

# County / Town Development Plan Submittal Checklist

The following items must be completed and submitted prior to the scheduling of a Development Plan review:

**PLEASE NOTE: PLANS LARGER THAN 24X36 WILL NOT BE ACCEPTED.**

- Complete application signed by the property owner or the owner's representative.
- Payment of filing fees – an application fee of \$150 is due at the time of application submittal. An additional fee for outside engineering review of storm water plans and calculations will be due before the meeting can be held. If this fee is not paid at least one (1) week in advance of the meeting, the meeting will be rescheduled.
- Six (6)\* copies of the Site Plan: *\*Seven (7) copies required for development within a town.*
  - Scale, date, north arrow, vicinity map, title of project
  - Boundaries, dimensions, gross acreage of property
  - Surrounding road system
  - Location/dimensions of manmade features
  - Location/dimensions of easements, watercourses, infrastructure, etc.
  - Location/delineation of trees
  - Layout of proposed development
  - Size and location of signage
  - Proposed lighting
  - Size and location of site utilities
- Two (2)\* copies of the Traffic Management Plan: *\*Three (3) copies required are for development within a town.*
  - Traffic generation analysis for proposed development
  - Distribution and assignment of traffic
  - Adjacent roadway/intersection improvements
  - Future right-of-way dedications
  - Additional roadway needs
- Two (2)\* copies of the Drainage/Storm Water Management Plan/Calculations: **If proposing to waive, applicant must provide a drawing of the current storm water detention or method of release that will be approved by an outside engineering review. Please note: if it is determined that storm water plans cannot be waived, Development Plan review could be delayed until storm water plans are received.**  
*\*Three (3) copies are required for development within a town.*
  - Contours of site with elevations of pre-developed site and proposed finished grades
  - Size of watershed
  - Method of calculation of storm water run-off
  - Location, size, and capacity of drainage facilities
  - Proposal for management of storm water
- Electronic copy of the site plan, building plan, and calculations, if applicable. May be submitted as a PDF in an email, CD or other format in addition to paper copies



# Development Plan Information

Development Plan approval is required for all development in the following zoning districts: A, SR, R-2, R-4, R-8, R-20, RMH, LB, GB, AB, M-1, M-2, and POD.

Development Plan approval is not required for the following land uses, unless the development includes a proposed building over 10,000 Sq. Ft.:

Single-Family Dwelling	Two-Family Dwelling
Livestock Operation (minor or intensive)	Farm
Commercial Forestry Production	Fish Hatchery
Manufactured Home Type I or II	Home Occupation Type I or II
Park	Kennel
Child Care Home	Day Care Home
Cemetery	Utility Service Structure, Station or Yard
Communication Tower	Group Home
Planned Unit development	Child Caring Institution
Child Care Center	

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- No Improvement Location Permit or Building Permit shall be issued until a required Development Plan is approved.
  - No site excavation work shall begin prior to development plan being approved.
  - The Huntington County Unified Development Ordinance (specifically Section 4.2, E) and the Huntington County Storm Water Control Ordinance are the applicable Codes.
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The following items shall be submitted to the Department of Community Development to initiate review of development plan:

- 1) Completed application form signed by the property owner
- 2) Payment of filing fees:

Multi-family dwelling:	\$10.00 per unit (\$150.00 min)
Commercial or Industrial:	\$150.00
Parking Lot (new or expansion, independent from construction):	\$150.00
Amended Development Plan - minor deviation:	\$25.00
Amended Development Plan - substantial deviation:	\$100.00

**\*\*Storm Water Plan review** **\$TBD by outside firm**  
**(Must be paid at least one (1) week prior to the meeting or the meeting will be rescheduled. DCD will inform you of the fee for engineering review.)**

- 3) Six (6) copies of a Site Plan shall be submitted drawn on one or more sheets of paper measuring not more than twenty-four (24) inches by thirty-six (36) inches, drawn to a scale as large as practical, and including the following information:

- A) Scale, date, north arrow, vicinity map, and title of the project;
  - B) The boundaries, dimensions, and total gross acreage;
  - C) The relationship of the development to the surrounding road system, including the width of the adjacent roadways;
  - D) 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.
  - E) 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;
  - F) The location and delineation of existing trees (12" in diameter or larger), with indication as to which trees will be removed. Wooded areas shall be indicated as such on the plan;
  - G) Identification of existing land use and zoning of the petitioned site and adjacent properties;
  - H) A layout of the proposed building site including the following site data:
    - 1) Finished floor elevations
    - 2) Common open areas
    - 3) Landscaping and buffer areas
    - 4) Internal circulation patterns including off-street parking and loading facilities
    - 5) Total project density (residential)
    - 6) Building area
    - 7) Percentage of impervious and near impervious surface coverage
    - 8) Percentage of open space areas
    - 9) The shape, size, location, and height of all structures
  - I) Size, location, and orientation of proposed signs;
  - J) Proposed lighting of the premises;
  - K) Name and address of developers/property owners; and water, gas, and electricity;
- 4) Three (3) copies of a Storm Water Management Plan/Calculations submitted in accordance with the Huntington County Storm Water Control Ordinance, which shall include the following information:
- A) Contours of the site with elevations of the predeveloped site and proposed finish grade;
  - B) Size of the watershed;
  - C) Method of calculation of storm water run-off;
  - D) Location, size, and capacity of drainage facilities serving the development;
  - E) Proposal for the management of storm water;

- 5) Traffic Management Plan, which shall include the following information:
  - A) Traffic generation analysis for proposed use
  - B) Distribution and assignment of traffic
  - C) Adjacent roadway/intersection improvements
  - D) Future right-of-way dedications
  - E) Additional roadway needs
- 6) A description of the nature and intensity of proposed uses in the development
- 7) Statement of capacity of sanitary sewer system to service the development
- 8) Legal description of the property proposed for development

**Upon written request from the applicant, the Commission may waive the requirement to submit a storm water management plan and/or a traffic management plan. The Development Plan Committee may waive:**

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

**Development Plans shall be reviewed by the Huntington County Plan Commission Development Plan Committee in accordance with the Plan Commission Rules of Procedure. The Development Plan Committee has a minimum of five (5) business days to review the plans before holding a meeting.**

**The Development Plan Committee shall review a Development Plan to determine if the Development Plan:**

- 1) Satisfies the development requirements specified in Section 1050(C) of the Huntington County Zoning Ordinance; and
- 2) Is consistent with the Comprehensive Plan.

**Development Plan approval expires if an Improvement Location Permit is not issued for the approved development within two (2) years from the date of approval.**

**Upon request, and after good cause is shown, the time period within which an Improvement Location Permit must be issued may be extended by the Development Plan Committee for a time period not to exceed one (1) year.**

**If the time period has expired without extension and without the issuance of such permit, the Director shall file with the records of the Plan Commission a certificate of non-compliance and no Improvement Location Permit shall be issued until a new application for Development Plan is approved.**

**A Development Plan authorizes only the development set forth in such approved plans and applications. Development different from the approved Development Plan, including any approved modifications thereto, shall constitute a violation of the Unified Development Ordinance.**

**Approval of the Development Plan shall in no way exempt the applicant from strict observation of applicable provisions of the Unified Development Ordinance and all other applicable law.**

**Any decision or determination of the Development Plan Committee or of the Administrator may be appealed to the Plan Commission. The following procedures shall apply:**

- 1) Appeal shall be filed with the Administrator on a form provided by the Administrator within fourteen (14) days of the date of issuance of the decision.
- 2) Notice shall be provided to interested parties (applicant/property owner) in accordance with the County Plan Commission Rules of Procedure.
- 3) The Commission shall review the appeal request at its next regular meeting, provided the appeal is filed at least ten (10) days prior to the meeting. If this requirement cannot be met, the appeal shall be scheduled for the next following Commission meeting.
- 4) The Commission may affirm, rescind, or modify the decision of the Administrator or Development Plan Committee. Only those items designated in the appeal request shall be heard and decided by the Commission.
- 5) The filing fee for an Appeal is \$25.00.  
**The decision by the Commission on an appeal request is a final decision of the Commission that may be reviewed as provided in IC 36 7-4-1016.**

# Development Plan Application

- The application shall contain the signature of the property owner.
- All required plans and documents shall be submitted. Please use this checklist to verify that you have submitted all required documentation to prevent a delay in the review process.
- Filing fee paid to the Department of Community Development as follows:

Multi-family dwelling:	\$10.00 per unit (\$150.00 min)
Commercial or Industrial:	\$150.00
Parking Lot (new or expansion, independent from construction):	\$150.00
Amended Development Plan - minor deviation:	\$25.00
Amended Development Plan - substantial deviation:	\$100.00
Storm Water Plan Review	\$TBD by outside firm

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1) OWNER:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Phone: \_\_\_\_\_

2) APPLICANT(S) (If different than applicant):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email (Required): \_\_\_\_\_

3) The purpose of the application is to permit the use of the property for:

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

4) Address of the property requesting approval: \_\_\_\_\_  
\_\_\_\_\_

5) Dirt/fill brought to site from: \_\_\_\_\_

6) Dirt/fill from site going to: \_\_\_\_\_

7) I hereby request the Plan Commission to waive the following requirement(s):

\_\_\_ Storm water management plan

\_\_\_ Traffic management plan

Please describe the reasons(s) you are requesting any waivers:

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

I hereby certify that I have the authority to make the foregoing application; that the application and any accompanying plans or other information is true and accurate; and that the Department is hereby authorized to enter the premises to complete required inspections.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNERS SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNERS PRINTED NAME

\_\_\_\_\_  
DATE

**TO BE COMPLETED BY THE DEPARTMENT**

Date Filed: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Docket #: \_\_\_\_\_

Zoning: \_\_\_\_\_ Meeting Date: \_\_\_\_\_