

DEVELOPMENT PLAN PROCEDURAL GUIDELINE

Development plan approval shall be required for the following:

- a. All new primary structures for all uses except single-family, two-family, or agricultural uses (excluding confined feeding operations) or as otherwise stated in this UDO.
- b. Modifications to the site that meet the thresholds requiring compliance for an individual or all site standards as outlined in Chapter 4: Site Development Standards.
- c. All new primary structures or modifications to the exterior of a primary structure within the CPOD, excluding single-family and two-family uses, unless otherwise determined by the Administrator.
- d. As otherwise required by the Unified Development Ordinance (UDO).

APPLICATION PROCEDURE:

A. PRE-APPLICATION MEETING:

1. Pre-application meeting with the Administrator required. May be held in person, virtually (video conference), or by phone to discuss the procedures for approval with the Administrator as well as the requirements and regulations for development.

B. PRIMARY DEVELOPMENT PLAN APPLICATION:

1. Application submitted in accordance with the **Primary Development Plan Review Checklist** in this document. Completed checklist to be turned in with application.
2. Fees Required: \$600 + \$25/acre
3. Once Administrator confirms application is complete, docket number and public file created.
4. Public Notice by Applicant. Must be in accordance with the PC Rules and Procedures.
5. Internal Review by Technical Advisory Committee (TAC), or Design Review Committee (DRC) if property is within CPOD.
 - a. Administrator will compile written report with comments as applicable.
 - b. Applicant shall make necessary modifications to application materials to satisfy the Administrator and resubmit for review.
6. PC will consider the Primary Development Plan at a public hearing. Applicant or their representative shall be in attendance.
7. Decision by the PC. The PC may approve or disapprove the revised plans, and the applicant will have the chance to appeal.

C. SECONDARY DEVELOPMENT PLAN APPLICATION:

1. Application submitted in accordance with the **Secondary Development Plan Review Checklist** in this document. Completed checklist to be turned in with application.
2. Fees Required: \$400 + \$15/acre and \$200 Stormwater Review Fee
3. Once Administrator confirms application is complete, docket number and public file created.
4. Internal Review by Technical Advisory Committee (TAC), or Design Review



Committee (DRC) if property is within CPOD.

- a. Administrator will compile written report with comments as applicable.
 - b. Applicant shall make necessary modifications to application materials to satisfy the Administrator and resubmit for review.
5. Decision by the PC. The PC may approve or disapprove the revised plans, and the applicant will have the chance to appeal.



PRIMARY DEVELOPMENT PLAN APPLICATION CHECKLIST

The following requirements must be shown and met on the development plan before your application can be considered. It is important that all requirements are met prior to applying. This checklist is to help you organize and complete your application. It is also used to assist the Plan Commission in reviewing your application.

COMPLETED CHECKLIST MUST BE SUBMITTED WITH APPLICATION.

The application for Development Plan approval shall include the following:

- ☐ (a) Three (3) 24" x 36" copies of site plan and one (1) 11" x 17" copy of site plan
- ☐ (b) Application for CPOD Design Review, if applicable

The Site Plan must include the following:

- ☐ (a) Area map
- ☐ (b) Property boundary lines including any easements and a legal description
- ☐ (c) Elevation marks and contours as appropriate
- ☐ (d) Benchmarks
- ☐ (e) Conceptual Traffic and circulation plan
- ☐ (f) Conceptual vehicular and driveway access
- ☐ (g) Conceptual Pedestrian circulation plan
- ☐ (h) Adjacent streets
- ☐ (i) Conceptual Parking and loading plan
- ☐ (j) Grading and surface drainage plan in accordance with the requirements of the Danville Stormwater Ordinance
- ☐ (k) Conceptual signage
- ☐ (l) Conceptual lighting plan
- ☐ (m) Conceptual landscaping and screening plan
- ☐ (n) Open space and recreation plan
- ☐ (o) Conceptual Outdoor Storage plan
- ☐ (p) Conceptual trash receptacle/dumpster and screening plan
- ☐ (q) Proposed Utilities Plan
- ☐ (r) Proposed improvements showing location, dimensions and configuration of existing and proposed buildings/structures and uses
- ☐ (s) The schedule of any phasing of the project
- ☐ (t) Development summary indicating lot area, building square footage, lot coverage, building height, number and size of dwelling units/structures and the number of parking spaces provided



The following documents must also be provided at application submittal

- ☐ (a) Application Form
- ☐ (b) Separate written legal description
- ☐ (c) Conceptual architectural plan showing proposed exterior elevations, floor plans, and building material uses (façade and roof)
- ☐ (d) Availability letter for sanitary sewer service (if applicable)
- ☐ (e) Availability letter water service (if applicable)
- ☐ (f) Aerial photograph
- ☐ (g) Copy of zoning map kept in the Planning & Building Department
- ☐ (h) Authorization letter from property owner (if there is an agent)
- ☐ (i) Property inspection release;
- ☐ (j) Sample notification letter (to surrounding properties)
- ☐ (k) Affidavit of written notification filed at least ten (10) days before scheduled meeting
- ☐ (l) Property owner notification list
- ☐ (m) Plat map page used to obtain the list of names for notification (the project location and the parcels to be notified must be clearly marked)
- ☐ (n) Drainage narrative
- ☐ (o) IDNR floodplain boundary determinations, etc. (if applicable)
- ☐ (p) Traffic operation analysis (if applicable)
- ☐ (q) Fiscal impact analysis (if applicable)
- ☐ (r) Any necessary approval by Federal, State or other local agencies



SECONDARY DEVELOPMENT PLAN REVIEW APPLICATION CHECKLIST

The following requirements must be shown and met on secondary plot plan before your application can be considered. It is important that all requirements are met prior to applying. This checklist is to help you organize and complete your application. It is also used to assist the Plan Commission in reviewing your application.

COMPLETED CHECKLIST MUST BE SUBMITTED WITH APPLICATION.

The application for Secondary Development Plan approval shall include the following:

- ☐ (a) Three (3) copies of site plan, and one (1) 11" x 17" copy of site plan prepared by a professional engineer, architect or surveyor and must bear a professional seal from the State of Indiana.
- ☐ (b) Application for CPOD Design Review, if applicable

The Site Plan must include the following:

- ☐ (a) Area map
- ☐ (b) Property boundary lines including any easements and a legal description
- ☐ (c) Elevation marks and contours as appropriate
- ☐ (d) Benchmarks
- ☐ (e) Final Traffic and circulation plan
- ☐ (f) Final vehicular and driveway access
- ☐ (g) Final Pedestrian circulation plan
- ☐ (h) Adjacent streets
- ☐ (i) Final Parking and loading plan
- ☐ (j) Grading and surface drainage plan in accordance with the requirements of the Danville Stormwater Ordinance
- ☐ (k) Signage plan showing location, sign faces representations and size (signage shall comply with requirements in UDO Chapter 4.08)
- ☐ (l) Final Lighting plan in accordance with UDO Chapter 4.06.
- ☐ (m) Final landscaping and screening plan
- ☐ (n) Open space and recreation plan
- ☐ (o) Final outdoor storage plan (if applicable)
- ☐ (p) Final trash receptacle/dumpster and screening plan
- ☐ (q) Utilities Plan showing existing and proposed—location and sizes
- ☐ (r) Proposed improvements showing location, dimensions and configuration of existing and proposed buildings/structures and uses
- ☐ (s) The schedule of any phasing of the project



- ☐ (t) Development summary indicating lot area, building square footage, lot coverage, building height, number and size of dwelling units/structures and the number of parking spaces provided

The following documents must also be provided at the application submittal.

- ☐ (a) Application Form
- ☐ (b) Separate written legal description
- ☐ (c) Architectural plan showing final exterior elevations, floor plans, and building material uses (façade and roof)
- ☐ (d) Aerial photograph
- ☐ (e) Copy of zoning map kept in the Planning & Building Department
- ☐ (f) Authorization letter from property owner (if there is an agent)
- ☐ (g) Drainage calculations
- ☐ (h) IDNR floodplain boundary determinations, etc. (if applicable)
- ☐ (i) Traffic operation analysis (if applicable)
- ☐ (j) Fiscal impact analysis (if applicable)
- ☐ (k) Any necessary approval by Federal, State or other local agencies
- ☐ (l) Certificate of Obligation to Observe
- ☐ (m) Signed Developer Inspection Agreement



Date of Hearing: _____ App No. _____ Fee: _____
Plan Commission Action: _____ Received by: _____

APPLICATION FOR APPROVAL (Check all that apply)

- ☐ Plat ☐ Replat ☐ Revision ☐ Amendment ☐ Minor Plat ☐ PUD
☐ SPR ☐ Rezone ☐ Exempt Subdivision

** Please fill out the form in its entirety*

Name (s) of Owner (s) _____

Address (s) _____

Phone (s) _____ Email (s) _____

Owners' Representative (Subdivider, if any) and /or Registered Engineer or Land Surveyor:

Address (s) _____

Phone (s) _____ Email (s) _____

I (We) do hereby apply for approval of the following described plat of a subdivision in accordance with the Subdivision Control Ordinance. I (We) am (are) the owner (s) of the real estate included in said subdivision.

Name of Subdivision: _____

Address of Subject Property: _____

Generally described as follows:

Area (in acres): _____ Number of Lots: _____

Existing Zoning District (if applicable to rezone): _____

Proposed Zoning District (if applicable to rezone): _____

Parcel ID#: _____ Current Zoning District _____

Feet of new streets to be dedicated to the public:

Feet of sanitary sewers to be dedicated to the public:

Feet of water main to be dedicated to the public:

Feet of storm sewer to be dedicated to the public:

The undersigned certifies that the above information is true and correct to the best of his (her) knowledge.

Signature of Owner/Applicant (s)

Title of Applicant

SAMPLE LEGAL NOTICE FOR PUBLICATION

Notice is hereby given that the Danville Plan Commission will meet in the Council Chambers of the Danville Town Hall, 49 North Wayne Street, Danville, Indiana at 7:00 pm on

_____ to consider the petition of

_____ for approval to

_____.

The property is more commonly known as _____
Danville, Indiana and is particularly described as (parcel #) _____.

The petition may be examined at the Danville Town Hall, 49 North Wayne Street, Danville, Indiana 46122, between the hours of 8:00 AM and 4:00 PM Monday through Friday. Written comments regarding a petition may be filed with the Danville Plan Commission within ten (10) days at the above address and such comments will be considered.

At the above stated time and place you may appear and be heard.

THE DANVILLE PLAN COMMISSION

SAMPLE LETTER FOR ADJACENT PROPERTY OWNERS

Must be sent to all property owners within a radius of 660 feet OR two properties deep, whichever is less.

[Date]

Dear Property Owner:

Please be advised that _____ has petitioned the Danville Plan Commission for approval to _____.
This property is located at _____, Danville, Indiana.

The petition may be examined at the Danville Plan Commission Office located at the Danville Town Hall, 49 North Wayne Street, Danville, Indiana, 46122, between the hours of 8:00 AM and 4:00 PM, Monday through Friday. Written comments regarding a petition may be filed with the Secretary of the Plan Commission within ten (10) days at the above address and such comments will be considered.

A public hearing shall be held by the Danville Plan Commission at 7:00 PM on _____ in the Town Hall located at 49 North Wayne Street, Danville, Indiana, at which time this petition shall be considered.

Sincerely,

Petitioner's Name

Address

Phone