

CITY OF LEBANON

2017

DEVELOPMENT PLAN APPLICATION FOR PLAN COMMISSION APPROVAL

Application Packet Contents:

- Plan Commission Approval general Procedure
- Development Plan Application and Procedure
- TAC Distribution List
- Utility Fee Calculation Request Form
- Notice of Public Hearing for Surrounding Property Owners and Newspaper
- Waiver Request Form
- Findings of Facts
- Variance Request Form
- List of Permits and Fees

Separate Attachments:

- Primary Plat Application and Procedures
- Secondary Plan Application and Procedures
- Rezoning Request Form
- Storm Water Board Requirements

CITY OF LEBANON
PLANNING & ZONING ADMINISTRATION DEPARTMENT
401 S. MERIDIAN STREET
LEBANON, IN. 46052

Development Plan Submittal Requirements

Ordinance 07-16, Section 9.17, Lebanon Unified Zoning Code

1. The applicant shall first schedule a meeting with staff prior to filing regarding applicable zoning and subdivision control ordinances and procedures.
2. Applicant shall submit applications (attached) and pay filing fees at least five **5 weeks** prior to being placed on the Plan Commission agenda (Section 9.17).
 - a. Submit attached application for the calculations of fees by the utility provider for water and sanitary sewer availability and connection, which may also include fees for temporary electric, line extension and inspections. Fees are due prior to the issuance of an improvement location or building permit.
3. The applicant shall schedule a meeting with the Lebanon Technical Advisory Committee for review of the appropriate plans. **Development Plan requirements are detailed step-by-step in section 9.17 of the City Unified Development Ordinance. Plat requirements are detailed in Section 9.18 of the City's Unified Development Ordinance.** TAC is an advisory committee composed of City and County staff, which will review the plans, in an informal setting, for compliance with the Lebanon Zoning Code, Thoroughfare Plan and Subdivision Control Ordinance and assist in the successful completion of the project.

Submit eight (8) complete sets of the Development Plan (Section 9.17) eighteen (18) days before the TAC meeting in order to be on the TAC agenda. TAC generally meets on the 1st and 3rd Tuesday of each month. Refer to the schedule of meetings on page 3. Meetings begin at 9:00 a.m. Please see TAC Procedures sheet on page 2 for a full description of the process.

 - a. Planning staff will prepare a comments recommending approval or requesting revisions. Five full size sets of revised drawings and one (1) copy in digital format shall be resubmitted to the Planning & Zoning Department for distribution to TAC members prior to the Plan Commission hearing.
 - b. Timely submittal of revisions is required to be placed on the agenda for public hearing before the Plan Commission. The plans or Plat and supporting documentation shall be available at the time the notice for public hearing is published. The applicant may be asked to return to TAC for further review by all members.
 - c. Timely submittal of revisions is required to be placed on the agenda for public hearing before the Plan Commission. The plans or Plat and supporting documentation shall be available at the time the notice for public hearing is published. The applicant may be asked to return to TAC for further review by all members.

LEBANON PLAN COMMISSION MEETING
2018 MEETING DATES

Public Meeting Time 7pm
The Commission meets the third Monday of every month

401 S. Meridian Street
2nd Floor Council Chambers

Pre Submittal meeting w/ Staff	Filing deadline	TAC 9:00 am	Last day for public notice to be published	Agenda & Staff Report published	Last day to submit info to the file (not to be in staff report)	Public Hearing
24-Nov-17	1-Dec-17	12-Dec-17	2-Jan-18	9-Jan-18	9-Jan-18	16-Jan-18
29-Dec-17	5-Jan-18	16-Jan-18	5-Feb-18	13-Feb-18	13-Feb-18	20-Feb-18
26-Jan-18	2-Feb-18	13-Feb-18	2-Mar-18	13-Mar-18	13-Mar-18	19-Mar-18
23-Feb-18	2-Mar-18	13-Mar-18	2-Apr-18	10-Apr-18	10-Apr-18	16-Apr-18
30-Mar-18	6-Apr-18	17-Apr-18	4-May-18	15-May-18	15-May-18	21-May-18
27-Apr-18	4-May-18	15-May-18	1-Jun-18	12-Jun-18	12-Jun-18	18-Jun-18
25-May-18	1-Jun-18	12-Jun-18	29-Jun-18	10-Jul-18	10-Jul-18	16-Jul-18
29-Jun-18	6-Jul-18	17-Jul-18	3-Aug-18	14-Aug-18	14-Aug-18	20-Aug-18
27-Jul-18	3-Aug-18	14-Aug-18	31-Aug-18	11-Sep-18	11-Sep-18	17-Sep-18
24-Aug-18	31-Aug-18	11-Sep-18	28-Sep-18	9-Oct-18	9-Oct-18	15-Oct-18
28-Sep-18	5-Oct-18	16-Oct-18	2-Nov-18	13-Nov-18	13-Nov-18	19-Nov-18
26-Oct-18	2-Nov-18	13-Nov-18	30-Nov-18	11-Dec-18	11-Dec-18	17-Dec-18

Plan Submittal Process Timeline/Deadline

+45 days	Staff Consultation
+30 days	Submit application to Staff
+25 days	TAC Review
+15 days	Staff assigns docket number
+10 days	Notice published in paper
+7 days	Staff prepares staff report
+0 days	Plan Commission Hearing

4. The Planning & Zoning Staff will prepare legal notices for property owners, notification to neighboring property owner within 300 feet of the subject property and shall notify the newspapers. An invoice will be generated and sent to the applicant to reimburse the city for this expense.
 - a. Neighboring property owners within 300 feet of the subject property shall be notified. Notification shall be sent at least ten (10) days prior to the public hearing.
 - b. Notice to a newspaper of general circulation in the City of Lebanon for publication at least 10 days prior to the public hearing.
 - c. Petitioner shall prepare packets for the Plan Commission to be submitted no later than ten (10) days prior to the meeting.

5. Plan Commission will hold a public hearing and gather information from the public. Applicant may represent his/herself or employ an attorney, engineer, architect or planner for this purpose.

6. Submit application for Building Permit with Plan Commission approval. Refer to the checklist attached.
7. Fees for Utility service are due prior to the issuance of a building permit.

TAC Procedure

In effort to make the TAC review process more time efficient, planning staff has come up with a new process effective March 3, 2008.

1. Applicant submits 8 sets of plans to the Planning & Zoning Office for distribution to the TAC members 18 days before the TAC meeting and 5 weeks before the Plan Commission meeting. This will give the TAC members 1 week (7 days) to review plans and type up a review of comments. This will give the applicant 1 week (7 days) to respond to comments before the TAC meeting.
2. TAC members shall submit their review letter to the Planning & Zoning office to be combined into a review letter for the applicant before the official TAC meeting.
3. The Planning & Zoning Office would distribute the letter to the applicant.
4. At the TAC meeting the applicant would answer the TAC members review comments. (The applicant would not resubmit revised plans before the TAC meeting).
5. At the TAC meeting (3 weeks prior to the Plan Commission meeting) the members would decide if the applicant needs to either:
 - A. Come back to TAC for further review.
 - B. Schedule a meeting with a specific department for further review.
 - C. Or is ready to go to the Plan Commission meeting for approval- with any other board approvals that may be required.

If the applicant is deemed ready for the Plan Commission meeting then, they shall be given a docket number and provide notice to the paper and adjoiners per the Ordinance.

6. After the TAC meeting the applicant would make the necessary changes to the plans, and then resubmit plans to the planning staff for review and compliance 10 days before the Plan Commission meeting. Staff will prepare and submit a report to the Plan Commission 5 days prior to the Plan Commission meeting.

TAC DISTRIBUTION LIST

1st Submittal

Submit 8 complete sets of drawings for TAC review

Lebanon Planning Department
Ben Bontrager, Planner bbontrager@cityoflebanon.org
Kevin Krulik, Engineer kkrulik@cityoflebanon.org
401 S. Meridian Street
2nd Floor Utility Engineering & City Planning Office
401 S. Meridian Street
Lebanon, IN. 46052
(765) 482-8845

Planning Department will distribute plans to the Lebanon Utilities Electric, Water & Sewer Departments, Lebanon Fire Department, and Lebanon Street Department. Applicant must distribute drawings to other departments.

Lebanon Utilities Water/Wastewater
Michael Susong
(765) 482-8843
msusong@lebanon-utilities.com

Lebanon Electric Department
David VanWye
(765) 482-5100
dvanwye@lebanon-utilities.com

Lebanon Fire Department
Deputy Chief Mike Baird
(765) 482-8832
mbaird@cityoflebanon.org

Lebanon Street Department
Larry Lee
(765) 482-8870
llee@cityoflebanon.org

Lebanon Storm Water Department
David Newell
(765) 891-9060
dnewell@cityoflebanon.org

Boone County Drainage Board
Boone County Surveyor's Office
Annex Building
116 W. Washington Street
Lebanon, IN. 46052
(765) 483-4444

Revised Plan Submittal

Submit 5 complete sets of plans to the Lebanon Planning Department

Lebanon Planning & Zoning Office
401 S. Meridian Street 2nd Floor
Lebanon, IN. 46052

Mail one set of plans to:

Christopher Burke Engineering
Attn: Dave Eichelberger
National City Center, Suite 1368 South
115 W. Washington Street

Checklist for Submittal to the Plan Commission

- Application
- Application of Waivers
- Public hearing notice to abutting and adjoining landowners
- Notice of public hearing to the Lebanon Reporter
- Application Fee
- Full Development Plan Drawings
- Covenants and Restrictions
- Storm Water Board Approval

For office use only

Date Filed _____

Date of Meeting _____

Signature of personnel _____

All approved plans and as-built submitted to the City of Lebanon must submit a drawing of these standards.

Any drawings submitted must submit a drawing with these standards.

Format

AutoCAD 2007 or later version DWG file

Coordinate System

System: United States State Plane 1983
Zone: Indiana West 1302
Datum: NAD83 (Conus)
Coordinate Units: Feet
Altitude Units: Feet
Altitude Measured From: Mean Sea Level (MSL)

Layers

Original Drawing	Submitted Drawing
Lot Lines	PROP
Bridge Centerline	BRIDGE_CL
Street Centerline	ROAD_PAVED_CL
Street Name	STR-NAME
Easements	EASEMENTS

Also all sheets in drawing need to be submitted in PDF form.

Matt Hutton
GIS Administrator
Lebanon Utilities
765-482-5100
mhutton@lebanon-utilities.com

For Office Use Only
File No. _____
Fees Paid Yes _____ No _____

CITY OF LEBANON
DEVELOPMENT PLAN APPROVAL APPLICATION

Name of Development _____

Project Location _____ Current Zoning _____

Parcel ID No. _____ Area (_____ acres _____ lots)

Township _____ Proposed Land Use _____

Name of Applicant Contact Person/Representative _____

Phone _____ Fax _____ Email _____

Address _____

Name of Property Owner _____

Address _____

Phone _____ Fax _____ Email _____

Development Plan Fee
\$500.00 plus \$25.00 per acre

Detailed submittal requirements are included in Section 9.17 of the Lebanon Unified Ordinance.

Below is an overview of items to be included in the submittal.

All plans are required to be sealed by a Professional Engineer or Registered Land Surveyor licensed in the State of Indiana. All sheets shall be 24"x36" format draw to scale of minimum 1"=50' and maximum of 1"=10' (except for the required vicinity map). All final plans shall be submitted in hard copy and in digital format as per City requirements.

- _____ A. Completed application form.
- _____ B. Sheet One (Title Sheet) include legal description and property boundary
- _____ C. Sheet two (Existing site conditions) with existing public R-O-W, existing public Utilities and structures within existing structures within and adjacent to property easements.
- _____ D. Sheet three (Proposed site conditions)
 1. Location and dimensions of proposed improvements including relationship to existing conditions within 300 feet of property

2. Proposed utilities (mains for sewer, water, stormwater), drainage basin mapping
3. Existing and proposed R-O-W for internal and adjoining streets
4. Setback lines, showing dimensions.
5. Parking summary

_____ E. Sheet four (Erosion Control Plan)

1. If disturbed site is over 1 acre, meet submittal requirements for Rule Five submittals to IDEM

_____ F. Sheet five (landscape Plan) meeting requirements of section 7.8 of the Lebanon

Unified Development Ordinance with location, quantity, size and name of proposed planting materials

_____ G. Exterior Elevations

_____ H. Lighting Plan with photometrics and fixture details

_____ I. Sheet six (Master Sign Plan) meeting the requirements of section 7.7 of the Lebanon Unified Development Ordinance

Other review items (check if required)

_____ J. Overall Primary Plat dedication sheet, if applicable

_____ K. Covenants and Commitments, if applicable

_____ L. Fiscal Impacts Analysis, if applicable

_____ M. Traffic study, if applicable

_____ N. Thoroughfare overlay district requirements MET

_____ O. Interstate Overlay District requirements met

_____ P. Utility coordination

_____ Q. Roads and Street Coordination

_____ R. Police and Fire Coordination

_____ S. Stormwater Coordination

Miscellaneous

_____ T. Building demolition required

_____ U. Financial Guarantee

Following Development Plan approval, street, sewer, and sanitary plans and profiles shall be submitted to the Lebanon Utilities for review and approval.

NOTICE OF PUBLIC HEARING TO PROPERTY OWNERS

CITY OF LEBANON
401 S. MERIDIAN STREET
LEBANON, IN. 46052

TO: _____

DATE: _____

Dear _____,

This is to inform you that the Lebanon Plan Commission will hold a Public Hearing on the Application for a Development Plan on the _____ day of _____
_____ at _____ p.m. located at 401 S. Meridian Street, the Municipal Building.

This application, submitted by _____ requested that a Development Plan application be granted for _____
the property located at _____

Written suggestions or objections relative to the application may be filed with the Plan Commission or in the office of the City Building Inspector at or before such meeting and will be heard by the Lebanon Plan Commission at the time and place specified. Interested persons desiring to present their views upon the Plan Commission either in writing or verbally, will be given the opportunity to be heard at the above-mentioned time and place.

By: Gordon Perry
Title: Lebanon Plan Commission Chairman

NOTICE OF PUBLIC HEARING

For publication

Notice is hereby given that on the _____ day of _____, _____, at _____ p.m.

a public hearing will be held before the Lebanon Plan Commission in the Municipal

Building in the City of Lebanon, IN. on the application of _____

_____ For a Development Plan

Application for as specified in the Zoning Code of Lebanon: Ordinance # 74-12, as

amended.

The Development Plan application proposed is for _____

_____ located at _____ The legal

description is as follows _____

_____.

The Lebanon Plan Commission has set said hearing at the time and place specified. Written suggestions or objections concerning this application may be filed with the Plan Commission or in the office of the City of Lebanon Planning & Zoning Office, at or before such hearing and will be heard by the Plan Commission at the time and place specified. Interested persons desiring to present their views upon the application either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place. Said hearing may be continued from time to time as may be necessary.

Gordon Perry, Chairman
City of Lebanon Plan Commission

CITY OF LEBANON
401 S. MERIDIAN STREET
LEBANON, IN. 46052

APPLICATION FOR WAIVER(S)
FROM THE DEVELOPMENT PLAN REQUIREMENTS

If the applicant requires a waiver to any of the development standards of the Ordinance, this attachment is to be completed and returned at the time of application.

Development standards for waivers requested	Description of proposed alternative
1.	
2.	
3.	
4.	
5.	
6.	

CITY OF LEBANON
PLANNING DEPARTMENT
401 S. MERIDIAN STREET
LEBANON, IN. 46052
765-482-8845 fax 765-482-8873

**2011 SEWER & WATER FEE CALCULATIONS REQUEST
LEBANON UTILITIES**

INSTRUCTIONS:

- 1) Complete every part of this form. This request may be denied if any part is left blank.
- 2) Submit a site plan.
- 3) Either type or print all information in ink.

The City of Lebanon requests the following supplemental information for purpose of calculating sewer connection and availability fees for the project referenced below. In accordance with local ordinance 04-09. If any of the project information below is modified or changed, the sewer fee may be adjusted to reflect the change.

1. LOCATION OF PROPOSED ACTIVITY

PROJECT NAME _____

ADDRESS _____

**2. OWNER OF PREMISES WHERE PROPOSED
ACTIVITIES WILL TAKE PLACE**

NAME _____

ADDRESS _____

TELEPHONE _____

FAX _____

E-MAIL ADDRESS _____

CONTACT PERSON _____

FINDINGS OF FACTS

DEVELOPMENT PLAN APPLICATION

NAME OF PROJECT _____

The Lebanon Plan Commission at its meeting of _____(date) determines that the above names project complies with the standards set forth in the Lebanon Unified Development Ordinance.

We hereby approve the Development Plan as submitted with the following specific conditions as agreed to by the petitioner.

Condition 1 _____

Condition 2 _____

We hereby disapprove the Development Plan as submitted for the following reasons.

1. _____
2. _____
3. _____

Dated _____

Plan Commission Chairman _____