



Site Development Plan Application

PROVISIONS FOR FILING

I) Applicant Submittal Requirements:

A) Filing Fee

- 1) Applicants must submit a \$500 non-refundable filing fee. Amendments to an approved Site Development Plan will require a non-refundable filing fee of \$200 plus \$50 per each additional amendment included in the same application. Additionally, pursuant of Ord. 20-24, any developers engaging in construction in the Town of Pendleton municipal limits, which necessitate the Town retaining engineering or other professional services to review plans, observe or assist in the installation of infrastructure which is intended to be dedicated to the Town, must reimburse the Town for its cost incurred as a result of these professional services.
- 2) The Planning Department accepts cash, credit cards, or check. Please make checks payable to the "Town of Pendleton".
- 3) The filing fee cannot be paid until all materials required for review are recieved by the Planning Department. The Planning Department may waive certain materials if not relevant to the project. This will be communicated in written form from the Planning Department.

II) Document Requirements:

- A) A completed application form, including signatures of applicant and owner. The application must be accompanied by the following information:
 - 1) A copy of the deed for the property involved.
 - 2) A vicinity map showing and clearly identifying the subject property and showing all land within 500 feet of the subject property. This map should identify the current zoning and use of all property within 500 feet of the subject property.
 - 3) A property survey drawn to a scale of not more than 1 inch = 100 feet showing the following existing features for the subject property and all land within 200 feet of the property lines of the subject property:
 - (a) the boundary line and dimensions of the subject property;
 - (b) all structures (specifically indicating any historic structures);
 - (c) topography;
 - (d) significant wooded areas and other isolated trees;
 - (e) floodplain boundaries and base flood elevations;
 - (f) public and private streets, rights-of-way, and easements;
 - (g) building setback and build-to lines;
 - (h) all known drainage areas, tiles, pipes, and structures;
 - (i) utility services (including fire hydrants);
 - (j) street accesses; and
 - (k) any other paved or otherwise improved areas.
 - 4) A site plan, drawn to scale of not more than 1 inch = 100 feet, showing all proposed aspects of the property and all features relevant to the site development plan, including:
 - (a) setbacks and buffer yards;
 - (b) topography with elevation contour lines at 2 foot intervals;
 - (c) structures (including buildings, fences, and walls), including heights, dimensions, and floor areas;
 - (d) areas of outdoor storage;
 - (e) permanent dumpsters and trash areas;
 - (f) locations, dimensions, and design features of road accesses, interior drives, parking spaces, accessible ramps, parking lots, loading docks or areas, sight visibility triangles, and interior side walks;
 - (g) open spaces and specific landscaped areas;
 - (h) locations of public and private utilities;
 - (i) water meter clean out locations and elevations and top of casting elevations;
 - (j) sanitary sewer invert elevations;

- (k) the location, width, and purpose of all easements;
 - (l) the use of each structure and the amount of parking spaces allocated for those uses;
 - (m) public improvements including sidewalks, street trees, and right-of-way dedications; and
 - (n) locations for temporary uses, such as seasonal sales areas.
- 5) A landscaping plan, drawn to a scale of not more than 1 inch = 100 feet, and showing the following:
 - (a) required and proposed landscaping in buffer yards and street trees;
 - (b) existing and proposed elevation contour lines at 2 foot intervals;
 - (c) floodplain boundaries and base flood elevations;
 - (d) existing and proposed public and internal sidewalks and other pedestrian ways;
 - (e) the size and spacing of the plantings at the time of installation and the species proposed to be used; and
 - (f) all existing trees and vegetation to be preserved, and the driplines for such trees.
 - 6) A sign plan showing the location, height, method of illumination (if any) and dimension of all permanent signs and indications of appropriate locations, heights, and sizes of any temporary signs.
 - 7) A drainage plan that includes the following:
 - (a) all natural streams, regulated drains, and watercourses;
 - (b) floodplain boundaries and base flood elevations;
 - (c) all marshes, wetlands, and wooded areas; and
 - (d) all drainage area features as described in the drainage calculations.
 - 8) A lighting plan, drawn to scale of not more than 1 inch = 100 feet, showing the type and location of all exterior lighting fixtures.
 - 9) A site construction plan, drawn to a scale of not more than 1 inch = 100 feet, showing:
 - (a) proposed erosion and sediment control measures; - the location of any proposed construction trailer and worker parking;
 - (b) the location, height, and dimensions of any temporary construction-related signage;
 - (c) any temporary site accesses to be used during construction;
 - (d) any temporary utility connections;
 - (e) the location of any stockpiles of dirt, construction materials, and construction waste dumpsters or storage areas.
 - 10) If the subdivision disturbs more than one (1) acre, detailed erosion control and sediment control plans, pursuant to 327 IAC 15-5 (Rule 5), as amended, as administered by IDEM shall be submitted to the Drainage Board and/or Madison County Soil and Water Conservation District.
 - 11) Drainage plans shall be submitted and approved to/by the Drainage Board, as applicable.

III) Internal Review

- A) The Administrator shall forward the plans to the Technical Review Committee for technical review. At the discretion of the Administrator, the TRC review may be held in person, virtually (video conference), by phone, or by email. After comments (if any) are received, the Administrator may compile a written report with the information from the Technical Review Committee.
- B) After the internal review, the applicant shall make the necessary modifications to the plans to satisfy the Administrator and resubmit the plans for review.
- C) Decision by the Administrator.
 - 1) Approval. If the revised plans have adequately addressed the valid comments from the Technical Review Committee, the Administrator shall approve the development plan.
 - 2) Disapproval. If the revised plans have not adequately addressed the valid comments from the Technical Review Committee, the Administrator may require additional internal review and/or the resubmittal of revised plans before reconsidering the plans.

IV) Planning Commission (if necessary) : The Administrator may refer the development to the PC for review and approval for any reason. In addition, if the revised plans have not adequately addressed the comments from the Technical Review Committee because the applicant disagrees with the comment(s), the applicant may submit a request for public meeting in writing along with an explanation of disagreement. Upon receipt of this written request, the Administrator shall set a date for a public meeting by the PC. Public notice is not required for development plans. The PC shall consider the development plan at a public meeting. The applicant shall be in attendance to present their plan.

V) Expiration: Approval of a development plan shall be valid for three (3) years from the date of Staff or PC approval. However, if all applicable permits have not been obtained and construction has not commenced within one (1) year of approval of the development plan by Staff or PC, the approval shall be void.