

PC APPLICATION PACKET

NEW CASTLE ADVISORY PLAN COMMISSION

Contact: Janet Davis | (765) 521-6823 | janet-davis@cityofnewcastle.net
New Castle Building Commission
227 N Main St, New Castle, IN 47362
www.cityofnewcastle.net

USE THIS APPLICATION FOR THE FOLLOWING:

PRIMARY PLAT APPLICATION (MAJOR SUBDIVISION)

WHEN DOES THIS APPLY?

- Subdividing (splitting) an existing parcel into more than three parcels for residential uses or more than one parcel for non-residential uses
- Requesting preliminary approval of the subdivision layout and design

Note: Exempt subdivisions are not required to submit an application (See Chapter 5.2 of the UDO)

SECONDARY PLAT APPLICATION (MAJOR SUBDIVISION)

WHEN DOES THIS APPLY?

- Subdividing (splitting) an existing parcel into more than three parcels for residential uses or more than one parcel for non-residential uses
- Requesting secondary (final) approval of the subdivision layout and design

Note: Exempt subdivisions are not required to submit an application (See Chapter 5.2 of the UDO)

MINOR SUBDIVISION APPLICATION

WHEN DOES THIS APPLY?

- Subdividing (splitting) an existing parcel into three or fewer parcels for residential uses and it does not involve opening or creating new public rights-of-way (roads) or utility main extensions

Note: Exempt subdivisions are not required to submit an application (See Chapter 5.2 of the UDO)

WAIVER APPLICATION

WHEN DOES THIS APPLY?

- Requesting that a primary and/or secondary plat vary (not follow the standards) from any of the subdivision standards included in the UDO (Chapters 5 & 6)

DEVELOPMENT PLAN APPLICATION

WHEN DOES THIS APPLY?

- Building a new primary structure. Single-family, two-family, or agricultural uses (excluding confined feeding operations) are not required to submit a development plan application
- Modifying or changing the site (such as parking) that meet the thresholds requiring compliance for an individual or all site standards as outlined in Chapter 4 of the UDO
- Building a new primary structure or an addition to the exterior of a primary structure within the Downtown Core Zoning District (DC) and/or the Downtown Gateway Overlay District (DGOD)
- If otherwise required by Chapter 2: Zoning and Overlay Districts or other sections of the UDO

ZONING MAP AMENDMENT APPLICATION (REZONING)

WHEN DOES THIS APPLY?

- Requesting to change the zoning from one zoning district to another zoning district

PLANNED UNIT DEVELOPMENT (PUD) DISTRICT APPLICATION

WHEN DOES THIS APPLY?

- Requesting to change the zoning from any zoning district to a PUD

PC APPLICATION INSTRUCTIONS

STEP 1

PRE-APPLICATION CONFERENCE

STEP 1: Schedule a meeting with the Administrator.

A pre-application meeting is required for all Plan Commission (PC) applications. These can be held in-person, by phone, by email, or by video conferencing at the discretion of the Administrator. This meeting gives the applicant the opportunity to discuss the procedures for application with the Administrator, as well as requirements, submittals, deadlines, and hearings. Contact the Administrator at (765) 521-6823 or by email at janet-davis@cityofnewcastle.net.

STEP 2

PROVIDE REQUIRED ITEMS IN PC CHECKLIST

STEP 2: Provide required application documents and forms included on pages 4 and 5 of this packet by the deadline.

Identify your application type on the tables on pages 4 and 5 of this packet and provide all of the Required Documents and Required Forms that have a checkmark for your application type. Digital copies of all documents are required. Three hard copies of all drawings (plats and development plans) are required and identified in the tables on pages 4 and 5.

A complete application and all required forms and attachments, including non-refundable application fee, must be submitted in the required format by 3:00 pm at least 30 calendar days prior to the regularly scheduled plan commission meeting date. For example, if the regularly scheduled meeting date is scheduled for February 14th, a complete application must be submitted by 3:00 pm on January 16th for the application to be placed on the February 14th meeting agenda.

When an application is submitted, the Administrator will review the materials to determine if the application is complete. If the application is not complete, the applicant will be provided with a list of deficiencies and may resubmit the missing items. *A hearing date and application number will not be assigned until the Administrator determines that the application is complete.*

NOTIFY THE PUBLIC

STEP 3: Send notice to adjoining property owners.

Two forms of public notice are required for PRIMARY PLATS, MINOR SUBDIVISIONS, WAIVERS, ZONING MAP AMENDMENTS (REZONING), and PLANNED UNIT DEVELOPMENTS. Secondary plats and development plans do NOT need to provide public notice.

PUBLIC NOTICE 1: The applicant must publish a legal notice, at their expense, in The Courier-Times at least 10 calendar days prior the public hearing. The applicant must request the required public notice language from the Administrator. The applicant should be aware that the newspaper has deadlines for submittal of public notices and it is the sole responsibility of the applicant to meet these deadlines. Failure to meet the publishing deadlines will delay the hearing of your petition. The applicant shall submit "proof of publication" from the newspaper and *PC Form 2: Proof of Public Notice* of this application at least five calendar days prior to the hearing.

PUBLIC NOTICE 2: The APPLICANT MUST SEND NOTICE VIA CERTIFIED MAIL TO ALL PARCELS OUTLINED BELOW at least 10 calendar days prior to the hearing. The applicant MUST:

1. Mail a copy of the legal notice for the application to all parcels that abut the subject property in all directions of the parcel boundaries, including across a public right-of-way or private street, and all properties within 100 feet of all parcel boundaries. All notices must be mailed with Certified Mail Return Receipt Requested through the USPS. At the Administrator's discretion, the Administrator can help with this process if requested by the applicant.
 - The list of property owner names and addresses are determined by the property owner's last known address as listed in county tax records. These records can be obtained at the Henry County Auditor's Office (101 S Main St, New Castle, IN 47362).
 - All notifications must be postmarked at least 10 calendar days prior to the public hearing date.
2. Submit proof of mailing (e.g., Green Cards from USPS) at least 5 calendar days prior to the BZA meeting date. Failure to submit the documentation on time may delay the hearing of your application.

PUBLIC NOTICE 3: The applicant shall place a public notice sign at least every 500 feet along all parcel boundary lines that abut a public or private street. A maximum of two signs will be provided by the Administrator as part of the application fee; additional signs that are needed can be purchased from the Administrator. Signs shall be placed in a conspicuous place and in plain view for all interested parties. The signs shall be placed at least 10 calendar days prior to the hearing date, and a photo of the sign(s) posted on the subject property shall be provided to the Administrator at least five calendar days prior to the public hearing date.

REQUIRED DOCUMENTS

	PRIMARY PLAT	SECONDARY PLAT	MINOR SUBDIVISION	WAIVER	DEVELOPMENT PLAN	ZONE MAP AMENDMENT (REZONING)	PLANNED UNIT DEVELOPMENT
1: Application Fee <ul style="list-style-type: none"> See the Fee Schedule Make checks payable to the City of New Castle 							
2: Description of Request <ul style="list-style-type: none"> Short description of the request, land use, reason for request, and/or the proposed development Include as many details as possible and any information that would be considered necessary to support the application 							
3: Legal Description and Warranty Deed These can be found at the Henry County Recorder's office							
4: Recorded Restrictions and Covenants (if applicable) Any recorded restrictions or covenants							
5: Intent to Serve Letters Letter or email from the water and sewer provider (or county health department/ISDH if on septic/well) confirming capacity and willingness to serve the proposed development (or feasibility if on septic)							
6: Plat Drawings (3 hard copies) Drawings showing the layout and design of the subdivision that complies with Chapter 7.11 and either PC Form 4: Primary Plat Checklist or PC Form 5: Secondary Plat Checklist							
7: Development Plan Drawings (3 hard copies) Drawings and supporting documents (such as a site plan) showing compliance with Chapter 7.3 and PC Form 6 Development Plan Checklist							
8: Approval of Construction Plans for Public Infrastructure and Drainage Plans Approval letter of construction plans and drainage approval from the City of New Castle for all public infrastructure required by the UDO							
8: Approval from New Castle Historic Preservation Commission (HPC) - ONLY DC & DGOD DISTRICTS Approval letter or Certificate of Appropriateness from the HPC if within the DC or DGOD Districts							
9. PUD District Ordinance Book All required details for the PUD that complies with Chapter 7.8 and the PC Form 7: PUD Checklist							

REQUIRED FORMS

	PRIMARY PLAT	SECONDARY PLAT	MINOR SUBDIVISION	WAIVER	DEVELOPMENT PLAN	ZONE MAP AMENDMENT (REZONING)	PLANNED UNIT DEVELOPMENT
PC Form 1: Application & Consent <ul style="list-style-type: none"> All items must be fully and legibly completed Application must be signed by the applicant(s) All property owners must sign the consent form All signatures must be notarized If the applicant or property owner is a business, entity must be registered with the Secretary of State and forms must be signed by a person authorized to legally bind the entity 							
PC Form 2: Proof of Public Notices <ul style="list-style-type: none"> Proof of mailings to adjoining property owners Affidavit signed by applicant (must be notarized) 							
PC Form 3: Waiver Request Include specific details on why the requested wavier is needed and justified							
PC Form 4: Primary Plat Checklist Verify that all required checklist items have been provided in the application documents							
PC Form 5: Secondary Plat Checklist Verify that all required checklist items have been provided in the application documents							
PC Form 6: Development Plan Checklist Verify that all required checklist items have been provided in the application documents							
PC Form 7: PUD Checklist Verify that all required checklist items have been provided in the application documents							

PC FORM 1: APPLICATION & CONSENT

PAGE 1 OF 2

If additional space is needed, please attach separate sheets to this application

APPLICATION TYPE (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Primary Plat | <input type="checkbox"/> Development Plan |
| <input type="checkbox"/> Secondary Plat | <input type="checkbox"/> Zone Map Amendment (Rezoning) |
| <input type="checkbox"/> Minor Plat | <input type="checkbox"/> PUD Ordinance |
| <input type="checkbox"/> Waiver | |

APPLICANT & PROPERTY OWNER INFORMATION

APPLICANT	PROPERTY OWNER(S)
Full Legal Name	
Mailing Address (street, city, state, zip code)	
Primary Contact Person (name, phone, email)	
Is the applicant and/or property owner(s) a business?	

PROPERTY INFORMATION

18-Digit Parcel ID Number	
Property Address	
Total Acreage	
Current Zoning & Current Use	
Proposed Use	
Proposed Zoning (if rezoning)	
Subdivision Name (if applicable)	
Number of Lots (if subdivision)	

FOR OFFICIAL USE ONLY

Application Number	PC Staff Reviewer Name
Fee	TAC / SHRB Review
Filing Date	PC Hearing Date
PC Recommendation (if rezoning/PUD application)	<input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable <input type="checkbox"/> No Recommendation
Final Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Commitments or Conditions <input type="checkbox"/> Denied

PC FORM 1: APPLICATION & CONSENT

PAGE 2 OF 2

If additional space is needed, please attach separate sheets to this application

APPLICANT SIGNATURE

I, _____, affirm, under the penalties of perjury, that the information supplied and exhibits are true and correct.

Applicant Signature	
Date	

NOTARIZATION

Notary Public's Name (printed)	
Notary Public's Signature / Stamp	

Subscribed and sworn to before me this _____ day of _____, 20_____

CONSENT OF PROPERTY OWNER(S)

I/we, _____, affirm, under the penalties of perjury, that I/ we are the owner(s) of the real estate located at the address/parcel number included on Form 1 of this application; that I/we have read and examined the application (including all information supplied and exhibits) and are familiar with its contents; that I/we have no objection to and consent to such request as set forth in the application.

	PROPERTY OWNER 1	PROPERTY OWNER 2
Name		
Signature		
Date		

NOTARIZATION

Notary Public's Name (printed)	
Notary Public's Signature / Stamp	

Subscribed and sworn to before me this _____ day of _____, 20_____

PC FORM 2: PROOF OF PUBLIC NOTICE

Note: This form is only required for Primary Plats, Minor Subdivisions, Waivers, Zoning Map Amendments (Rezoning), and Planned Unit Developments (PUDs). Do not complete this form if you are requesting approval of a Secondary Plat or Development Plan.

APPLICANT VERIFICATION OF PUBLIC NOTICE

- ☐ Proof of Public Notice has been completed as required and provided to the Plan Commission and/or Administrator

I, _____, affirm, under the penalties of perjury, that the information supplied are true and correct, and adequate public notice has been completed in conformance of the minimum standards required by the New Castle Advisory Plan Commission.

Applicant Signature	
Date	

NOTARIZATION

Notary Public's Name (printed)	
Notary Public's Signature / Stamp	

Subscribed and sworn to before me this _____ day of _____, 20_____

PC FORM 3: WAIVER REQUEST

Note: This form is only required for Waivers. Do not complete this form if you are not requesting approval of a Waiver.

WAIVER REQUEST INFORMATION

Section and Title of UDO Standard to be Waived: (Example: Chapter 6.2.a Block and Lot Arrangement)	
Standard to be Waived: (Example: Blocks shall not exceed 1,250 feet in length)	
Alternative/Substitute Requesting to be Approved: (Example: Blocks shall not exceed 2,000 feet in length)	
Standards of Evaluation: The PC must find that all four standards of evaluation are true. Provide a proposed justification for each of the required standards of evaluation.	<div>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. <i>Proposed Justification:</i> <input type="checkbox"/> TRUE <input type="checkbox"/> FALSE</div> <div>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. <i>Proposed Justification:</i> <input type="checkbox"/> TRUE <input type="checkbox"/> FALSE</div> <div>3. The practical difficulties were not self-imposed and cannot be overcome by reasonable design alternatives (Note: financial hardship does not constitute grounds for a waiver). <i>Proposed Justification:</i> <input type="checkbox"/> TRUE <input type="checkbox"/> FALSE</div> <div>4. The waiver request is necessary and represents a minimal deviation from explicit ordinance standards. <i>Proposed Justification:</i> <input type="checkbox"/> TRUE <input type="checkbox"/> FALSE</div>

PC FORM 4: PRIMARY PLAT CHECKLIST

PAGE 1 OF 2

Note: This form is only required for Primary Plats. Do not complete this form if you are not requesting approval of a Primary Plat.

PROJECT INFORMATION

- ☐ Name of the project/subdivision.
- ☐ A location map with north arrow at a scale of 1" = 400' or less showing the boundaries of the proposed project and covering the general area within which it is to be located.
- ☐ Boundaries of the tract with accurate dimensions and bearings, as determined by an accurate survey conforming with 865 IAC 1-12, in the field which has been balanced and closed, as well as physically located by monumentation.
- ☐ Location and description of all monuments with references by distance to bearings to both quarter section corners, section corners, grant corners, or recorded subdivisions.
- ☐ Boundary lines of adjacent tracts of land, showing owners of record and names of adjoining developments.
- ☐ Total acreage within the project and the number of lots.
- ☐ Existing zoning of the subject property and all adjacent properties.
- ☐ Name and address of the owner, developer, and land surveyor and/or engineer.
- ☐ If non-residential, a statement of the proposed uses, stating the type of buildings, and the type of business, commercial, or industrial uses to reveal the effect of the project on traffic, fire, and population.

TITLE BLOCK

- ☐ The proposed legal and common name of the project.
- ☐ Date of survey, scale, north point, and revision date(s).

EXISTING SITE CONDITIONS

- ☐ Existing contours based in NAVD 1988 datum with vertical intervals of 2 feet if the general slope of the site is less than 2% and vertical intervals of 5 feet if the general slope is greater than 2%. A benchmark, which is easily accessible and re-locatable, shall be shown. The benchmark shall be determined by use of NAVD 88 datum (vertical), which are based on sea level datum.
- ☐ Existing buildings/structures and their placement on the lots.
- ☐ Existing water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records.

PC FORM 4: PRIMARY PLAT CHECKLIST

PAGE 2 OF 2

EXISTING SITE CONDITIONS (CONTINUED)

- ☐ Location, widths, and type of construction of all existing streets, street names, alleys, or other public ways and easements, street classifications as per the Comprehensive Plan, Thoroughfare Plan, railroad and utility rights-of-way or easements, parks, wooded areas, trails, cemeteries, watercourses, drainage ditches, designated wetlands, floodplain per FEMA/IDNR maps, and bridges. Other structures shall be located by dimensions on the plans, in relation to surrounding physical features. Other data may be added which is considered pertinent by the PC or the Administrator for the subject land. Existing site conditions shall include all land within 100 feet of the proposed project.
- ☐ The water elevation at the date of the survey of lakes, stream flow, or designated wetlands within the project or affecting it.
- ☐ The regulatory flood (100-year flood) elevation based on NAVD 1988.

PROPOSED DEVELOPMENT INFORMATION

- ☐ Basic layout of the proposed project/subdivision showing lot/block lines, lot/block numbers, and streets that show length, width, depth, and area of all lots.
- ☐ Building and thoroughfare (if applicable) setback lines, showing dimensions.
- ☐ Utility easements and/or proposed locations for all utilities.
- ☐ All lots or blocks/outlots intended for sale or lease shall be designated with boundary lines and identified with letters and be in alphabetical order. Lots shall be numbered consecutively within each block.
- ☐ Private areas, common areas, or other excluded parcels shall be designated as such and clearly labeled on the plans.
- ☐ Note stating: "No buildings, structures, fences, shrubs, or trees shall be placed in the public right-of-way without prior written review and approval by the appropriate agency."
- ☐ Internal and perimeter sidewalk system/pedestrian circulation plan, if any.
- ☐ Other such information as may be deemed necessary for proper review of the Primary Plat by the Administrator or PC.

PC FORM 5: SECONDARY PLAT

CHECKLIST

Note: This form is only required for Secondary Plats. Do not complete this form if you are not requesting approval of a Secondary Plat.

PROJECT INFORMATION

- ☐ Name of the project/subdivision.
- ☐ All lots or blocks/outlots intended for sale or lease shall be designated with boundary lines and identified with letters and be in alphabetical order. Lots shall be numbered consecutively within each block.
- ☐ Private areas, common areas, or other excluded parcels shall be designated as such and clearly labeled on the plans.
- ☐ Letters from utilities indicating a "willingness to serve" the proposed development, including sewer, water, electric, gas, fiber, and the fire department.
- ☐ Monument sign location, including dedicated easement or dedicated common area.
- ☐ All Easements.

NOTES AND ENDORSEMENTS

- ☐ Dedication Certification. A notarized statement by the subdivider(s)/applicant(s) and/or all other owner(s) of record stating that the platting of the subdivision is the subdivider's and/or other owner's voluntary act and deed, and that the subdivider(s) and/or owner(s) shall declare in the certificate by description or reference to the plat the purpose of all rights-of-way, easements, and other reservations shown on the plat.
- ☐ Plan Commission Certification. A statement that states the plat is approved by the New Castle Advisory Plan Commission under the authority provided by IC-36-7-4 and the New Castle Unified Development Ordinance. This should include signature lines as required by the UDO.
- ☐ Notation of any self-imposed restrictions.
- ☐ Endorsement by every person having a security interest in the property that they are subordinating their liens to all covenants, servitudes, and easements imposed on the property.
- ☐ For any plats with shared driveways, a note stating that roads not built to city standards cannot and will not be accepted for dedication.
- ☐ A note stating monuments shall be set on all lot corners in accordance with 865 IAC.

PC FORM 6: DEVELOPMENT PLAN CHECKLIST

PAGE 1 OF 2

Note: This form is only required for Development Plans. Do not complete this form if you are not requesting approval of a Development Plan.

PROJECT INFORMATION

- ☐ Scaled and dimensioned drawings that are no larger than 36" x 48".
- ☐ Scale, north point, and revision date(s).
- ☐ Name of the development.
- ☐ Name and address of the owner, developer, and land surveyor and/or engineer.
- ☐ A location map with north arrow at a scale of 1" = 400' or less showing the boundaries of the proposed project and covering the general area within which it is to be located.

EXISTING SITE CONDITIONS

- ☐ Location and width of all existing streets, easements, alleys, and other public ways, proposed street rights-of-way, utility poles, or other structures and building setback lines.
- ☐ Location of existing wooded areas, wetlands (including total area and type), watercourses, and floodplains, (indicating the floodway line and base flood elevation).
- ☐ Location of all existing underground utilities such as sewers, water mains, storm drains, or gas transmission lines within the property or adjacent to with approximate size and directions of slope.
- ☐ Boundary lines of adjacent tracts of land, showing owners of record, names of adjoining developments, existing uses, and existing zoning.
- ☐ Boundaries of all parcel(s) within the proposed development, including dimensions of all boundary lines.
- ☐ Total acreage within the project and existing zoning of the parcel(s).

PROPOSED USE AND STRUCTURE INFORMATION

- ☐ Proposed uses, including any outdoor storage.
- ☐ Location of all buildings (including square footage), temporary structures, structures (including fences, walls, and dumpsters), and pavement.
- ☐ Height of all structures and buildings.
- ☐ Front, side, and rear yard setbacks.
- ☐ If located within the DC or DGOD districts, color elevations (no larger than 24" by 36" drawings) for all buildings denoting materials used, location of materials on building, percentage of different types of materials on building, height, and colors. Include elevations from the north, south, east, and west.
- ☐ Compliance with any required standards for specific uses (see Chapter 3 of the UDO).

PC FORM 6: DEVELOPMENT PLAN CHECKLIST

PAGE 2 OF 2

PROPOSED SITE INFORMATION

- ☐ Total impervious coverage calculation and percentage
- ☐ Water and sewer providers.
- ☐ Driveway location(s), including separation from driveways on adjacent parcels and/or adjacent roads.
- ☐ Vehicular access and circulation
- ☐ New roads (if new roads are being dedicated, they must be included in an approved plat)
- ☐ Dedication of right-of-way adjacent to existing roads
- ☐ Location of all landscaping with plant schedule indicating number of trees, shrubs, and groundcover, including plant species caliper/container size, and height.
- ☐ Location of all required bufferyards.
- ☐ Location of all lighting, including figure type and height, and photometric plan of the foot-candles to the property lines.
- ☐ Location of all parking and loading areas, including calculations used to determine minimum parking
- ☐ Location of all sidewalks and pedestrian circulation areas, including all required sidewalk and streetscape amenities.
- ☐ Location and size of all exempt, temporary, and permanent signs, including calculations used to determine maximum permanent sign area.
- ☐ Location of open spaces or recreational areas
- ☐ Location of all drainage areas and features (including swales, ditches, detention, and retention areas)
- ☐ Site grading showing topographic contours (5-foot intervals if rolling or hilly or 2-foot contours if level)

NOTICE IS HEREBY GIVEN THAT PLAN COMMISSION OF THE CITY OF NEW CASTLE, INDIANA

ON THE _____ DAY OF _____ 20____ AT 6:00 PM EST IN THE CITY COUNCIL CHAMBERS,
CITY BUILDING, WILL HOLD A PUBLIC HEARING TO CONSIDER A PROPOSAL UNDER THE MASTER PLAN ZONING
ORDINANCE #3946, AS AMENDED, FOR THE CITY OF NEW CASTLE, INDIANA.

BY _____

ADDRESS _____

WRITTEN SUGGESTIONS OR OBJECTIONS TO THIS PROPOSAL MAY BE FILED WITH THE SECRETARY AT
OR BEFORE SUCH MEETING AND WILL BE HEARD BY THE PLAN COMMISSION AT THE TIME AND PLACE SPECIFIED.

A COPY OF THE PROPOSAL IS ON FILE IN THE OFFICE OF THE SECRETARY OF THE PLAN COMMISSION,
CITY BUILDING, NEW CASTLE, INDIANA FOR PUBLIC EXAMINATION.

THE PROPOSAL IS AS FOLLOWS: _____

AT: _____
(SHOW HOUSE NUMBER, & STREET & CITY)

AND MORE FULLY DESCRIBED AS _____

(OR) LOT # _____ BLOCK _____ IN THE _____ ADDITION
(METES & BOUNDS DESCRIPTION)

OF THE CITY OF NEW CASTLE, INDIANA. BY THE ORDER OF THE PLAN COMMISSION OF THE CITY OF NEW CASTLE,
INDIANA.

ATTEST _____
Kenny Melton
SECRETARY

_____ Ed Hill
CHAIRMAN

NOTICE TO PUBLISHER: THE COST OF THE PUBLICATION OF THIS NOTICE IS THE RESPONSIBILITY OF THE APPLICANT.
NOTICE TO APPLICANT: A PUBLIC HEARING, AS PRESCRIBED BY LAW, REQUIRES AN INSERT OF LEGAL ADVERTISEMENT AT
LEAST TEN (10) DAYS PRIOR TO THE DATE OF THE HEARING. **PROOF OF PUBLICATION TO BE FURNISHED TO THE**
SECRETARY OF THE PLAN COMMISSION.

Calendar for Year 2026 (United States)

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				
3: 10: 18: 25:							1: 9: 17: 24:							3: 11: 18: 25:						

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
1: 10: 17: 23:							1: 9: 16: 23: 31:							8: 14: 21: 29:						

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1			1	2	3	4	5
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26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
7: 14: 21: 29:							5: 12: 19: 28:							4: 10: 18: 26:						

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3										1	2	3	4	5
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25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31		
3: 10: 18: 26:							1: 9: 17: 24:							1: 8: 17: 23: 30:						

COURIER TIMES PRINTS PUBLICATIONS ONLY ON WEDNESDAY & SATURDAY.

PAYMENT DUE BY NOON MONDAY FOR WEDNESDAY'S PAPER.

PAYMENT DUE BY NOON THURSDAY FOR SATURDAY'S PAPER.

The Courier Times is owned by The Herald Palladium, 3450 Hollywood Rd, PO Box 128, St Joseph, MI 49085-0128. Email at legals@pmginmi.com . Contact at 765-671-2213 (Heather or Nicaya).

2026

BOARD OF ZONING APPEALS (2ND THURSDAY EACH MONTH)

<u>MEETING DATE</u>	<u>FILING DEADLINE</u>	<u>LEGAL NOTICE DEADLINE</u>
1/8/26	12/10/25	12/29/25
2/12/26	1/14/26	2/2/26
3/12/26	2/11/26	3/2/26
4/9/26	3/11/26	3/30/26
5/14/26	4/15/26	5/4/26
6/11/26	5/12/26	6/1/26
7/9/26	6/10/26	7/1/26
8/13/26	7/14/26	8/3/26
9/10/26	8/12/26	8/31/26
10/8/26	9/8/26	9/28/26
11/12/26	10/13/26	11/2/26
12/10/26	11/10/26	11/30/26
1/14/26	12/15/26	1/4/27

PLAN COMMISSION (3RD WEDNESDAY EACH MONTH)

<u>MEETING DATE</u>	<u>FILING DEADLINE</u>	<u>LEGAL NOTICE DEADLINE</u>
1/21/26	12/22/25	1/11/26
2/18/26	1/16/26	2/8/26
3/18/26	2/13/26	3/8/26
4/15/26	3/16/26	4/5/26
5/20/26	4/20/26	5/10/26
6/17/26	5/18/26	6/7/26
7/15/26	6/15/26	7/5/26
8/19/26	7/20/26	8/9/26
9/16/26	8/17/26	9/6/26
10/21/26	9/21/26	10/11/26
11/18/26	10/19/26	11/8/26
12/16/26	11/16/26	12/6/26
1/20/27	12/21/26	1/10/27

LICENSE BOARD (3RD THURSDAY EACH MONTH)

<u>MEETING DATE</u>	<u>FILING DEADLINE</u>
1/15/26	1/5/26
2/19/26	2/9/26
3/19/26	3/9/26
4/16/26	4/6/26
5/21/26	5/11/26
6/18/26	6/8/26
7/16/26	7/6/26
8/20/26	8/10/26
9/17/26	9/4/26
10/15/26	10/5/26
11/19/26	11/9/26
12/17/26	12/7/26
1/21/27	1/11/27

NEW CASTLE PC AND BZA FEE SCHEDULE

Application Type		Fee
PC APPLICATIONS	Major Subdivision* Primary Plat	\$500 + \$20 / Lot
	Secondary Plat	\$500
	Minor Residential Subdivision (Minor Plat)*	\$400
	Replat (Major or Minor Subdivision)	See Primary, Secondary, and/or Minor
	Waiver	\$50 / Waiver
	Vacation of Recorded Plat*	\$350
	Rezoning* Zone Map Change	\$500
	Planned Unit Development	\$1,000
	Development Plan / Amended Development Plan	\$350
BZA APPLICATIONS	Appeal of Administrative Decision	\$175
	Development Standards Variance*	Agriculture, Single/Two-Family & Accessory Uses: \$200 / Variance Commercial, Industrial, Institutional & Multi-Family Uses: \$400 / Variance
	Special Exception*	\$250
	Use Variance*	\$500
	Use Classification	\$175
MISC	Application Item Resubmittal (such as missing information, non-compliant site plans, etc.)	Resubmittal #1-#3: \$0 Resubmittal #4+: \$150 each
	Other Requests	\$25/hour for staff labor requests \$150 for all other PC / BZA applications
	Additional Public Notice Sign	\$20/sign

*A maximum of two public notice signs are included in the application fee