

DEKALB COUNTY COMMISSIONERS

ORDINANCE NUMBER 2025-O-6: DCC 4-8-4

ORDINANCE OF THE

DEKALB COUNTY BOARD OF COMMISSIONERS

For DeKalb County Surveyor's Office

On a Schedule of Fees for Services Rendered and Permits Granted

WHEREAS, an Ordinance is desirable to provide for the DeKalb County Surveyor's Office a schedule of Fees for Services Rendered and Permits Granted.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING RECITALS AND THE PROVISIONS HEREFTER MADE, BE ORDAINED BY THE DEKALB COUNTY COMMISSIONERS AS FOLLOWS:

The DeKalb County Surveyor's Office requires a schedule of fees for services rendered and permits granted under Indiana Code Title 36, Article 9, Chapter 27. This ordinance is enacted to codify all fees charged by the DeKalb County Surveyor's Office related to county-regulated drains and county-regulated ditches, which include but are not limited to variances, utility permits, proof of address forms, plan reviews, as well as fines for non-compliance.

1. Definitions: For this Ordinance, the following words shall have the meaning respectively ascribed to them unless a different meaning is indicated:
 - a) "County Surveyor" shall refer to the "Person" elected by the citizens of DeKalb County, Indiana, who has technical authority and responsibility in drainage matters. This includes, but is not limited to, investigations, constructions, or reconstructions of regulated drains, the preparation of plans, and the review of "drainage plans" for new construction projects.
 - b) "Drainage Board" shall mean the elected or appointed committee that manages regulated drains. The responsibilities of the committee shall include, but are not limited to, assessments, maintenance, reconstruction, and vacation of county-regulated drains and ditches.
 - c) "Drainage Plans" shall refer to the set of documents that outline how stormwater and other surface water will be managed on a property. It shows where water will flow, how it will be collected, and how it will be safely directed away from buildings, roads, and neighboring properties. Drainage plans are crucial for obtaining development permits and ensuring compliance with local regulations.
 - d) "Non-Compliance" shall refer to the failure or refusal to comply with the guidelines or processes determined by the "Surveyor's Office," and approved by the "Drainage Board."



- e) "Permanent Structure" shall mean any "Utility," "Private Crossing," or building or other construction designed and intended for long-term use and typically affixed to a foundation, making it difficult or impossible to relocate.
- f) "Person" shall mean any individual, corporation, partnership, company, LLC, LLP, firm, association, trustee, municipality, county, authority, estate, public or private entity, or other legal entity or their representatives or agents, successors, and assigns
- g) "Plan Review" shall mean the examination of "drainage plans"
- h) "Proof of Address Form," also known as address verification, shall mean the form required to verify the accuracy and validity of a "Person's" residential address.
- i) "Private Crossing" shall mean the location where a regulated ditch and pathway meet, which is not open for public use, and is governed by a "Variance" agreement among the "Person," "Surveyor's Office," and "Drainage Board."
- j) "Surveyor's Office" shall mean the Local Surveyor's Office of DeKalb County, Indiana, as established by Ordinance duly passed by the Board of Commissioners of DeKalb County, Indiana.
- k) "Utility" shall refer to an organization that supplies the community or county with electricity, gas, water, sewerage, or another essential service.
- l) "Utility Permit" shall refer to the agreement among the "Utility," "Surveyor's Office," and "Drainage Board" which governs the installation of an essential service for a "Person."
- m) "Variance" shall mean the application process through which a "Person" may construct a "Permanent Structure" within the right-of-way of a county-regulated drain or ditch

2. Fees for Services and Agreements. The DeKalb County Surveyor's Office shall establish and collect a fee for providing to or for a "Person" any specific service or agreement as set out and described in the Fee Schedule of this Ordinance.

3. Accounting and Disposition of Fees. The DeKalb County Surveyor's Office Manager shall account for all fees in detail on a bi-weekly basis and deposit them into the Cumulative Maintenance Account with the DeKalb County Treasurer's Office.

4. Returned Checks: A fee of \$25 will be charged for any returned check.

5. Non-Compliance: Should the Surveyor or a DeKalb County Surveyor's Office Employee find that a "Person" has violated this ordinance, a fine as set below may be imposed jointly and or severally upon the contractor or person who has violated this Ordinance and found to be guilty of such unlawful activity. In addition, the violator shall owe the cost of attorney fees and all costs of collections for the County Surveyor, County Commissioners, or other County Agency in pursuing and enforcing this ordinance and collecting these fines.

6. Fee Schedule. The following fee schedule, as established by the DeKalb County Surveyor's Office and approved by the DeKalb County Commissioners of DeKalb

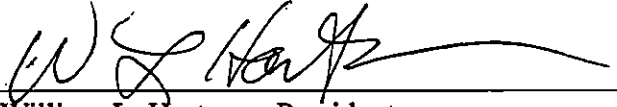
County, Indiana, shall be collected by the DeKalb County Surveyor's Office when providing those services described therein or when drafting agreements as set out therein:

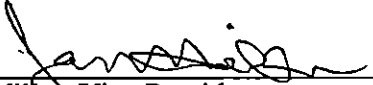
| Service or Agreement | Fee |
|----------------------|--|
| Plan Review | \$100 per submission |
| Proof of Address | \$100 |
| Utility Permit | \$25 per drain crossing or right-of-way encroachment |
| Variance | \$100 |
| Non-Compliance | \$100 fine, + cost of the permit, + \$25/day until in compliance |

This DeKalb County Ordinance Number 2025-O-6 is passed and adopted on all three readings and shall be codified in the DeKalb County Code as Section 4-8-4, and appropriately indexed in the Code.

READ AND PASSED ON FIRST READING: September 2, 2025.
READ AND PASSED ON SECOND READING: September 15, 2025.
READ AND PASSED ON THIRD READING: September 15, 2025.

DEKALB COUNTY COMMISSIONERS:


William L. Hartman, President


James A. Miller, Vice President


Kellen R. Dooley, Vice President

ATTEST:

By: 
Susan Sleeper, Auditor