

ARTICLE 17 PLOT PLAN REVIEW

SECTION 1700 – Intent

The purpose of this article is to provide plot plan regulations that will enhance the Location Improvement Permitting process. Plot plans are required for single-family residential uses, additions, accessory uses, and any other structure that requires a Location Improvement Permit.

SECTION 1705 – Authority

The purpose of Plot Plan Review is to protect the public health, safety and general welfare of St. Leon. The provisions and requirements in this article are written and shall be administered to ensure orderly growth and development of St. Leon. No building shall be erected, expanded or improved, on any lot, site, or parcel for uses where Plot Plan Review is required except in accordance with the regulations in this Zoning Ordinance and with the requirements stated in this article. All such Plot Plans shall be reviewed by the Planning Department and a determination either approving or rejecting such plans shall be made in accordance with the requirements of this article and other applicable, articles of this order.

The Planning Department shall not be permitted to reject any Plot Plan, which is in full conformance with the requirements, terms and conditions of this article and Zoning Ordinance. Nor can additional regulations be imposed which are not included within this order. All approved Plot Plans shall be binding upon the applicant, property owner, developer, or their successors and shall limit the development or project to the construction work as shown on the approved Plot Plan and to all conditions and limitations for such plans agreed to by the applicants. Amendments or changes to the approved Plot Plans shall be subject to the provisions of Section **1735**.

SECTION 1710 – Procedure

Before submitting an application for Plot Plan Review each applicant, property owner, or developer is encouraged to read the following categories to determine which level your construction proposal matches. If a determination can not be ascertained you are encouraged to have a pre-application meeting with the Dearborn County Plan Commission staff. Both Minor Plot Plan Review and Major Plot Plan Review are described below.

Minor Plot Plan: A plot plan that requires no exterior utility construction (e.g., storm sewer, water, sanitary sewer, etc.), no additional access points or curb cuts, and no status as a residential living unit. Typically this review pertains to the construction of accessory uses and minor additions.

Major Plot Plan: A plot plan that involves exterior utility construction (e.g., storm sewer, water, sanitary sewer, septic sites, etc.), any parcel within close proximity of flood zones A and B, access points or curb cuts, and buildings constructed as a residential living unit. Furthermore, this review involves any additions to utility construction, access points or curb cuts. Typically this review pertains to the construction of a single family residence, mobile home, and manufactured home. The Planning Director or Designee will determine the allowable distance from flood zones A and B that are exempt from flood certification.

SECTION 1715 – Application and Approval

An applicant, property owner, or developer is required to file an application with the Dearborn County Planning Department. Action in the form of approval or denial of a Minor Plot Plan or Major Plot Plan by the Planning Commission's Staff shall occur within 7 working days of when the plan is officially submitted to the Planning Department's office in complete form. Any incomplete Plot Plan or Application may result in delays.

An appeal of the Staff denial of a Minor / Major Plot Plan is possible before the Board of Zoning Appeals 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. The Board of Zoning Appeals shall make final action for approval or denial on the appeal of a Minor / Major Plot Plan. Reasons for denial of a Minor / Major Plot Plan by the Board of Zoning Appeals shall be given to the applicant in written form.

SECTION 1720 - Plot Plan Requirements

All Minor Plot Plans submitted to the Dearborn County Plan Commission shall be in accordance with this article and shall contain the following information:

1. A complete and accurate application form,
2. Three (3) copies are required. They will be distributed (after approval and stamped by the Planning and Zoning Department and Health Department) as follows
 - One (1) copy to the Building Department,
 - One (1) copy to the Planning and Zoning Department,
 - One (1) copy to the property owner;**
3. In order that all the required plot plan information be properly documented and correctly designed, it is necessary that all minor plot plans be technically drawn to a scale of no less than 1" = 50'. The plans should be submitted on standard paper sizes. In situations where the scaled lot is larger than the preferred paper size a large scale plot plan with a close up view of the major features is acceptable;
4. A graphic scale shall be noted on the plot plan along with the date and north arrow;
5. A description of the proposed use for the structure;
6. Dimensions of parcel or lot;
7. Location and width of all public and private streets, driveways, and other vehicular circulation areas adjacent to the property;
8. Location of all existing and proposed structures;
9. Approximate location of all existing utilities (e.g., sewer lines, water lines, septic tanks, electric lines, gas lines, and so on);
10. Square footage and height of proposed building or addition;
11. Dimensional tie downs from all four corners of the proposed structure(s) to the appropriate property lines;

All Major Plot Plans submitted to the Dearborn County Plan Commission in accordance with this article shall contain the following information (multiple lots may be submitted at one time for subdivisions that have proceeded through the subdivision review process):

1. A complete and accurate application form;
2. Four (4) copies are required. They will be distributed (after approval and stamped by the Planning and Zoning Department and Health Department) as follows:
 - One (1) copy to the Building Department,
 - One (1) copy to the Health Department,
 - One (1) copy to the Planning and Zoning Department,
 - One (1) copy to the property owner;
3. It is necessary that all major plot plans be drawn to a scale of no less than 1" = 50'. The plans should be submitted on a standard paper size. In situations where the scaled lot is larger than the preferred paper size a large scale plot plan with a close up view of the major features is acceptable;

4. A graphic scale shall be noted on the plot plan along with the date and north arrow;
5. A description of the proposed use for the structure;
6. Property boundaries of the parcel or lot identified according to surveys or recorded deeds;
7. Location and width of all public and private streets, driveways, and other vehicular circulation areas adjacent to the property and the distance to the nearest intersecting roadway;
8. Recorded easements identified;
9. Location of all existing and proposed structures;
10. Exterior dimensions of structure (including decks or porches and overhang measurements);
12. Positive drainage away from structures must be shown, assumed elevation may be used unless flood elevations are an issue;
13. Elevation of basement and ground floor noted on plan;
14. Dimensional tie downs from all four corners of the proposed structure(s) to the appropriate property lines;
15. Square footage and height of proposed building or addition;
16. Acreage of the lot;
17. Location of structures on adjacent lots, when a different building setback line exists other than the current ordinances;
18. Approximate location of all utilities (e.g., sewer lines, water lines, septic tanks, electric lines, gas lines, telephone lines, laterals, water meters, and so on);
19. Location of the driveway and size of culvert according to the INDOT STANDARDS;
20. Width of pavement and the Construction material of the road shall be denoted on the drawing;
21. Primary and Secondary On-Site Sewage Disposal System areas identified meeting the applicable setback requirements of the health department;
22. Health Department Note:
 - This plot plan has been reviewed by _____ Environmental Health Specialist with the Dearborn County Health Department.
_____ (Signature)
23. Approximate boundaries of the 100-year flood plain using the Flood Insurance Rate Maps and Floodway Maps for Dearborn County. Properties located within the floodplain shall provide written documentation from the Indiana Department of Natural Resources regarding the Flood Protection Grade and location of the floodway;
24. Any variances requested must be submitted with the plot plans and follow the procedures of the Board of Zoning Appeals.

25. Sight Distance Note (Major Subdivisions that have proceeded through Primary, Improvement, and Secondary Plat Review may be exempt from this note if proper certification has already been performed);
- a. On _____ Day of _____, 200__ there are _____ feet of sight distance in the (easterly, westerly, northerly, southerly) direction and _____ feet of sight distance in the opposite (easterly, westerly, northerly, southerly) direction measured to meet the minimum sight distance requirements of this Ordinance.
26. Title Block – Lower right hand corner containing: Township name, Section, Township, Range, Map Number, Parcel Number, Subdivision Name and Lot number if applicable, and property owner.

SECTION 1725 – Expiration, Extension, and Completion of Approval Period

If the work described in a zoning permit has not been initiated within one (1) year from the date it was issued, the permit shall expire. The permit shall also expire if the described work has not been substantially completed within two (2) years of the date it was issued. If, for any reason, the Zoning Permit expires, all work must be stopped immediately until a new permit has been obtained. The Planning Director or designee may grant an extension on a Zoning Permit, if the applicant can demonstrate a good cause for such an extension, prior to the date of expiration.

SECTION 1735 – Changes or Amendments

Any changes made to the approved Plot Plan before the development of the site or building shall require the approval of the Plan Commission staff. Any variations to an approved Site Plan that occurred in the development of the site or building will require that an “as built” Site Plan be submitted for review to the Planning Department. Depending on the extent of the changes, a new application may be required by the Planning Director or designee. If the “as built” site plan does not conform to the requirements in the Ordinance or if a Certificate of Occupancy is not granted it will be handled as a violation of the ordinance under Article 6.

