



DEVELOPMENT PLAN

Guide to Development Plan Review

Background

The City of Auburn strives to oversee the development of quality commercial and industrial centers with enduring character and unified design. The City recognizes that new development can benefit residents by providing convenient amenities and expanded choices; however, new development can also present a host of problems, including congestion, environmental degradation, and safety concerns. To address these concerns, the City requires any new multi-family, commercial, industrial or institutional development undergo review by the Plan Commission.

Definition

A development plan is a graphic representation of all the existing and proposed characteristics of a parcel of land. The purpose of the development plan review process is to ensure new development complies with the Auburn Unified Development Ordinance and Comprehensive Plan, thereby promoting the health, safety, and welfare of Auburn's residents.

Conditions

Development plan reviews help ensure that the meaning and intent of the regulations contained in the Unified Development Ordinance are complied with.

Development plan review regulates the development of structures and sites by asking questions such as:

- Is the plan in compliance with City Codes, the Comprehensive Plan, and the zoning of the subject property?
- Does the plan provide safe, efficient, and convenient access for vehicles and pedestrians, and provide adequate parking?

- Is the plan designed to minimize impact on surrounding property and does it include appropriate landscaping and lighting features?
- Does the plan respect the natural environment and topography of the site and provide desirable and functional open space?

Process

Applications for development plan must be reviewed by City staff and the Auburn Plan Commission. Any person submitting an application for a Development Plan must contact the Building, Planning and Development Department staff, who will explain the review process and provide the necessary forms, checklists, and dates. Staff will schedule a pre-application meeting to review the request.

When the Building, Planning and Development Department accepts a development plan application, staff reviews it for completeness and compliance with applicable plans and ordinances. The development plan is routed for review by City and County departments. Staff will contact the applicant if additions or revisions to the development plan are necessary. After all review comments are properly addressed by the applicant, Staff prepares a report containing its findings and a recommendation of approval or denial of the development plan request. The application and staff report are submitted to the Plan Commission for review and final action.

In addition to review by City staff and officials, the application is subject to comment from the general public. A public hearing is required at the Plan Commission meeting when the application is presented.

Public Notices

City staff prepares and publishes a legal notice in The Star newspaper for the public hearing to be held on the application.

City staff prepares and mails the notice to all adjacent property owners for the public hearing.

Costs for the legal notice and neighbor notices are included in the application filing fee.

Decision

The Plan Commission is comprised of 11 members: a member of the Common Council appointed by the Council; a member of the Park Board appointed by the Park Board; A member of the Board of Public Works and Safety, or a representative, appointed by the Board of Public Works and Safety; the City Engineer or a qualified assistant appointed by the City Engineer; five members appointed by the Mayor, of which no more than three can be of the same political party; two members appointed by the DeKalb County Commissioners who reside in the extra-territorial planning area, which shall not be from the same political party; and a member of the DeKalb County Plan Commission who shall serve as a non-voting advisory member. The Commission meets on the 2nd Tuesday of every month, as needed.

At the meeting the Commission will allow the applicant and staff to present a report on the proposed development plan. A public hearing is also required. The Commission then makes Findings of Fact supported by the presented evidence. Based on those findings, the Commission decides whether it can reach each of the required conclusions. The Commission may approve a development plan only if it reaches all the required conclusions. The Commission may approve an application subject to conditions reasonably necessary to allow it to reach the required conclusion.

The Commission's decision is final as far as the City's process is concerned. The Mayor and Common Council cannot overrule or alter the Commission's decision.

If anyone feels a development plan was improperly granted or denied, including the Mayor and Common Council, the Commission's decision must be appealed to the Circuit Court of the County within 30 days of the date the Commission decision is made.

Timeline

- Pre-application review with City staff
- Complete application
- **30 days before Plan Commission hearing**
 - Filing deadline
 - Submit a completed application
 - Submit sketch plan for property
 - Complete application checklist
 - Pay filing fee
 - Staff Review
 - Site photographs
 - Prepare Staff Report
- **At least 10 days prior to Plan Commission hearing**
 - Notices of the public hearing mailed
 - Legal notice published in newspaper
- **Plan Commission hearing**
 - Held on 4th Tuesday of month, as necessary

DEVELOPMENT PLAN APPLICATION CHECKLIST



A completed application must include the following:

- A completed application form.** The application form is available in the Building, Planning and Development Office located on the 2nd floor of City Hall or at www.ci.auburn.in.us.
- A filing fee of four-hundred and seventy-five dollars (\$475.00)** payable to the City of Auburn.
 - If an amended development plan application, filing fee is **three-hundred and seventy-five dollars (\$375.00)**.
 - If a parking lot only development plan, the filing fee is **one-hundred and sixty-five dollars (\$165.00)**.
- Ownership affidavit; copy of deed; or other proof of ownership OR ownership consent form.**
- Paper copies of all plans.** Seven (7) full size hard copies are required. 24" x 36" preferred.
- Digital copy of all plans.** In portable document format (.pdf) and in AutoCAD format (.dwg) for each sheet.
- Plans shall be signed and sealed by the project engineer or architect.** Seven (7) full size hard copies are required. 24" x 36" preferred.
- Development Plan drawings shall contain all information as required in Section 9.05 of the Auburn Unified Development Ordinance.**

Applicant may also submit the following:

- Any written statement, documents, photographs, plans or supporting information justifying the development plan requested.**
- Proposed Findings of Fact to support the development plan request.**

DEVELOPMENT PLAN REVIEW

CONTENTS CHECKLIST



Development plans shall be prepared by a registered professional engineer, architect, land surveyor or landscape architect. Plans should be at a scale of one (1) inch equals twenty (20) feet on standard twenty-four (24) by thirty-six (36) inch sheets. Larger sized sheets may be utilized if the project area necessitates the need.

Development Plan drawing shall include:	
	North arrow.
	Graphic Scale.
	Address of the site.
	Proposed name of the development.
	Engineer's name, contact information and stamp.
	Owner's and developer's name and contact information.
	Area Map Insert showing the general location of the site referenced to major streets.
	Boundary lines of the site including all dimensions of the site.
	Names, center lines, and right-of-way widths of all streets, alleys and easements.
	Layout, number, dimension, and area of all lots.
	Location and dimension of all existing and proposed structures, including paved areas, entryway features and signs.
	Floodplain certification statement and location of all floodway, floodway fringe areas, and wetlands within the boundaries of the site.
	Use of each structure by labeling including approximate density or size of all proposed uses and structures on the site (e.g. parking - number of parking spaces provided; office - floor area)
	Distance of all structures from front, rear, and side lot lines.
	Areas reserved for park, recreation, conservation, wetland, common area, lake, trails, or other similar uses.
	Proposed landscaping buffers or landscaped areas.
	Dumpster and trash receptacle details, if applicable.
	Denotation of any existing structure on adjacent parcels if within twenty (20) feet of subject parcel's property line.

	Plan Commission certification signature block.
	Any other information necessary to support a thorough review of the project and as requested in writing by the Plan Commission or the Zoning Administrator.
Building Elevations	
	Representative building elevations for facades of primary structures with sufficient detail to illustrate the character of the development. Include detail of trash enclosure.
A Site Access and Circulation Plan is required, but may be incorporated into the required Development Plan or may be submitted as a separate plan.	
	North arrow
	Graphic scale
	Address of site
	Proposed name of the development
	Names, centerlines, and right-of-way widths of all existing and proposed streets, alleys, and easements within 100 feet of the site
	Location of any proposed or existing driveways onto a street or alley and its width at the lot line
	Measurement of curb radius and/or flares
	Location of proposed and existing sidewalk or sidepath.
	Any other information necessary to support a thorough review of the project and as requested in writing by the Plan Commission or the Zoning Administrator.
Utility Plan	
	Location of all existing and proposed utility easements.
	Location and size of existing and proposed utility components including, but not limited to sanitary sewer components, water components, and storm water components. Electric, gas, telephone, and cable as requested.
	Details of lights and light fixtures, and photometric plan illustrating illumination capacity.
	Names of legal ditches and streams in or adjacent to the site.
	Contours sufficient to illustrate storm water runoff.
	Storm water drainage plan including estimated runoff
	Any other information necessary to support a thorough review of the project and as requested in writing by the Plan Commission or the Zoning Administrator.

Traffic Impact Study	
	A traffic impact study may be required when a proposed development meets or exceeds the warrants of the Indiana Department of Transportation Impact Study Guidelines (150 or more dwelling units; 15,000 square feet or more of retail space; 35,000 or more square feet of office space; 70,000 square feet or more of industrial space; 30,000 square feet or more of educational space; 120 or more occupied rooms; 46,000 or more square feet or more of medical space; or any mixed use development which generates 100 or more peak hour trips in the peak direction)
	A registered professional engineer shall prepare and certify the Traffic Impact Study. The Traffic Impact Study shall evaluate the impact of present and future traffic generated by the proposed development on the adjacent roadway system. Prior to commencement, the applicant shall meet with the Zoning Administrator and Director of Engineering to determine an appropriate scope for the Traffic Impact Study.
Statement of Development Build-Out	
	The applicant shall indicate, either on the required Development Plan or in writing, a statement of: <ol style="list-style-type: none"> a. The order of development of the major infrastructure elements of the project. b. Project phase boundaries, if any. c. The order and content of each phase. d. An estimate of the time frame for build-out of the project.
Landscape Plan	
	The applicant shall indicate, either on the required Development Plan or on a separate landscape plan, existing and proposed green space and landscaping on the site showing how the proposed landscaping meets or exceeds the standards detailed in Article 07: Perimeter Landscaping (PL) and Article 05: Landscape Standards (LA).

General Unified Development Ordinance Requirements	
	If project site is located within the Airport Compatibility Overlay District; the Corridors and Gateways Overlay District; or the Wellhead Protection Overlay District, review the applicable development standards contained in Article 3 of the Unified Development Ordinance.
	All provisions of the Unified Development Ordinance apply to the submitted development plans, particularly Article 2: Zoning Districts; Article 5: Development Standards; and Article 7: Design Standards

Plan Commission Application Plan Review Deadline Dates for 2022-2023

Filing Deadline/ Plans Sent To Routing Committee	Routing Committee Meeting	1st Revision Plans Due	Routing Committee Meeting	Project Advisory Committee	Plan Commission Meeting
November 8, 2022	11/23	11/29	12/7	12/8	December 13, 2022
December 6, 2022	12/21	12/27	1/4	1/5	January 10, 2023
January 10, 2023	1/25	1/31	2/8	2/9	February 14, 2023
February 7, 2023	2/22	2/28	3/8	3/9	March 14, 2023
March 7, 2023	3/22	3/28	4/5	4/6	April 11, 2023
April 4, 2023	4/19	4/25	5/3	5/4	May 9, 2023
May 9, 2023	5/24	5/30	6/7	6/8	June 13, 2023
June 6, 2023	6/21	6/27	7/5	7/6	July 11, 2023
July 3, 2023	7/19	7/25	8/2	8/3	August 8, 2023
August 8, 2023	8/23	8/29	9/6	9/7	September 12, 2023
September 5, 2023	9/20	9/26	10/4	10/5	October 10, 2023
October 10, 2023	10/25	10/31	11/8	11/9	November 14, 2023
November 7, 2023	11/22	11/28	12/6	12/7	December 12, 2023
December 5, 2023	12/20	12/26	1/3	1/4	January 9, 2024



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 I am responsible for the costs of all legal notices associated with this application.
- I understand my presence (or my legal counsel's presence) is required at the Plan Commission meeting concerning this project.

Applicant Signature

Applicant Printed Name

Date

Applicant Signature

Applicant Printed Name

Date

OFFICE USE ONLY

Received Date: _____

LOGOS#: PC- _____

Received By: _____

LOGOS Address: _____

Payment Type: _____

Receipt Number: _____



PLAN COMMISSION APPLICATION

ADDITIONAL INFORMATION

Provide any additional information about this project.

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



AFFIDAVIT OF PROPERTY OWNERSHIP

Department of Building, Planning, & Development

210 S Cedar St PO Box 506 Auburn IN 46706 | 260.925.6449 | 260.925.8239 fax | bpd@ci.auburn.in.us

PROPERTY OWNER INFORMATION

Name	
Mailing Address	
Phone / Email	

PROJECT LOCATION

Address	
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AUTHORIZED AGENT

Name									
Phone/Email									
Application Type	<table border="1"> <tr> <td><input type="checkbox"/></td><td>PC</td> <td><input type="checkbox"/></td><td>BZA</td> <td><input type="checkbox"/></td><td>Demolition</td> <td><input type="checkbox"/></td><td>Other_____</td> </tr> </table>	<input type="checkbox"/>	PC	<input type="checkbox"/>	BZA	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Other_____
<input type="checkbox"/>	PC	<input type="checkbox"/>	BZA	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Other_____		

OWNERS CERTIFICATION AND SIGNATURE

I certify that I am the owner of the property listed above as the project location. The authorized agent listed above is designated to act on my behalf for matters pending before the City of Auburn according to the application types checked above.

By: _____
Owner, Signature

Owner, Printed Name

Date

By: _____
Owner, Signature

Owner, Printed Name

Date

OWNER ACKNOWLEDGEMENT

State Of _____)

) SS:

County Of _____)

BEFORE ME, the undersigned Notary Public in and for said County and State, this ____ day of _____, 20____ personally appeared the within named _____ herein "Owner"

WITNESS my Hand and Notarial Seal

By: _____
Notary Public, Signature

Notary Public, Printed Name

Number / Expiration Date or Stamp