request will not be detrimental to the public safety/health/welfare or injurious to property within a reasonable proximity to the subject property involved in the waiver request because...
2. The strict application of the applicable ordinance standard will result in practical difficulties in the development due to the particular physical surroundings, unique constraints, or topographical conditions of the subject property. These conditions will not substantially alter the character of the subject district or neighborhood because...
3. The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives because... <i>(Note: financial hardship does not constitute grounds for a waiver)</i>
4. The waiver request is necessary and represents a minimal deviation from explicit ordinance standards because...

# Form 1: Affidavit of Notification

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**Submit this Form prior to the hearing along with proof of publication and proof of mailing.**

I (we) \_\_\_\_\_

After being first duly sworn, depose and say:

- That I have notified in person or by First Class U.S. Mail all owners of property located within a 600-foot radius of my property located at \_\_\_\_\_.
- That the said property owners were informed by me of the filing of the petition and of the nature of said application, as directed in the application packet "Notifying the Public," which is part of the Rules and Procedures of the PC as described;
- That the said property owners were notified that the PC will hold a public hearing regarding this application on the date of \_\_\_\_\_, at 6:00pm (or immediately following the BZA hearing; and
- That the names and addresses of said property owners so notified are listed on a separate paper which is a part of this Affidavit.

And further the Affiant sayeth not.

\_\_\_\_\_  
(AFFIANT)

STATE OF INDIANA        )  
                                      ) SS:  
COUNTY OF \_\_\_\_\_ )

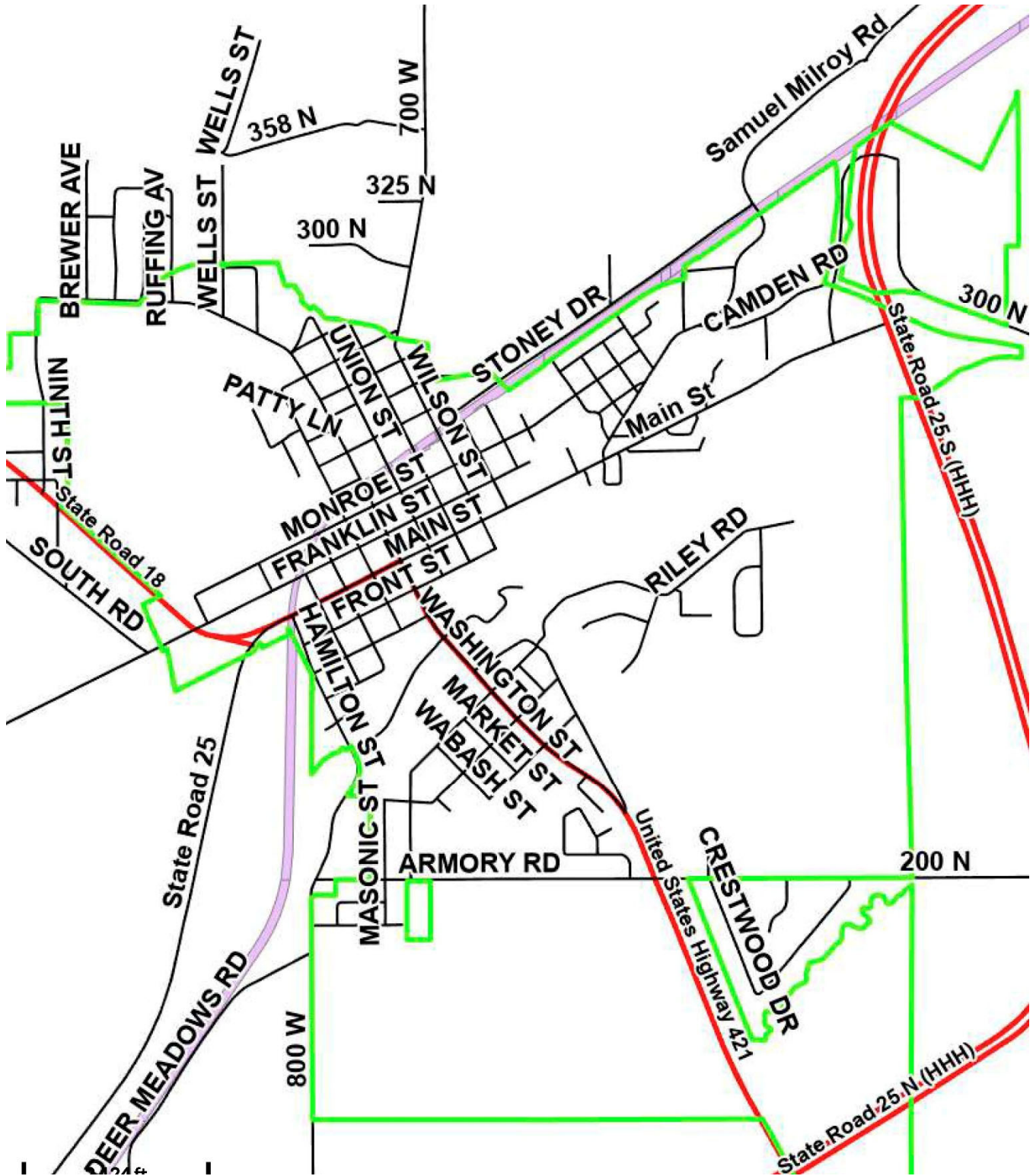
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

My Commission expires: \_\_\_\_\_ County of Residence: \_\_\_\_\_

# City Location Map

Add a ★ to this map indicating the general area of where the subject property is located.





**Certificate of Mailing — Firm**

Name and Address of Sender	TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here <i>Postmark with Date of Receipt</i>		
	Postmaster, per (name of receiving employee)				
USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)		Postage	Fee	Parcel Airlift
1.					
2.					
3.					
4.					
5.					
6.					

## Instructions for Certificate of Mailing — Firm

This service provides evidence that the mailer has presented individual items to the Postal Service™ for mailing, and is available for the following products:

- Domestic services: First-Class Mail®, Priority Mail®, Media Mail®, Library Mail, Bound Printed Matter and Parcel Return Service (for NSAs only).
- International services: First-Class Mail International® (unregistered items), First-Class Package International Service® (unregistered items), Free Matter for the Blind, and Airmail M-bags®.

The following instructions are for the preparation and use of PS Form 3665, *Certificate of Mailing – Firm* (including USPS-approved facsimiles):

1. Complete and print all forms in ink or ball point pen.
2. Enter the name and address of the sender at the top of the form.
3. Enter a complete return address on each article.
4. Ensure the articles are properly packaged.
5. In the appropriate column, enter the applicable postage and fees.
6. Insert a firm-specific identifier or account number if desired. (This number is for the sender's use only, and the Postal Service will not use it for identification.)
7. When describing and listing three or more individual pieces but not presenting the pieces in the order shown on the sheet, consecutively number each entry line on the sheet and number each piece to show both the corresponding sheet and line number.
8. Enter the total number of articles in the proper space at the top of the form.
9. Obliterate all unused portions of the "Address" column by drawing a diagonal line through the unused portion on the form.
10. When the number of articles presented exceeds the allotted space on the form, use multiple sheets, and in the provided blank spaces in the lower left of the form, number them consecutively to show sheet number and total number of sheets (such as "Page 1 of 4," "Page 2 of 4," etc.).

11. Present PS Form 3665 and the mailing as follows:

- When the mailing has fewer than 50 mailpieces and less than 50 pounds, present the form and mailing at a retail Post Office™ location.
- When the mailing has at least 50 mailpieces or at least 50 pounds, present the form and mailing at a business mail entry unit (BMEU) or USPS-authorized detached mail unit (DMU).

**Privately Printed Forms:** The Postal Service allows mailers to use USPS-approved privately printed or computer-generated firm sheets that are nearly identical in design elements and color to the USPS-provided PS Form 3665. See DMU 503 for details on the approval process.

The mailer must retain the original written approval granted by the Postal Service as evidence that the privately printed facsimile of PS Form 3665 has been approved by the Postal Service. The Postal Service does not retain records on the facsimile approvals. A mailer using privately prepared forms must periodically verify them against the USPS-provided version and, if necessary, make routine updates and obtain approval of the updated facsimile form.

A mailer using an approved privately printed form and wanting the form sheets postmarked by the Postal Service must present the forms with the articles to be mailed at a Post Office facility. The forms become the mailer's only receipt (the Postal service does not retain a copy).