

CITY OF LEBANON

2007

APPLICATIONS FOR PLAN COMMISSION APPROVAL

Application Packet Contents:

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

Separate attachments:

- Primary Plat Application and Procedures
- Secondary Plat Application and Procedures
- Rezoning of Property Application
- Variance Request Form

Checklist for submittal to Plan Commission

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

For office use only
Date Filed _____
Date of Meeting _____
Signature of office personnel _____

Application Submittal Procedures

Ordinance 00-14, Lebanon 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 **four (4) weeks** prior to being placed on a Plan Commission agenda
 - a. Submit attached application for the calculation 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 (TAC) for review of the appropriate plans. **Development Plan requirements are detailed step-by-step in Section 12 of the City's Zoning Code. Plat requirements are detailed in Section 3 and 5 of the City's Subdivision control Code.** 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.
 - a. Submit eight (8) complete sets of the Plans for distribution, a minimum of ten (10) calendar days before the TAC meeting in order to be on the TAC agenda. TAC generally meets on the 2nd and 4th Wednesday of each month. Refer to the schedule of meetings below. Meetings begin at 9:00 a.m.
 - b. 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 Building / Planning Department for distribution to TAC members prior to the Plan Commission hearing.
 - 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 the public hearing is published. The applicant may be asked to return to TAC for further review by all members.

2007 TAC Meetings (9am)

January 10	August 8
January 24	August 22
February 14	September 12
February 28	September 26
March 14	October 10
March 28	October 24
April 11	November 14
April 25	November 28
May 9	December 12
May 23	December 26
June 13	
June 27	
July 11	
July 25	

4. The Plan Commission meets the 3rd Monday of each month. In order to be placed on the agenda, the applicant must complete the TAC process and staff review by addressing all required changes.

2007 Plan Commission Meetings (7pm)

January 16	Tuesday
February 20	Tuesday
March 19	Monday
April 16	Monday
May 21	Monday
June 18	Monday
July 16	Monday
August 20	Monday
September 17	Monday
October 15	Monday
November 19	Monday
December 17	Monday

5. Applicant shall prepare legal notices for abutting and adjoining property owner notification and shall notify the newspaper and advise staff.
 - a. Applicant shall obtain list of all adjoining and abutting property owners and notice all the property owners at least 25 days prior to the public hearing.
 - b. Applicant shall submit 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 seven (7) days prior to the meeting.
6. 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.
 - a. The Plan Commission may approve, approve with conditions, deny or continue the development plan application.
7. Submit application for Building Permit with Plan Commission approval. Refer to checklist attached.
8. Fees for utility services are due prior to the issuance of a building permit.

CITY OF LEBANON

DEVELOPMENT PLAN APPROVAL APPLICATION

Name of Development _____
Project Location _____ **Current Zoning** _____
Parcel I.D. Number _____ **Area** (_____ acres _____ lots)
Township _____ **Proposed land use** _____

Name of Applicant's Contact Person / Representative _____
Phone _____ **Fax** _____ **Email** _____
Address _____

Name of Property Owner _____ **Phone** _____ **Fax** _____
Address _____ **Email** _____

Development Plan Fee
\$ ___ plus \$ ___ per acre

Detailed submittal requirements are included in Section 12 of the Lebanon Zoning 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 Indiana. All Sheets shall be 24" x 36" format drawn to a 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 digital formats as per City requirements.

- _____ A. Completed application form.
- _____ B. Sheet One (Title Sheet) including legal description and property boundary
- _____ C. Sheet Two (Existing Site Conditions) with existing public R-O-W, existing public utilities and structures within and adjacent to property easements, natural features, etc., on site and within 300 feet of property and
- _____ 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 and stormwater), drainage basin mapping
 - (3) Existing and proposed rights-of-way 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 10.4 of the zoning 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 requirement of section 9.12 of the zoning ordinance

Other Review Items (check if required)

- _____ J. Overall Plat Dedication Sheet, if applicable
- _____ K. Covenants and Commitments, if applicable
- _____ L. Fiscal Impact Analysis, if applicable
- _____ M. Traffic study, if applicable
- _____ N. Thoroughfare overlay district requirements met
- _____ O. Interstate overlay zone 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.

2007 Plat approval application
separate attachments

TAC DISTRIBUTION LIST

Planning Department can distribute to the Lebanon Utilities (electric, water & sewer), Lebanon Fire Department, and Lebanon Street Department.

Lebanon Planning Department
Stan Meece
401 S. Meridian Street
2nd Floor Utility Engineering & City Planning Office
Lebanon, IN. 46052
(765) 482-8845

Lebanon Utilities Water/ Wastewater
Bob Waples
(765) 482-8823

Lebanon Electric Department
Mike Adams
(765) 482-5100

Lebanon Fire Department
Deputy Chief Ted Caldwell
(765) 482-8887

Lebanon Street Department
Larry Lee
(765) 482-8870

Distribute plan sets directly to the following TAC members.

Ratio Architects (contracted planners
for the City of Lebanon)
Pete Fritz
107 S. Pennsylvania Street
Suite 100
Indianapolis, IN. 46204
(317-633-4040)

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

Boone County Soil & Water
Conservation District
801 W. Pearl Street
Lebanon, IN. 46052
(765) 482-6355 ext. 3

**WATER AND SEWER AVAILABILITY FEE CALCULATION
REQUEST FORM**

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

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 the 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 _____
CONTACT PERSON _____

3. CERTIFICATION

I hereby certify I have the authority to make the foregoing application that the applicant and accompanying site plan are correct. I further affirm by signature and under the penalty for perjury that the foregoing is true.

SIGNATURE DATE

A. LAND USE DESCRIPTION. Identifying any existing or proposed land uses or any expansion/addition or existing uses.

B. PROJECT SIZE/AREA. Identify the square footage of all proposed buildings or structures. Specify square footage dedicated to individual activities within the site/building.

C. NUMBER OF EMPLOYEES PER SHIFT. Indicate the total number of employees to be located at the proposed site. Include existing and future employees. Indicate the number of shifts per day.

D. Miscellaneous - List the number of seats (if restaurant) number of chairs (if Dentist) number of exam rooms (if medical use).

For office use only
Application Fee (EDU) _____ Availability Fee (EDU) _____
Connection Fee (EDU) _____ TOTAL CHARGES _____

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 _____ on the _____ day of _____ at _____ p.m. located at 401 S. Meridian Street, the Municipal Building.

This application, submitted by _____ requested that a _____ 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 Commission either in writing or verbally, will be given the opportunity to be heard at the above-mentioned time and place.

By: William Stuteville
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, Indiana on the application of _____

_____ for a Development Plan

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

The _____ 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 Commission or in the office of the City of Lebanon Building Inspector, at or before such hearing and will be heard by the 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.

William Stuteville, Chairman
City of Lebanon Plan Commission

REQUEST FOR WAIVER
From the Plan Commission

REQUEST FOR VARIANCE
From the Board of Zoning Appeals

Separate attachment

FINDINGS OF FACT

DEVELOPMENT PLAN PETITION

NAME OF PROJECT _____

The Lebanon Plan Commission at its meeting of _____ (date) determines that the above-named project complies with the standards set forth in the City Zoning Code.

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 _____

Commissioner _____

Lists of Permits and Fees

Improvement Location Permit

This permit is required to begin any site work.

Fee:

Utility Connection Permit

Fees will be calculated based on the application and fees shall be paid at the time the building permit is issued.

Fee:

Building Permit

This permit can be obtained after or at the same time as the Improvement Location Permit. Final construction plans must have been approved by the City and building plans released by the State of Indiana.

Fee:

Sign Permit

A separate permit is required for signage (ground, monument, wall signs, etc.). The TAC committee reviews sign locations but this does not constitute sign approval.