

Filing Procedure for Hearings

325 S Oak Street, Suite 204, Winchester, IN 47394 765-584-8610

Randolph County APC

Step 1. Legal Description:

A legal description of the property is required. This can be a copy of the deed which can be obtained from the Recorder's Office at the Randolph County Courthouse.

Book#_____ PG#_____ Instrument#_____

Step 2. Notice of Public Hearing:

Per Indiana Code, a "Notice of Public Hearing" must be published in a newspaper of County distribution ten (10) days prior to the hearing. The Area Planning Department will submit this information. The newspaper will furnish the applicant with "proof of publication" and a publisher's claim. The petitioner shall assume the cost of said notice. After publication is verified by this office, you will be informed in a timely manner that you are free to mail the Due Notice Letters.

Step 3. Site Drawings:

Two (2) site maps will be required

Drawing #1: A GIS Map of the property detailing the dimensions and outline of the tract of land or lot of record. This map will show existing buildings and structures as well as their uses. Indicate any new buildings or structures that are proposed to be erected and what their intended use will be. Indicate on this drawing the distance, measured in feet, from property lines to existing buildings and/or structures now on the premises. Indicate the distances, measured in feet, from property lines and existing buildings and structures to any newly proposed buildings or structures.

Drawing #2: A GIS Map will be provided of the property detailing the dimensions and approximate outline of the tract of land or lot of record showing the properties within 250 feet on all sides and their owners, current use and Zoning Classification. Roads and streets should be shown on this drawing.

Step 4. Plan of Operation:

A "Plan of Operation" shall be submitted with the application describing the details of how a use is operated. The description may include such information as the gross floor areas devoted to various activities; percentage amounts of income derived from various activities; number of employees on work shifts; anticipated or known hours of customer and delivery vehicular or pedestrian traffic; hours of operations, differentiating among general office hours, delivery hours and hours open to the general public, etc.; amount, type and location of outdoor activities, lighting and storage; and an indication and brief description or regulations imposed by other governmental agencies.

Step 5. Forms:

Please fill out the appropriate form from this list: APC#100, APC#120, APC#150, or APC#180 presented by the Area Planning Department.

Step 6. Submittal Deadline:

All required documents must be submitted to the Area Planning Department by: _____, at which time the date and time of your hearing will be assigned and you will be given a docket number.

Date and Time _____ Docket # _____

Step 7. Due Notice Letter:

The applicant or their agent must then notify all landowners within a 250-foot radius of the property lines of the tract of land or lot of record by certified mail-return receipt requested. This due notice must be a letter supplied by the Area Planning Department Office containing the following information:

1. Date and time of hearing
2. What the hearing is about
3. A location of the lot or tract of land such as street, county road address, or a parcel number
4. The place and location where the hearing will be held

The Area Planning Department will provide you with the addresses and mailing materials that you will need to send letters by certified mail with return receipt requested. In the case of a remote application, those materials are available at your local Post Office, just make sure to put Area Planning Commission's return address on the green cards. In addition to the Due Notice letter, you may add additional information to this mailing that you feel is pertinent to your request. Please copy the Area Planning Department on anything sent to the neighbors.

Step 8. Deadline for Public Notice and Due Notice Letters:

The Notice of Public Hearing must be published and Due Notice Letters postmarked ten (10) days prior to the scheduled hearing date, on or before: _____.

Step 9. Proof of Public Notice:

The white receipt, which is your proof of mailing, must be filed with the Area Planning Department within a reasonable length of time after mailing in order for the Area Planning Department to verify mailing notices. The "return receipt" (green copy) must be stamped with the Area Planning Commission's return address and the postal service will return it directly to the Area Planning Office. For remote applications, please scan and email the receipts to: bldcom02@randolph.in.gov.
Hearings will not proceed until after the white receipts have been presented and verified.

Step 10. Present at Hearing:

The property owner and/or their legal counsel or agent shall appear on the day of the hearing by the officially scheduled time as published in the legal notice.