



## PLAN COMMISSION APPLICATION

Department of Building, Planning, & Development

210 S Cedar St PO Box 506 Auburn IN 46706 | 260.925.6449 | 260.920.3342 fax | bpd@ci.auburn.in.us

### PROJECT INFORMATION

Name \_\_\_\_\_

Location \_\_\_\_\_

Application Type \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CONTACT INFORMATION

*Provide Contact Name, Company Name (if applicable), Mailing Address, Phone, and Email for each individual.*

Applicant \_\_\_\_\_

Applicant Address \_\_\_\_\_

Applicant Phone \_\_\_\_\_ Email \_\_\_\_\_

Property Owner \_\_\_\_\_

Developer \_\_\_\_\_

\_\_\_\_\_

### CERTIFICATION

*By signing below, I certify the following:*

- I am the owner of legal agent of the subject property;
- The information provided in this application is true and accurate to the best of my knowledge;
- I understand the application will be routed to applicable government and utility agencies;
- I understand my presence (or my legal counsel's presence) is required at the Plan Commission meeting concerning this project;
- I authorize City staff to walk upon the property for purpose of taking photographs for the staff report;
- I authorize City staff to post a Public Notice sign in a conspicuous place upon the property.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Applicant Printed Name*

\_\_\_\_\_  
*Date*

### OFFICE USE ONLY

Received Date: \_\_\_\_\_ LOGOS#: PC- \_\_\_\_\_

Received By: \_\_\_\_\_ LOGOS Address: \_\_\_\_\_

Payment Type: \_\_\_\_\_ Receipt Number: \_\_\_\_\_



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### ADDITIONAL INFORMATION

*Provide any additional information about this project.*

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### SUBMITTAL REQUIREMENTS CHECKLIST

*Each type of application has specific requirements listed in Chapter 150 Unified Development Ordinance, Article 9. Below is a generalized list of submittal requirements for Plan Commission applications.*

- ☐ Pre-application meeting
- ☐ Completed Application
- ☐ Owners Affidavit – if application is not signed by owner
- ☐ Recorded Property Deed
- ☐ Site Plan showing property lines, structures, vehicular and pedestrian circulation, utilities, landscaping, etc.
- ☐ Floodplain Certification Statement
- ☐ Survey
- ☐ Building Elevations (Development Plan only)
- ☐ Statement of Development Buildout
- ☐ Anticipated date of DeKalb County Drainage Board approval
- ☐ Application Fee

## AUBURN PLAN COMMISSION

### 2026 Meetings and Deadlines

Meeting on 2nd Tuesday of Month	Filing Deadline (5 Weeks Prior to Meeting)	Public Hearing		Routing Committee	Revised Plans Due by 4:00 p.m.
		Legal Notice Sent to Publish	Neighbor Notice Sent		
January 13, 2026	December 9, 2025	December 26, 2025	December 30, 2025	<b>December 23, 2025</b>	<b>December 30, 2025</b>
February 10, 2026	January 6, 2026	January 23, 2026	January 29, 2026	January 21, 2026	January 27, 2026
March 10, 2026	February 3, 2026	February 20, 2026	February 26, 2026	February 18, 2026	February 24, 2026
April 14, 2026	March 10, 2026	March 27, 2026	April 2, 2026	March 25, 2026	March 31, 2026
May 12, 2026	April 7, 2026	April 24, 2026	April 30, 2026	April 22, 2026	April 28, 2026
June 9, 2026	May 5, 2026	May 22, 2026	May 28, 2026	May 20, 2026	May 26, 2026
July 14, 2026	June 9, 2026	June 26, 2026	July 2, 2026	June 24, 2026	June 30, 2026
August 11, 2026	July 7, 2026	July 24, 2026	July 30, 2026	July 22, 2026	July 28, 2026
September 8, 2026	August 4, 2026	August 21, 2026	August 27, 2026	August 19, 2026	August 25, 2026
October 13, 2026	September 8, 2026	September 25, 2026	October 1, 2026	September 23, 2026	September 29, 2026
November 10, 2026	October 6, 2026	October 23, 2026	October 29, 2026	October 21, 2026	October 27, 2026
December 8, 2026	November 3, 2026	November 20, 2026	<b>November 24, 2026</b>	November 18, 2026	November 24, 2026
January 12, 2027	December 8, 2026	December 23, 2026	<b>December 30, 2026</b>	December 23, 2026	December 29, 2026

\*Filing deadline is 4:00 pm on the date listed

\*All applications must be complete upon submission

\*Incomplete applications will not be accepted or scheduled until such time the application requirements are met

\*Meetings start at 6:00 PM in City Council Chambers, 206 E. 9th Street

\*Commission may dismiss an application if the applicant or their representative does not appear to present the request

\*A public hearing is required for all Rezoning, Primary Plat, and Development Plan applications

\*An applicant may not withdraw a case after a motion has been made concerning the application

\*Action of the Commission is not official unless authorized by a majority (6 members) of the entire membership of the Commission

**Dates in BOLD do not follow the typical schedule due to holiday conflict.**