

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 Commercial Solar Energy Systems 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 90 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 3.09 & 9.08 of the Unified Development Ordinance. The applicant should carefully read the sections prior to filing. Below is a checklist of items that are often required for a complete filing:

- ☐ Complete Application
- ☐ Property Owner Acknowledgement Form(s)
- ☐ Warranty or Quit Claim Deed from Recorder's Office (1st floor Courthouse) and/or Signed Lease Agreements with participating property owners
- ☐ Development Schedule: indicating delineations of specific areas and proposed construction completion date
- ☐ Applicable letters from utilities serving the areas setting forth the ability to serve the development
- ☐ Public Safety Report: Fire Dept. of the jurisdiction, Sheriff's Dept., etc.
- ☐ Site Plan in accordance with the Section 9.08 3(a) of the UDO
 - You must review the 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
- ☐ Site Plan
 - Panel Location Plan including substations & electric wires
 - Driveways & Internal Roads
 - Fencing
 - Etc.
- ☐ Visual Buffer, Vegetation/Landscape Plan & Setback Plan
- ☐ Maintenance & Operations Plan
- ☐ Stormwater & Erosion Control Plan (if needed/required by Soil/Water Conservation District/IDEM)
- ☐ Stormwater Drainage Plan (if needed/required by the Drainage Board)
- ☐ Outdoor Lighting Plan (if needed/required)
- ☐ Signage Plan (if needed/required)
- ☐ Proposed waivers (if any)
- ☐ Decommissioning Plan with Bond or Irrevocable Letter of Credit

- Economic Development Agreement
- Road Usage & Repair Agreement & Traffic Management Plan
- Glint & Glare Evaluation
- 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 Solar Energy System Development Plan: \$25 per acre or \$10,000 max.

***make checks payable to DeKalb County**

****you can pay online:** <https://www.paylocalgov.com/Payment/SelectEntity/909>

*****or call in with your credit card: 260-925-1923**

TECHNICAL REVIEW: Once submitted, the application and all plans and materials will be routed through a Technical Review of various County Departments. A Technical Review meeting may be needed or required and a member of the Development Team is required to be in attendance. Should there be any issues or revisions necessary, it could delay the process. Approval letters from the following departments are required and will come during this process:

- Health Department
- Surveyor or Drainage Board
- Highway Department
- Soil & Water
- Any additional required documents per Section 3.09 & 9.08

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 **14 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 3rd 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 COMMERCIAL SOLAR ENERGY SYSTEMS
DEVELOPMENT PLAN
(Section 3.09 & 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: _____

Legal Ad Payment & Public Hearing Notifications: Applicant____ Owner____ Representative____

Zoning Classification of Property: _____

Overlay District: _____

Acreage of Property: _____

Address of Property OR 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 two years (+ 1 year extension). If an Improvement Location and Building Permit have not been issued within the three years, the approval is rescinded. See Section 3.13B3**

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