

**DEKALB COUNTY PLAN COMMISSION**  
**Application Procedures & Checklist for:**  
**Development Plan Approval**

**AUTHORITY:** The Plan Commission shall have exclusive authority to review and approve or deny applications specifically assigned to the Plan Commission for review by this Ordinance.

**PRE-FILING APPLICATION CONFERENCE:** The applicant or legal representative must meet with the Plan Commission Staff for a preliminary consultation to discuss the proposed Development Plan prior to submittal.

**APPLICATIONS:** The application will not be considered complete until all information is received. All applications supporting material and fees must be submitted at least 30 days before the public hearing. All applications will be reviewed for completeness and accuracy prior to acceptance. Application requirements and process information come from Section 9.08 of the Unified Development Ordinance. It is advised that the applicant carefully read the section prior to filing. Below is a checklist of items that are often required for a complete filing:

- Complete Application
- Warranty or Quit Claim Deed from Recorder's Office (1<sup>st</sup> floor County Building)
- Declaration of covenants (if needed/required)
- Development Schedule: indicating delineations of specific areas and proposed construction completion date (if needed/required)
- Applicable letters from utilities serving the areas setting forth the ability to serve the development
- Development Report: Information on the number of and types of structures, parcel size & proposed lot coverage of buildings and structures.
- Public Safety Report: Fire Dept. of the jurisdiction, Sherriff's Dept., etc.
- Government Dept. Reports: Drainage Board, Health Dept., Highway Dept., Soil/Water Conservation District and other applicable federal, state and local agencies
- Site Plan in accordance with the Section 9.08 3(a) of the UDO
  - You must review your applicable 2 page zoning district in Article 2 of the UDO for specific requirements and additional development standards that apply. Failure to review and understand the additional development standard requirements will delay the Plan Commission meeting
- Erosion Control Plan (if needed/required by Soil/Water Conservation District)
- Stormwater Drainage Plan (if needed/required by the Drainage Board)
- Outdoor Lighting Plan (if needed/required)
- Signage Plan (if needed/required)
- Landscaping Plan (if needed/required)

- Other information that may be required by the respective overlay district (if any) or the Zoning Administrator

**FEES: Fees are nonrefundable.** The following fees shall be paid at the time of application submittal:

Commercial Development:	\$200.00
Industrial Development:	\$400.00

**\*make checks payable to DeKalb County**

**TECHNICAL REVIEW:** Once submitted, the application and all plans and materials will be routed through a Technical Review of various County Departments. This will be done within 24 hours after submittal – typically quicker than that – but there are some instances that it could be longer. Should there be any issues, revisions may be necessary and could delay the process. Approval letters from the following departments are required:

- Health Department
- Surveyor or Drainage Board
- Highway Department
- Soil & Water
- Any additional required documents

**PUBLIC NOTIFICATION:** The following public notification is required for the Plan Commission hearing and proof must be given to the Planning Staff:

- 1. NEWSPAPER NOTIFICATION:** Planning Staff will prepare and publish the legal notice for the applicants hearing in The Star, at least 10 days before your hearing date. The publishing fee will be billed to the applicant.
- 2. WRITTEN NOTIFICATION:** Planning Staff will provide the legal notice and a list of interested parties to be notified by mail with proof provided by Certificate of Mailing. The applicant must mail the legal notice to all interested parties. The notices must be post marked at least **10 days** before your hearing date. Interested parties are all property owners that are within a 300 foot radius of the property line(s) of the petition site. Additional persons may be notified if required by staff.

**SUBMITTALS TO ZONING ADMINISTRATOR PRIOR TO HEARING:** The Publishers Affidavit from The Star and the Certificate of Mailing receipts (white slips) must be submitted to the planning staff before the hearing date. Failure to do so could cause the petition to not be heard.

**PLAN COMMISSION PUBLIC HEARING:** All proposals subject to Plan Commission approval must undergo a public hearing. The Plan Commission will approve or deny the petition. The applicant or representative must attend the meeting and present your case to the Board. The Plan Commission meets on 3<sup>rd</sup> Wednesday of each month. An agenda and staff report will be mailed to you and/or the representative approximately 5-7 days before the hearing date.

***IF YOU HAVE ANY QUESTIONS ABOUT THE PROCESS, PLEASE DON'T HESITATE TO CONTACT THE DEPARTMENT ANYTIME: 260-925-1923***

DeKalb County Department of Development Services  
Planning, Building & GIS  
301 S. Union St.  
Auburn, IN 46706  
Ph: 260-925-1923  
Fax: 260-927-4791

FOR OFFICE USE ONLY:  
File Number: \_\_\_\_\_  
Date Application Filed: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_

**Application for DEVELOPMENT PLAN/DEVELOPMENT PLAN AMENDMENT  
(Section 9.08)**

This application must be completed and filed with the DeKalb County Department of Development Services in accordance with the meeting schedule.

**APPLICANT INFORMATION**

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**OWNER INFORMATION (if different from applicant information)**

Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**REPRESENTATIVE INFORMATION (if different from applicant information)**

Representative: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Zoning Classification of Property:** \_\_\_\_\_

**Acreage of Property:** \_\_\_\_\_

**Overlay District:** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Legal Description of Property Affected:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of Present Use:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of Proposed Project (use multiple pages if necessary):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Note: approvals are valid for a period of three years. If an Improvement Location and Building Permit have not been issued within the three years, the approval is rescinded. Substantial completion shall occur within seven years and one, one year extension may be granted by the Zoning Administrator. See Section 9.08 H**

**By my signature, I acknowledge the above information and attached exhibits, to my knowledge and belief, are true and correct.**

Applicant's Signature: \_\_\_\_\_  
(If signed by representative for applicant, state capacity)                      Date