



**CITY OF HUNTINGTON**

Community Development  
& Redevelopment

300 Cherry Street  
Huntington, IN 46750  
Ph: (260) 356-5146 Fax: (260) 454-5211  
www.huntington.in.us

**DEVELOPMENT PLAN  
APPLICATION**

Docket No: DP-\_\_\_\_ - \_\_\_\_      Receipt: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_      Filed: \_\_\_\_\_

**1. APPLICANT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**2. PROPERTY OWNER**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**3. PROPERTY**

Address: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Section: \_\_\_\_\_ Lot: \_\_\_\_\_  
Current Use: \_\_\_\_\_ Zoning: \_\_\_\_\_ Size: \_\_\_\_\_

**4. REQUEST**

- New Development Plan
- Amended Development Plan, constituting a:     Minor Deviation     Substantial Deviation
- Extension (*attach a detailed reasoning for the extension request and omit all remaining questions*)

**5. SITE PLAN**

- Submitted
- Request to Waive (*list reasoning below*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. STORM WATER MANAGEMENT PLAN**

- Submitted
- Request to Waive (*list reasoning below*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. TRAFFIC MANAGEMENT PLAN**

- Submitted
- Request to Waive (*list reason below*):

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**8. NATURE AND INTENSITY OF PROPOSED USE**

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**9. SANITARY SEWER SERVICE**

Utility Service Provider: \_\_\_\_\_ (*Capacity letter required*)

**10. LEGAL DESCRIPTION**

- Included in plans
- Copy of deed submitted
- Included below:

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**REVIEW THE ATTACHED INFORMATION AND GUIDELINES PRIOR TO SUBMISSION**

*I hereby certify that I have the authority to make the foregoing application; that the above information and any submitted plans or documents, to my knowledge, are true and accurate; and that the Department is hereby authorized to entered the premises as part of this application.*

Applicant Signature	Printed Name	Date
Owner Signature	Printed Name	Date

**FINAL DECISION**

Date: \_\_\_\_\_  Approved  Approved with Conditions  Denied By:  DP  PC

# DEVELOPMENT PLAN INFORMATION

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## When Development Plan is Required

Development Plan approval is required for all development that occurs in all zoning districts throughout the jurisdiction of the City of Huntington Plan Commission, except for:

- Single-family or Two-family dwellings.
- Home Occupations Type I.
- Residential accessory structures, provided:
  - Structure is less than 1,000 square feet, and
  - All current and proposed structures create less than 50% impervious surface on the property.
- Agricultural uses and structures, provided:
  - Property is zoned agricultural;
  - Structure is less than 2,500 sq. ft. on property less than 5 acres;
  - Structure is less than 5,000 sq. ft. on property greater than 5 acres;
  - All current and proposed structures create less than 50% impervious surface on the property.

Development Plan approval is also required for any change in use of any building or land if:

- Expansion or enlargement of the building is to occur;
- Additional parking requirements are needed; or
- Grading or other movement of soil and land is to occur.

## Amended Development Plan

Applications to amend a previously approved Development Plan are reviewed by the Department to determine whether they constitute a minor or substantial deviation from the previously approved Development Plan. Examples of substantial deviation include:

- Modification of a building location which would affect setback distances or buffering;
- Relocation of access points to the site;
- Major redesign of parking and vehicular use areas; or
- Fundamental change in the overall concept of the development.

Minor deviations can be approved by the Director. Substantial deviations must be approved by the Development Plan Committee in the same manner as the original Development Plan application.

## Application Fees

Development Plan applications must be submitted with the following applicable fees:

- |   |                                      |
|---|--------------------------------------|
| • Multi-family dwelling:                            | \$ 10.00 per unit (\$150.00 minimum) |
| • Commercial or Industrial structure:               | \$150.00                             |
| • Parking lot (new or expansion):                   | \$150.00                             |
| • Amended Development Plan (Minor Deviation):       | \$ 25.00                             |
| • Amended Development Plan (Substantial Deviation): | \$100.00                             |

## Duration of Approval

Development Plan approval expires two years from the date of approval. Any applicable building permits must be issued within that two year timeframe.

## Extensions

The Development Plan Committee, at its discretion, may grant an extension of up to 1 year. However, an application for extension must be filed prior to the expiration of the original Development Plan Approval.

## Limitations

Development Plan approval authorizes only the development set forth in the approved plans and application. Any development different from the approved Development Plan, including any approved amendments, shall constitute a violation and be subject to the penalties set forth in the Zoning Code. Development Plan approval shall in no way exempt the applicant from abiding by all provisions of the Zoning Code and all other applicable law.

# DEVELOPMENT PLAN INFORMATION

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## Application Information

1. Application must contain the signature of the property owner.
2. 7 (seven) copies of the site plan, storm water management plan and traffic management plan shall be submitted.
3. Plans and other documentation may not be submitted in pages larger than 24 inches by 36 inches.
4. No improvement location permit or building permit can be issued until Development Plan approval is granted.

## Development Requirements

The following development requirements must be satisfied before any Development Plan approval is granted:

1. Compatibility of a development with surrounding land uses;
2. Availability of potable water, sanitary sewer or septic system and other necessary utilities;
3. Availability of adequate storm water detention facilities; and
4. Compliance with applicable development standards, including but not limited to: lot size, frontage, setbacks, coverage, separation, parking, landscaping, signage, height, width, etc.
5. Management of traffic in a manner that creates conditions favorable to health, safety, convenience and the harmonious development in the community by ensuring that:
  - A. The design and location of proposed access points minimize safety hazards and congestion;
  - B. The capacity of adjacent roadways is sufficient to safely and efficiently accept traffic that will be generated by the new development; and
  - C. The entrances, roadways and internal traffic circulation facilities are compatible with existing and planned roadways and adjacent development.

## Development Plan Review

Development Plan applications are reviewed to determine if the application:

1. Satisfies the development requirements listed above; and
2. Is consistent with the Comprehensive Plan;

## Waiver of Submissions and Development Requirements

Upon request, the Development Plan Committee may waive the following submission requirements when they are not necessary for adequate review and not necessary to determine that the development requirements above are met:

1. Site Plan
2. Storm Water Management Plan
3. Traffic Management Plan

The Development Plan Committee may waive the following development requirements under the following conditions:

1. Availability of storm water detention facilities, if the development will have a negligible effect on increasing storm water run-off or altering the flow of storm water run-off.
2. Traffic management plan; if the development will have a negligible effect on traffic generation, traffic congestion or traffic safety.

## Approval and Conditions

1. Development Plan Committee approval must be unanimous or the application is automatically remanded to the Plan Commission for a final decision.
2. The Development Plan Committee may impose reasonable conditions as a part of any approval.
3. The Development Plan Committee may permit or require the owner of a parcel of property to make a written commitment concerning the use or development of that parcel

## Appeals

1. Any decision or determination of the Development Plan Committee or the Director may be appealed to the Plan Commission if filed within ten (10) days of the decision.
2. In accordance with IC-36-7-4-1016, a final decision of the Plan Commission is subject to judicial review if filed within thirty (30) days of the Plan Commission decision.

# SUBMISSION REQUIREMENTS

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## General Information

1. Meetings are held on the 1st and 3rd Tuesday of each month at 2:00 PM in the Department Conference Room.
2. Applicants are encouraged to review §158.110 and the specific development standards within the Zoning Code.

## Site Plan Submittal Requirements

Seven (4) copies of the site plan, on pages no larger than 24" by 36" and to scale, shall be submitted showing the following:

1. Scale, date, north arrow, vicinity map, and title of the project;
2. The boundaries, dimensions, and total gross acreage of the property;
3. The relationship of the development to the surrounding road system, including the width of the adjacent roadways;
4. The location and dimensions of existing manmade features such as roads, utilities, and structures, with indication as to which are to be removed, relocated, or altered;
5. The location and dimensions of existing easements, watercourses, county drains, water and sewer lines, well and septic tank locations, and other existing important physical features in and adjoining the development;
6. The location and delineation of excising trees (12 inches in diameter or larger), with indication as to which trees will be removed. Wooded areas shall be indicated as such on the plan;
7. Identification of existing land use and zoning of the development site and adjacent properties;
8. A layout of the proposed building site including the following site data:
  - A. Finished floor elevations;
  - B. Common open areas;
  - C. Landscaping and buffer areas;
  - D. Internal circulation patterns including off-street parking and loading facilities;
  - E. Total project density (if residential);
  - F. Building area;
  - G. Percentage of open space areas; and
  - H. The shape, size, location and height of all structures;
9. Size, location, and orientation of proposed signs;
10. Proposed lighting of premises;
11. Name and address of developers/property owners; and
12. Size and location of site utilities, including: sanitary sewer or septic, storm sewer, water, gas and electricity.

## Storm Water Management Plan Submittal Requirements

Seven (4) copies of the storm water management plan, on pages no larger than 24" by 36" and to scale, shall be submitted showing the following:

1. Contours of the site with elevations of the pre-developed site and proposed finished grade;
2. Size of the watershed;
3. Method of calculation of storm water run-off; and
4. Proposal for the management of storm water.

## Traffic Management Plan Submittal Requirements

Seven (4) copies of the traffic management plan, on pages no larger than 24" by 36" and to scale, shall be submitted showing the following:

1. Traffic generation analysis for proposed use;
2. Distribution and assignment of traffic;
3. Adjacent roadway/intersection improvements;
4. Future right-of-way dedications; and
5. Additional roadway needs.

## Other Submittal Requirements

1. A description of the nature and intensity of proposed uses in the development;
2. Statement of capacity of sanitary sewer system to service the development; and
3. Legal description of the property proposed for development.