



Town of Cumberland, Indiana  
Department of Planning & Development

**APPLICATION PROCEDURES  
FOR DEVELOPMENT PLAN REVIEW**

A process through which all multifamily, commercial and industrial (new, substantial additions and adaptive reuses) are reviewed by the Plan Commission to determine how a site will be developed or altered.

**Prior to Filing Application:** Prior to submitting an application for a development plan review the applicant must schedule an appointment with the Plan Commission Staff for a preliminary consultation to discuss the proposed project. The Plan Commission schedule shows the deadline for preliminary consultations for each filing deadline. At this meeting the applicant should provide a sketch showing the preliminary details of the project. The applicant's engineer is also encouraged to attend this meeting. There is no fee for this meeting.

**Application:** The application will not be considered complete until all information is received. All applications and supplemental materials must be submitted by close of business on the posted schedule deadline unless stated otherwise and must be completed on the Town's most current application forms. Applications may be picked up at the Cumberland Town Hall, 11501 E. Washington Street, or downloaded at [www.town.cumberland.in.us](http://www.town.cumberland.in.us). All applications will be reviewed for completeness and accuracy prior to acceptance. The following information is just a portion of the items that must be submitted with the application. Please refer to the "Application Checklist" in this packet for a complete list of information that must be submitted:

1. A **notarized application** filed at least thirty (30) days prior to the date of the Plan Commission's public hearing;
2. Ten (10) copies of the **development plan** showing property lines, dimensions, streets, and all proposed improvements to the property (see attached checklist for required information);
3. **legal description** of the property;
4. A **Letter of Intent** identifying the scope and nature of the proposed project; and
5. **Application fees** as set forth below.

**Fees:** Fees are nonrefundable and are as follows:

- **Application Review Fee** \$500 by check made payable to the **Town of Cumberland**. New materials submitted following a continuance may be subject to a \$100 review fee for each occurrence.
- **Design Review Fee** of \$1,100 made out to the CrossRoads Engineers, PC. This fee includes 4 hours of review time, (1) technical review meeting, and (1) Plan Commission meeting. Review and meeting time that exceeds this will be billed at \$120/hour.
- **Traffic Study Review Fee** of \$1,100 made out to the CrossRoads Engineers, PC

**Waivers:** Where compliance to the Town of Cumberland Subdivision Control Ordinance Standards cannot be achieved, an application for a waiver from the standards of the Ordinance may be submitted. The following fees apply to waivers of the Subdivision Control Ordinance:

- \$50 made payable to the Town of Cumberland
- \$120.00 for the first and \$75.00 for each additional made out to the CrossRoads Engineers, PC.



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**Technical Review:** The Cumberland Plan Commission Staff will schedule a technical review meeting, where Town Staff, including the Town's consulting Engineer(s), will provide written comments. The petitioner will be given an opportunity to address the concerns and submit revised plans, according to the Plan Commission Meeting Schedule. In the event these issues are not addressed, staff reserves the right to recommend a continuance for the application to be considered at the next available meeting. Copies of the technical review comments will be made available to the applicant prior to the public hearing.

**Public Notification:** The following public notification if required –

1. **Written Notification:** The applicant must mail letters by certified mail to adjacent property owners at least ten (10) days prior to the date of the Plan Commission's public hearing. An adjacent property owner is defined as all property owners within 660 feet or two (2) properties deep, whichever is less. The applicant should follow the format of the sample letter included in this packet for mailings. A copy of the draft letter shall accompany the application for staff to review and a copy of the letter mailed and signed affidavit attesting to the mailing of the letters shall be submitted to staff prior to the public hearing. If this information is not received prior to the Plan Commission meeting, this will be grounds for an automatic continuance of the case to the next available Agenda.
2. **Newspaper Notification:** The Plan Commission Staff will submit legal notices to the Indianapolis Star East and Greenfield Reporter newspapers for publication at least ten (10) days prior to the date of the Plan Commission hearing.

**Plan Commission Meeting:** The Plan Commission meetings are held on the fourth Wednesday of every month, as long as there is business pending before the Commission, in the Cumberland Town Hall located at 11501 E. Washington St. at 7:00 p.m., unless notified differently.



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**REQUIREMENT FOR FILING DEVELOPMENT PLAN REVIEW CHECKLIST**

**An application shall include the following items:**

1. \_\_\_ One (1) completed checklist, **signed and dated**. (Attach completed copy of this form with the application.) *Mark all items N/A (Not Applicable) which do not apply to your project.*
  
2. \_\_\_ One (1) completed application form: typewritten, signed by the owner or an authorized agent of the subject property, notarized, and filed at least thirty (30) days prior to a scheduled Plan Commission meeting. If application is not complete, staff reserves the right to deny the request to be placed on the Agenda. Be sure to include the following:

___ Project name Acres	___ Key/Parcel number(s) Current zoning classification
___ Project address Number of lots/parcels	___ Existing land use Previous planning/zoning approvals
___ Section, Township, Range Nearest intersection	
  
3. \_\_\_ If the applicant is not the owner, one (1) signed and notarized copy of the Letter Granting Authority for an Agent.
  
4. \_\_\_ One (1) copy of the legal description of the property.
  
5. \_\_\_ One (1) copy of the Letter of Intent. This should include a brief description of the project.
  
6. \_\_\_ Ten (10) copies of the Development Plan showing the following information:
  - \_\_\_ General vicinity map
  - \_\_\_ Property boundary lines
  - \_\_\_ Easements
  - \_\_\_ Building setback lines
  - \_\_\_ Legal description
  - \_\_\_ Elevation marks and contours
  - \_\_\_ Traffic and Circulation Plan
  - \_\_\_ Pedestrian Circulation Plan
  - \_\_\_ Adjacent streets (names and rights-of-way)
  - \_\_\_ Parking Plan
  - \_\_\_ Loading Plan
  - \_\_\_ Grading and Surface Drainage Plan
  - \_\_\_ Utilities Plan (existing and proposed showing location and sizes)
  - \_\_\_ Landscape Plan showing plant types, number, location, mix, and the method of installation.
  - \_\_\_ Signage Plan showing locations and size.
  - \_\_\_ Lighting Plan showing the location and product specifications for all existing and proposed light fixtures.



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**REQUIREMENTS FOR FILING  
DEVELOPMENT PLAN CHECKLIST (Cont'd)**

- Open Space/ Recreation Plan
  - Refuse/Trash storage areas showing elevations and building materials.
  - Proposed improvements showing location, dimensions, and configuration of all existing and proposed development standards for the project
  - Development Summary showing all development standards for the zoning district and the proposed development standards for the project.
7.  Ten (10) copies of the Architectural Plans showing exterior elevations, floor plans, and building materials of all proposed buildings and structures.
8.  Professional Seal of engineer/architect who prepared the development plan.
9.  Erosion Control Plan.
10.  Adjacent property owner(s) list and completed sample notification letter.
13.  Nonrefundable application fee. (Check must be made payable to the **“Town of Cumberland”**)
14.  Design review fee. (Check must be made payable to “CrossRoads Engineers, PC”.)
15.  Waiver Application & fee. (Check must be made payable to “CrossRoads Engineers, PC”)

\_\_\_\_\_  
**Signature of Person Completing Application**

\_\_\_\_\_  
**Date**



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APPLICATION FOR
DEVELOPMENT PLAN REVIEW

Applicant(s): \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Attorney

Applicant's Registered Land Surveyor/Engineer

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Property Location: \_\_\_\_\_

Street Address: \_\_\_\_\_

Nearest Street Intersection: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Parcel Number(s) \_\_\_\_\_

Existing Zoning Classification

- A-1 Agricultural District, C-1 Conservation District, R-1 Residential District, R-2 Residential District, R-3 Residential District, R-4 Residential District, R-5 Residential District, R-6 Residential District, B-1 Business District, B-2 Business District, I-1 Industrial District, I-2 Industrial District, PUD Planned Unit Development

Existing Land Use: \_\_\_\_\_



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Surrounding Land Use: North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

Legal Description of the subdivision must be attached to the application.

\_\_\_\_\_

I (We) do hereby apply for approval of the plat or re-plat of the proposed subdivision or re-subdivision of land in accordance with the provisions of the Comprehensive Plan and Subdivision Control Ordinance of Cumberland, Indiana. I (We) am (are) the owner(s) of the real estate included in the proposed subdivision. The undersigned, having been duly sworn on oath states the above information is true and correct as (s)he is informed and believes.

I (We) also understand that the application fee does not include the fees associated with design review and/or construction management review. Fees for design review and/or construction management review are the direct responsibility of the applicant payable directly to the engineering firm(s) specified by the Town at rates set out by various agreements and/or ordinances of the town, for services, inspections, reports, and the like required by the Town.

\_\_\_\_\_
Date

\_\_\_\_\_
Signature of Owner(s) or Agent

\_\_\_\_\_
Signature of Owner(s) or Agent

STATE OF INDIANA }
} SS:
COUNTY OF HANCOCK }

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_
Notary Public: Signature

\_\_\_\_\_
Notary Public: Printed Name

My Commission Expires: \_\_\_\_\_

Residing in \_\_\_\_\_ County

FOR OFFICE USE ONLY
Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_
Received By: \_\_\_\_\_ Application # \_\_\_\_\_



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**CONTACT INFORMATION**

The person indicated below will correspondence between the Plan Commission Staff and the applicant. It shall be the responsibility of the contact person to provide copies of information to other interested parties.

Indicate the Contact Person to be notified in the event additional information is required, to schedule meetings, receive Plan Commission Staff Letters and Recommendations, and to received the Plan Commission's Findings of Fact:

**Please type or print legibly.**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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



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**LETTER GRANTING AUTHORITY FOR AN AGENT  
DEVELOPMENT PLAN REVIEW**

I (we) do hereby grant authority to \_\_\_\_\_  
(Name of Agent)

To seek Development Plan Review approval from the Cumberland Plan Commission for the property  
located at \_\_\_\_\_  
(Property Address or parcel number(s))

I (we) am (are) the owner(s) of the real estate included in the proposed development plan.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Owner(s) or Agent

\_\_\_\_\_ Signature of Owner(s) or Agent

STATE OF INDIANA        }  
                                      }  
COUNTY OF HANCOCK    }

SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ Notary Public: Signature

\_\_\_\_\_ Notary Public: Printed Name

My Commission Expires: \_\_\_\_\_

Residing in \_\_\_\_\_ County





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**APPLICATION FOR A WAIVER  
FROM THE SUBDIVISION CONTROL ORDINANCE**

Name of Project: \_\_\_\_\_

Applicant: \_\_\_\_\_  
Waiver Request from Cumberland Subdivision Control Ordinance Section #: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant must provide findings of the following:

1. An extraordinary hardship or practical difficulty may result from the strict compliance with the Cumberland Subdivision Control Ordinance or the purpose of the Cumberland Subdivision Control Ordinance may be served to a greater extent by an alternative proposal because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. The granting of the waiver will not have the effect of nullifying the intent and purpose of the Cumberland Subdivision Control Ordinance because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>		
Application #: _____	Fee Paid: _____	Received by: _____
Hearing Date: _____	Action Taken: _____	



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AFFIDAVIT OF NOTICE TO INTERESTED PARTIES
DEVELOPMENT PLAN REVIEW
CUMBERLAND PLAN COMMISSION

Affidavit must be submitted prior to the scheduled public hearing.

STATE OF INDIANA )
COUNTY OF HANCOCK ) SS:

Re: Request for Development Plan Review before the Cumberland Plan Commission

(Name of Subdivision)

I, \_\_\_\_\_, do hereby certify that notice to interested parties of the date, time, and place of the public hearing on the above referenced subdivision, Project Number \_\_\_\_\_, being the application for \_\_\_\_\_, was certified and mailed to the last known address of each of the following interested persons owning property affected by this petition as defined in the Cumberland Zoning Ordinance (attach additional sheets, if necessary):

Table with 2 columns: OWNERS, ADDRESS. Rows 1-10.

And, that said notices were sent by certified mail on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, being at least ten (10) days prior to the date of the public hearing.

(Applicant or Agent)

STATE OF INDIANA )
COUNTY OF HANCOCK ) SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: Signature

Notary Public: Printed Name

My Commission Expires: \_\_\_\_\_

Residing in \_\_\_\_\_ County



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**SAMPLE PUBLIC NOTIFICATION LETTER  
DEVELOPMENT PLAN REVIEW  
PRELIMINARY PLAT**

Date: **(Date Letters Mailed),**

Name

Address **(Mailing Address of Adjacent Property Owner)**

City, State, and Zip Code

Dear: **(Name of Adjacent Property Owner):**

Please be advised that the undersigned property owner or agent for the property owner has made application to the Cumberland Plan Commission for a development plan review for **(site address)** in the Town of Cumberland, Indiana, in Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_ located near **Give the to the Nearest Street Intersection).**

A copy of this application, legal description, and all development plans pertaining to the proposed development plan are on file and available for examination prior to the public hearing in the Planning and Development Department at the Cumberland Town Hall located at 11501 E. Washington Street, Cumberland, Indiana, 46229 between the hours of 9 a.m. and 4 p.m., Monday through Friday. Written objections to a proposal may be filed with the Plan Commission Staff within ten (10) days after the receipt of this letter at the Cumberland Town Hall at the above address and such objections will be considered.

The Cumberland Plan Commission will hold a public hearing on this proposed major subdivision in the Cumberland Town Hall located at 11501 E. Washington Street, Cumberland, IN 46229 on **(Date of the Public Hearing)** at 7:00 p.m.

Very Truly Yours,

**(Name and Signature of Applicant  
Or Agent for the Applicant)**