

City of Auburn, Indiana

General Information for Plan Review/Routing Processes
Plan Commission and Board of Zoning Appeals
Construction Plans and Infrastructure Info
Meetings and Deadline Dates

<p><u>DEPARTMENT INFO</u> City of Auburn Department of Building, Planning and Development 210 S. Cedar St., P.O. Box 506 Auburn, IN 46706 Ph: 260.925.6449 Fax: 260.920.3342 eml: bpd@ci.auburn.in.us</p>	<p><u>DEPARTMENT CONTACTS</u> <i>For all Plan Submittal, Plan Review and Routing processes, Plan Commission and Board of Zoning Appeals information and processes and Site Improvement permitting approvals.</i></p> <p>All submittal of plans, applications and information are required to be filed through the City of Auburn’s Department of Building, Planning and Development office to Zoning Administrator, Vivian Likes or Planning Assistant, Michelle Lassiter.</p> <p><u>Contact:</u> Kenneth R. C. Dunn, Zoning Administrator - ext 1202 Eml: kredunn@ci.auburn.in.us William J. Spohn, Administrator - ext 1201 Eml: wjspohn@ci.auburn.in.us Michelle Lassiter – Planning Assistant - ext 1205 Eml: malassiter@ci.auburn.in.us</p> <p><i>For all Building Code and Construction and Inspection information and Building Permitting processes and building permit fees.</i></p> <p><u>Contact:</u> Marian Fischer, Administrative Assistant - ext 1204 Eml: mef@ci.auburn.in.us Dave Fuller, Building Inspector - ext 1203 Eml: djfuller@ci.auburn.in.us</p>
<p><u>Process Information</u> Plan Review/Routing Meeting For Plans and Applications Submittal to Planning and Zoning Staff</p> <p><u>Plan and Application Submittal</u> Plan Review/Routing For Departments to Review</p> <p>Email a pdf copy to: kredunn@ci.auburn.in.us malassiter@ci.auburn.in.us</p> <p>Email a cad file of the proposed plan to the city engineering dept. Nate Frye - nlfrye@ci.auburn.in.us The plan will be over-layed on city’s GIS mapping system.</p>	<p><u>Preliminary Meeting to discuss project/proposal and City of Auburn process and information details:</u> Discuss the proposed development and construction aspects, as well as, project timeline, details, infrastructure and street access, and building construction plans. Information for meetings and timeframes are subject to change.</p> <p>Planning Staff will discuss what the proposed plans should consist of and how the developer needs to satisfy the City of Auburn’s zoning code and subdivision control ordinances and criteria for subdivision and platting and infrastructure details as well as zoning designation, the city and/or ETJ jurisdictional criteria, district setbacks, lighting, landscaping, signage details, parking criteria and access. The biggest concerns are drainage details and utility infrastructure access and connection, as well as utility details and easements, floodplain or wetland info, etc. There are other utility and agency criteria throughout the county that will need to be satisfied, such as, gas company and state requirements.</p> <p><u>NOTE:</u> If Plan Commission and Board of Zoning Appeals applications are filed with plans, the public hearings are not automatically scheduled until the plans are reviewed @ least once to verify the plans meet the City of Auburn ordinances and developmental criteria.</p> <p><u>Plan Review/Routing Application & Plans Submittal</u> Plans will be distributed to all city departments and planning staff for technical plan/routing review. The plans submitted to the planning department needs to satisfy the City of Auburn’s zoning code and subdivision control ordinances and criteria for subdivision and platting and infrastructure details as well as zoning designation, city or ETJ jurisdiction, district setbacks, lighting, landscaping, signage details, parking criteria and access; drainage and utility infrastructure, as well as utility details and easements, floodplain or wetland info, etc.</p> <p>Plan submittals should be filed @ least 3 weeks prior to plan commission application submittals filing dates. Not 3 weeks before the actual public hearing and/or public meeting date.</p>

Plan Review time

The City of Auburn departments and Utilities require at least 2 to 3 weeks to review the plans for the proposed project and/or infrastructure needs.

Infrastructure Plans & Easements will require Board of Public Works and Safety approval.

Submit Plan Review Routing Application form (completed) with the **following information** to the Planning office when submitting plans to planning staff. Items below are not limited to the following:

- Type of proposed business, industry, etc.
- Currently, what is the existing property being utilized for (i.e.: farm land, brownsfield, former commercial use (business), former industry (XYZ industry), residential structure, etc.)
- Hours of operation for the proposed project.
- Provide information for the # of proposed parking spaces along with the # of existing parking spaces.
- Provide information of the # of employees for the proposed project for calculation purposes according to the parking requirements from the Zoning Code for 1st, 2nd or 3rd shifts. (if applicable)
- Provide proposed detailed utility information for infrastructure connection, access, location.
- Provide draft copies of easements for proposed utility infrastructure connection and access. (if applicable)
- Provide information as to contact and/or discussion with non-city utilities and/or agencies regarding proposed infrastructure connection and access. (if applicable)

Your project engineer can assist you with this aspect.

Plans Submittal

Submit (Plans) for the following to the Planning office:

- Plan Commission for a plat/development plan/infrastructure plans (site & parking lot) = 8 sets & pdf
- Provide cad file for overlay on city's GIS maps (email to V. Likes)
- Infrastructure Plans for utility and drainage requirements (can include w/Dev plan = 8 sets & pdf
- Construction plans for building (new structure) = 5 sets & pdf (see detail sheet)
- Easements (if required) need approved for utilities to connect, etc. (if applicable).

Note: MS4 storm drainage plans may be submitted with the development plan, DeKalb Co. Soil and Water agency and the State of Indiana requirements.

MS4 – There is a fee schedule and ordinance requirement for this process.

Plan Review dates:

- Meetings are held on Wednesday.

This review date is subject to change due to the filing date and time the plans are filed with planning staff.

Plan Review/Routing Meeting

Original plans submitted for plats/development plan, infrastructure plan and/or construction plans, (if prepared) will be reviewed by the departments.

Routing Comments will be returned (via email/fax) to your project engineer or project contact at least 48 hours after this meeting. The comments will be forwarded to the applicant/project engineer or manager to respond to any comments (in writing) made by the city departments. Reviews will be subject to approval/denial or revise & resubmit or provide additional data, etc.

The City of Auburn Departments to review the project are as follows:

- The City Engineer,
- City utilities and departments (water, wpc (sewer), electric and AES),
- Planning and Zoning,
- Street
- Emergency Services, fire and police depts.
- Building Inspector for construction plans and info.

Any project located or proposed to be constructed outside of the City of Auburn limits or within the ETJ jurisdiction should contact those agencies separately by the project engineer and/or the developer.

Plan Commission

- Filing Dates and Deadlines

- Fees for Meeting/Public Hearing

Fee: PC Application
- Development Plan
- Public Hearing = **\$350.00**

Fee: PC Application
- Subdivision Plat
- Public Hearing = **\$450.00**

See the attached fee schedule, there may be other fees applicable to the project/petition.

Meeting and Filing Dates

Plan Commission meetings are held the second Tuesday of each month.

Board of Zoning Appeals meetings are held the fourth Tuesday of each month.

Note: A special meeting may be requested subject to member attendance noted in advance and an extra fee.

Board of Public Works and Safety meetings are held the second and fourth Thursday of each month.

Common Council meetings are held the first and third Tuesday of each month.

Meeting dates and times may vary subject to holidays or special circumstances and events.

Plan Commission - Application Submittal Dates: See attached

If plans have been submitted & meet zoning criteria, a public hearing can be scheduled for a development plan through the Zoning Administrator. NOTE: This is not the plans filing date. The plans must be submitted @ least 2 weeks prior to public hearing submittals.

Submit a (completed) PC Application with the following information to the Planning office. Items below are not limited to what is listed: (some items may have been submitted with plan review/routing application)

- Type of proposed business, industry, etc.
- Currently, what is the existing property being utilized for (i.e.: farm land, browsfield, former commercial use (business), former industry (XYZ industry), residential structure, etc.)
- Hours of operation for the proposed project.
- Provide information for the # of proposed parking spaces along with the # of existing parking spaces.
- Provide information of the # of employees for the proposed project for calculation purposes according to the parking requirements from the Zoning Code for 1st, 2nd or 3rd shifts. (if applicable)
- Provide proposed detailed utility information for infrastructure connection, access, location.
- Provide draft copies of easements for proposed utility infrastructure connection and access. (if applicable)
- Provide information as to contact and/or discussion with non-city utilities and/or agencies regarding proposed infrastructure connection and access. (if applicable)

Plan Commission Public Hearing/Meeting:

For the plan commission approval of development plan and subdivision plats (if applicable).

The development plan and primary platting processes require public hearings according to City of Auburn Rules of Procedures and Zoning Code requirements and the Subdivision Control requirements.

The City of Auburn requires a public meeting according to the Rules of Procedures and Subdivision Control requirements. The State statutes do not require a public hearing for a development plan approval or for Secondary platting purposes.

Board of Zoning Appeal Public Hearing/Meeting:

For the board of zoning appeals review of a proposed Use Variance, development standard variances, special uses, and or contingent uses, etc.

The proposal and processes require public hearings according to City of Auburn Rules of Procedures and Zoning Code requirements and the State statute requirements.

Board of Public Works and Safety Meeting

- Infrastructure Plans need to be approved for (public) infrastructure to be constructed or accessed and/or connected.
(This meeting is subject to the approval process by the utility departments).

- Easements (if required) for utilities approval, etc.
- Licenses to Encroach

Common Council Meeting

- Vacation of public rights of way and/or easements require action by the Common Council and require review by the city departments and utilities.

Note:

Plan Commission and other boards or commissions may require approval processes not listed in this document.

Legal Notice Information

Plan Commission Legal Notice

Board of Zoning Appeals
Legal Notice

Property Owners Information

Plan Commission adjoining property
owners notices

Board of Zoning Appeals adjoining
property owners notices

Plan Commission

-Hearing/Meeting reports and
presentation

-Hearing/Meeting process for both
Plan Commission and BZA

Legal Notice publication - Email.

Planning staff will prepare and email the legal notice publication to the local newspaper for Auburn for the Plan Commission and Board of Zoning Appeals public hearing and meeting to be held on Tuesday, _____, 20__.

The local newspaper requires receipt of the publication at least 4 days prior to the publication date. The local paper will invoice the entity directly for the legal notice publication. There is a 10-day period between the public notice publication and the public hearing date.

Prior to this 10-day period the applicant must also notify all surrounding/adjoining property owners.

The **Legal Notice will be published** in the local newspaper for the Plan Commission and Board of Zoning Appeals public hearing and meeting scheduled for Tuesday, _____, 20__.

Adjoining Property Owner’s Notices sent via postal service.

Planning staff will prepare the adjoining property owner’s notices for (PC and BZA) packets of information of the project to the applicant.

The applicant is responsible to send (notify) all surrounding/adjoining property owners a notice informing them of the proposal and hearing date and time and location. The notices and information must be sent via postal service by certified mail returned receipt.

Plan Commission and BZA Public Hearing /Meeting Information

An Agenda and Staff report will be filed with plan commissioners and sent to the project engineer, developer and/or contact person to the project.

Copies of the City of Auburn’s Plan Commission or BZA meeting agenda and staff reports are available on the city of Auburn’s website, click on link -

The project details for plan commission and board of zoning appeals can be accessed to view the agenda and staff reports from the city’s website

for the plan commission at <ftp://ftp.ci.auburn.in.us/auburn/outgoing/plancommission>

Or the bza website <ftp://ftp.ci.auburn.in.us/auburn/outgoing/bza>

The applicant, owner and/or the project representative must be present at the public hearing to represent the petition to the Plan Commission and or BZA. In case an emergency arises, and you are unable to attend the hearing, provide a written statement to the Plan Commission or BZA with an explanation requesting that the hearing be continued to another meeting date. If no one is present at the hearing, the petition may be denied.

Prior to the meeting, provide the following items via email or at the meeting:

- The green and white certified returned receipts postmarked by the post office from the mailings.
- The green certified returned receipt cards from the adjoining land owners.

Preparation for the meeting:

- The City of Auburn has 2 projectors & a computer system if a presentation on a cd is requested please provide us with a copy prior to or at least a couple hrs before the meeting in case any technical aspects are necessary.

Plan Commission and Board of Zoning Appeals meeting and process:

- The President of the Commission and/or BZA will call the public meeting/hearing to order and request roll call.
- The Planning Staff will present your application and staff report to the commission.
- The Commission or BZA will ask you or your representative to represent your application and provide them with additional information, if necessary.
- You or your representative will go to the podium, and state name and address.

- The Commission or BZA will:
 - Ask if anyone from the audience wishes to speak for or against your petition.
 - Discuss your petition amongst the commissioners or ask you questions about your petition.
 - The commission will base their final decision on the findings located at the end of the staff report.
- A final decision on your petition will be made at this meeting or continue the hearing to another date, depending on the petition, hearing process or other circumstances.
- City of Auburn Rules and Procedures and State of Indiana planning and zoning statutes prohibit any discussion pertaining to your petition with any plan commissioner or zoning appeals member.

Plan Commission's or BZA's final decision will be provided in written form from the Department of Building, Planning and Development Planning Staff to the project engineer/owner with information regarding the results of the public hearing.

Once planning and/or zoning approvals have been finalized reproducible drawings will be required with all final details for plan commissioners to sign.

A Site Improvement Permit to move soils may be issued once the planning and infrastructure and drainage (MS4 Storm Water requirements) and any IDEM issues are met.

Construction Plan process

Construction Plan Submittal and Plan Review

Once all planning and zoning aspects are approved by the proper boards and commissions, etc., the construction and architectural plans may be submitted to the State Homeland Security Division for their approval and also submitted to the City of Auburn Building and Planning office for Plan Review/Routing by the City of Auburn Departments.

Construction plans:

Provide plans (*if applicable*) for the proposed project, for addition and/or new construction as per construction detail information provided (see attachments).

Other construction plan details may be required as per the building code, but not listed accordingly.

Once plans are approved and State Release is released or applied for building permits may be acquired as per approvals by the Dept. Administrator and Building Inspector.

Provide the same plan review routing application describing the nature and size of the project on the application.

Zoning Administrator Notes:

Address

- Addresses will be issued by the City of Auburn Planning Staff as approved by the Plan Commission and as per City Code of Ordinances.
- Addresses may also be issued by the DeKalb County Plan Commission planning staff and provided to us via written letter or email then given to the the project engineer/owner once the approvals are given.
- Rules of Procedures Attached
- Permit Fees pertaining to planning and zoning will be provided

County or Other Entity Jurisdiction Information

- County Highway - will have to be contacted for road cut permit on county designated roads.
- SCS – Allen Haynes – Soil & Water District
- IDEM (if applicable)
- DeKalb Co. Surveyor (if applicable)
- NIFL - Gas Company
- Phone Company – City of Auburn has its own Internet as well as phone system. Verify services with the AES department.