

DEARBORN COUNTY PLAN COMMISSION

County Administration Building, Suite 300, 165 Mary St., Lawrenceburg, IN 47025
Phone (812)537-8821 Fax (812)532-2029 Website : www.dearborncounty.org/planning

Site Plan Review Instructions

It is required that the applicant have a pre-application meeting with staff prior to submitting an application to determine the required type of review and to discuss any initial concerns.

◆ **SITE PLAN REVIEW APPLICATION**

All individuals requesting Site Plan Review must complete an application form which will be used to determine the location of the request, type of request and person(s) who are making the request. It is important that the application is completed accurately, and in its entirety. The applicant is responsible for all the information that is given. ***5 paper copies of every plan and supporting information, including drainage calculations, must be submitted prior to the Technical Review Committee's application deadline.***

◆ **SITE PLAN TYPES**

- **MINOR SITE PLAN** - A Site Plan that involves no exterior utility construction (e.g., storm sewer, water, sanitary sewer, etc.), either no grading work or a minimal amount of grading work, no more than a 4,000 square foot increase of the impervious surface associated with the primary use or structures, including the parking area, no additional access points or curb cuts, and loading areas that are less than 10,000 square feet.
- **MAJOR SITE PLAN** - A Site Plan that involves exterior utility construction (storm sewer, water, sanitary sewer, etc.), grading work, more than a 4,000 square foot increase of the impervious surface associated with the primary use or structures (including the parking area), access points or curb cuts, and a loading area in excess of 10,000 square feet. Major Site Plans may be reviewed by the Technical Review Committee and other outside agencies in addition to the Plan Commissions Staff.

◆ **SITE PLAN REQUIREMENTS**

All Site Plan Review applications must be submitted in their entirety, signed, and supplemented with any additional information found appropriate by the Plan Commission. All submittals shall also be accompanied with all necessary fees, as established by the Plan Commission Fee Schedule. Please note that all Site Plan Review applications, must be submitted in full to the Planning & Zoning Office no later than 2:00pm on the appropriate deadline date. Applications that are received after this time will be moved to a future meeting agenda.

The following is a list of required information for both a Minor Site Plan and Major Site Plan:

• **MINOR SITE PLAN:**

1. Dimensions of the site or lot;
2. Location and width of all public and private streets, driveways, and other vehicular circulation areas;
3. Location of all existing and proposed structures;
4. The proposed use at the site;
5. Square footage and height of proposed building or addition;
6. Location of all existing water, sanitary sewer, storm sewer, electric and cable television lines, easements and poles;
7. Location of any proposed parking spaces and dimensions and access points;
8. Statement declaring that "no storm water detention, grading, or utility construction necessary for construction of building addition or site work".

• **MAJOR SITE PLAN:**

1. Project name, date, north arrow, location map (a map which clearly shows the location of the property in respect to existing road and landmark);
2. A scale not smaller than 1 inch equals 100 feet or as approved by the Planning Director or designee;
3. A stamp or seal of an Indiana registered professional engineer, architect, landscape architect or land surveyor (the scope of work performed by such professionals in conjunction with a site plan submission is limited to that permitted by their respective licensing authorities). If grading and/or storm sewer construction work are being proposed, an Indiana registered professional engineer or surveyor shall be required to submit grading information and design the appropriate stormwater system. A stamp or seal of an Indiana registered professional engineer or surveyor is required for grading and stormwater construction work;
4. The present zoning of the subject property and all adjacent properties;
5. All existing and proposed public and private right-of-ways and streets; (See Article 24)
6. All abandoned streets;
7. Existing and proposed finished topography of the subject property shown by contours with intervals not to exceed 5 feet. If necessary, the Dearborn County Plan Commission may request a geo-technical report of a specific site;
8. Location and height of existing and proposed structures on the property with each existing and proposed use noted;
9. Dimensions of each lot or property boundaries;
10. Proposed housing units proposed on the property depicting location, arrangements, number or units in each building, and where applicable, location and dimensions of all lots;
11. Location and arrangement of all common open space areas and recreational facilities;
12. Location, size, and type of all landscaping features (e.g. berms, walls fences, planting material) including: a landscape schedule that specifies plant species, number of plants per species, plant size at installation, and mature plant size; total square footage of the Vehicular Use Area (VUA), the total square footage required to be landscaped and the total landscaped area provided; and, existing trees which are to be retained including temporary fenced or taped areas which will be used to protect the trees during site disturbance. (See Article 22).
13. Location, orientation, lighting, materials, size, and height of signs (See Article 20);
14. Floodplain and/or floodway zone certification and base flood elevation if applicable;
15. Location of all existing and proposed utility lines and easements (each line should be labeled existing or proposed). This information shall also be accompanied by a written statement from each service provider that addresses capacity issues as well as affirms the applicant's ability to connect or tap into these services:
 - a. Water distribution systems, including line size, width of easements, type of pipe, location of hydrants and valves, and other appurtenances;
 - b. Sanitary sewer system, including pipe sizes, width of easements, gradients, types of pipes, invert elevations, location and type of manholes, the location, type, size of all lift or pumping stations, capacity, and process of any necessary treatment facilities, and other appurtenances. A project within the territory of the Dearborn County Regional Sewer District requires written acknowledgement / approval—in addition to acknowledgements / approvals of other service providers (where inter-local agreements may exist or be required), where applicable;

- c. Storm sewer and natural drainage system, including pipe and culvert sizes, gradients, location of open drainage courses, width of easements, location and size of inlets and catch basins, location and size of detention or retention and/or sedimentation basins, and data indicating the quantity of stormwater entering the subject property naturally from areas outside the property, the quantity of flow at each pickup point (inlet), the quantity of stormwater generated by development of the subject area, and the quantity of stormwater to be discharged at various points to areas outside the subject property. Show location of all detention/retention ponds (See Subdivision Ordinance for Design Standards and Detention Requirements);
 - d. Other applicable utilities (e.g., electric, telephone, etc.) including the type of service and the width of easements, if information is available;
 - e. Statement located on the Plan regarding who will maintain the drainage system;
16. Location of all off-street parking, loading and/or unloading and driveway areas, (See Article 21 & 24);
- a. the type of surfacing;
 - b. width, and depth of parking stalls, including disabled stalls;
 - c. driveway width;
 - d. traffic flow areas for one-way traffic;
 - e. angle of parking used;
 - f. number of parking spaces and loading spaces;
17. Circulation system details that include the following: (See Article 24)
- a. Pedestrian walkways, including alignment, grades, type of surfacing, and width;
 - b. Streets and driveways including alignment, grades, type of surfacing, width of pavement, and right-of-way and whether public or private;
 - c. Provisions for access management, which may include, but are not limited to:
 - i. a frontage road (public or private);
 - ii. coordination of curb cuts;
 - iii. curb cut connections accessible to adjoining properties;
 - iv. internal and external traffic control measures and traffic circulation patterns; (See Article 21)
 - d. Location of all above ground and underground storage tanks;
 - e. Location of dumpsters;
 - f. Location of outdoor storage areas.
18. Construction or installation details for the following:
- a. paving, curbing, and sidewalk sections;
 - b. wheelchair ramps and/or curbs;
 - c. on-site traffic/vehicular regulatory signs, including disabled parking stall signage,
 - d. curbcuts;
 - e. garbage storage area enclosure or screening;
 - f. site lighting fixtures;

19. Provisions for control of erosion, hillside slippage, and minimization of sedimentation, indicating the temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading, and construction. Show all affected or disturbed areas during construction on or within close proximity of the site (i.e., excavation, fill or storage). For guidelines and / or requirements for development proposed on steep slopes, see Article 25 of this Ordinance. In situations where a Soil and Erosion Control Permit is not authorized by the Dearborn County Stormwater Coordinator—through the Dearborn County Soil and Water Conservation District—for a major site plan project, best management practices of the Indiana Storm and Water Quality Manual must be followed, as administered by the Technical Review Committee;
20. If the proposed site was part of a zone change request, submit a copy of the approved concept development plan or show the relationship of the location of the proposed structure(s) to the approved zone change request;
21. Each applicant shall be required to submit traffic information estimating at minimum peak hour traffic entering and exiting the site under review. This information shall be used by the Plan Commission in determining the location of curb cuts or any additional traffic management controls on each site. When appropriate, a Traffic Impact Assessment may be required to be submitted for review by the Plan Commission (See Article 24);
22. Architectural information including the location of main doors and overhead doors shown on the site plan and the height of all structures noted on the site plan. Architectural elevations and renderings which illustrate the overall external building design, and materials and colors to be used in the building design, shall be provided for sites that are subject to other design review requirements, such as conditions of zone change or Concept Development Plan approval;
23. Location of existing recorded or unrecorded cemeteries, buildings listed on the National Register or archaeological sites (See Article 25);
24. Location of parking lot and driveway lights and their illumination areas on the project site and adjoining properties (See Article 25);
25. Any development which requires that a public improvement be made as part of the development may require a financial surety to cover the cost of the public improvements. The Planning Director shall determine if a surety is needed.

◆ **SITE PLAN PROCEDURE**

An applicant, property owner, or developer is required to file an application and corresponding copies of a Site Plan and fees (as approved in the current PC fee schedule) with the Dearborn Co. Planning Department. Action in the form of approval or denial of a Minor Site Plan by the Plan Commission's Staff shall occur within 10 working days of when the plan and all corresponding materials are officially submitted to the Plan Department's office in complete form—including all prerequisite permits from other agencies and letters from utility and service providers. Action in the form of approval or denial of a Major Site Plan by the Plan Commission's Staff, in consultation with the Technical Review Committee and other agencies, shall occur within 30 calendar days of when the plan and all corresponding materials are submitted to the Dearborn County Plan Commission's office in complete form—including all prerequisite permits from other agencies and letters from utility and service providers, unless the Plan is tabled.

Site Plan applications which are not submitted in accordance with this Article will be tabled and will not be formally reviewed. Applications that are tabled because of an inadequate submission will remain tabled—for a period of up to 90 days (unless a time extension is granted as set forth later in this Section)—until they are determined to meet the requirements of this Article.

A Site Plan application which receives conditional approval with deficiencies noted in writing must address all technical issues identified by the Plan Commission staff and Technical Review Committee members (where applicable) **prior to the commencement of any construction activities**—except previously approved grading and soil and erosion control plans permitted by the applicable local, state, and federal agencies. Site Plans applicants that have been approved with conditions shall be given (90) days to address all applicable technical issues and conditions of approval and provide two (2) hard copies and one electronic, digital copy of all of the final Site Plan documentation.

Unless the Site Plan applicant, property owner, or developer submits a written request for a time extension to the Plan Commission staff, and Technical Review Committee members (where applicable) prior to the end of the aforementioned 90-day time period, the conditionally-approved Site Plan or tabled Site Plan shall become null and void and a new Site Plan application with corresponding copies and new fees will need to be submitted with the Dearborn County Planning Department.

Site Plans which have been approved or approved with conditions may be amended up to two (2) times, in addition to the original application submittal, to satisfy technical issues and conditions that the Plan Commission staff and Technical Review Committee members (where applicable) have identified in writing. Site Plan Reviews that involve additional, subsequent reviews for changes that require significant review by the Plan Commission staff and Technical Review Committee members (where applicable) shall be assessed the current Technical Review Committee flat fee for each additional review, provided the reviews are within the 90 days from the original approval or conditional approval date.

An appeal of the Staff denial of a Minor/Major Site Plan is possible before the Plan Commission at its next regularly scheduled meeting after written notification is made by the applicant to the Planning Director within thirty (30) calendar days of the Staff denial. Final action for approval or denial on the appeal of a Minor/Major Site Plan shall be made by the Plan Commission. Reasons for denial of a Minor Site Plan and Major Site Plan by the Plan Commission shall be given to the applicant in written form.

A waiver of any Site Plan requirement can be requested as part of the application for the development. In addition, extensions of the time requirements specified by this Article can be requested with the application for Site Plan Review.

◆ **APPROVED SITE PLAN PERMIT**

Approval of a Site Plan shall be good for 2 years, and all requirements of the approved Site Plan must be completed within six months of occupancy. *Plan Commission Staff will conduct a post-development site inspection after occupancy of the use, or at the time that the Site Plan approval expires, to verify compliance with the approved Site Plan—i.e. that the on-site improvements match the approved Site Plan and corresponding permit materials.* A copy of the approved Site Plan shall be retained on the job site until all site improvements have been completed and have been accepted by the Dearborn County Plan Commission.

Once an approved Site Plan Permit has been issued through the Dearborn County Planning and Zoning Office, the owner/applicant must obtain a Road Bond (\$25,000 for Commercial sites) and a Building Permit through the Dearborn County Building Department. Construction may not begin until both the bond and permit has been approved through the Building Department. For questions related to the Road Bond please direct all questions to the Dearborn County Highway Department (812) 655-9394 and questions related to the Building Permit please direct all questions to the Dearborn County Building Department (812) 537-8821.



DEARBORN COUNTY PLAN COMMISSION

County Government Center,

165 Mary St.,

Lawrenceburg, IN 47025

Phone: (812) 537-8821 Fax: (812) 532-2029

Website: www.dearborncounty.org/planning

Zoning Application

Permit No. _____

Receipt No. _____

PERMIT TYPE ☐ Improvement Location Permit ☐ Site Plan Review
☐ Sign Permit ☐ Minor ☐ Major

Applicant / Contractor Information Email:

Name:	Phone No.
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SITE INFORMATION Email:

Property Owner:		Phone No.	
Mailing Address:		City:	Zip:
Site Address:	Sec,	Twp (#)	() Rng: Acreage:
Parcel No.	Zoning	Subdivision	Lot:

Existing Facilities (check all that apply)

☐ Sewer ☐ Septic ☐ Public Water ☐ Well ☐ Cistern

Existing Property Use

☐ Vacant Land ☐ Residential ☐ Other: _____

PROPOSED IMPROVEMENT(S)

Project Description:	
Are living quarters and/or additional bedrooms proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dimensions: ' - " x ' - " Sq. Ft:
Proposed Utilities: <input type="checkbox"/> Sewer <input type="checkbox"/> Septic <input type="checkbox"/> Water <input type="checkbox"/> Electric	Height to Eaves: ft. Height to Peak: ft.

FLOOD HAZARD

Is property within a Special Flood Hazard Area (SFHAs)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is project within 100 feet of a Special Flood Hazard Area (SFHAs)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is project within the Best Available Data Flood Map? <input type="checkbox"/> Yes <input type="checkbox"/> No
FIRM Map No.		Base Flood Elevation:

Staff Comments / Conditions of Approval:	Required	Additional Approval	Rec'd
		Health Permit (812) 537-8847	
NEW ADDRESS:		Highway / INDOT	
		BZA / PC	
		Developer / POA	
		State (e.g. Flood)	
		Building Permit (812) 537-8822	
	Other:		

As applicant, I understand that this application and accompanied plans are submitted in accordance with: the Dearborn County Zoning & Subdivision Control Ordinances and Title 9 of the Dearborn County Code of Ordinances. I understand that I have no more than ninety (90) days to complete this permit request and acknowledge that incomplete or inaccurate information submitted on my behalf may result in the delay or denial of this application. I hereby grant permission for the Dearborn County staff to enter onto the premises to inspect this site to process and complete this permit request.

X

Applicant's Signature

Date

X

Planning Official's Signature

Date



**DEARBORN COUNTY
HIGHWAY DEPARTMENT**

County Highway Building,
10255 Randall Avenue, Aurora, IN 47001
Phone: (812) 655-9394 Fax: (812) 655-9424
Website: www.dearborncounty.org

Driveway Permit

Permit No. _____

Receipt No. _____

Driveway Type

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other (*Specify*): _____	Road Bond Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Driveway Surface

<input type="checkbox"/> Concrete	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Gravel	<input type="checkbox"/> Other (*Specify*): _____	Driveway Width at road: _____ ft.
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Site Information

***Provide preferred method of contact*

Applicant:	Phone No.	Email:		
Property Owner:	Phone No.	Email:		
Site Location:	Sec,	Township (#)	Range:	Acreage:
Property Map No.	Subdivision	Lot:		
Is site within a Special Flood Hazard Area (SFHA)	<input type="checkbox"/> Yes <input type="checkbox"/> No	FIRM Map No.		
Is proposed driveway within 100 feet of a Special Flood Hazard Area (SFHAs)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Base Flood Elev.		

****COUNTY HIGHWAY STAFF SECTION****

Department of Transportation & Engineering

Required Culvert Size:	Culvert must be double wall plastic or corrugated metal
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Driveway Installation Requirements:

Driving Directions (Nearest Address / Road intersection):

Notes:

Highway Department Official

Date

DRIVEWAY PERMIT APPLICATION NOTICE:

I shall be responsible for the protection of the public and all utilities within the public right-of-way and to any and all installation in, and around, said pavement openings. If work done under this permit involves or endangers structures belonging to others, I shall immediately notify the adjacent property owner(s). At all times during the progress of the work, I shall provide adequate protection and passage for the traveling public. I must fill all pavement openings if they are to be left unattended. I understand that maintenance of the culvert is my responsibility--not the Dept. of Transportation & Engineering--in the event that the pipe becomes non- functioning for any reason. If this is a new driveway, I shall place 2 white flags marked "proposed driveway" at the edge of the road where the driveway is to physically connect with the county road. I understand that the Building Department, to ensure compliance of this permit, will do a final inspection of the driveway. A certificate of occupancy will NOT be issues unless the inspection passes. This permit may at any time be revoked or annulled by the transportation department for non-performance and / or noncompliance. Violations of, or noncompliance of said regulations are subject to penalties provided by law. As applicant, I attest that I have received and reviewed the 'Open Driveway Profile' for proper driveway installation.

X

Applicant's Signature

Date