

AMENDED AND RESTATED
RULES OF PROCEDURE FOR THE
CITY OF NEW HAVEN
ADVISORY PLAN COMMISSION
July 2020

TABLE OF CONTENTS

Section 1. Definitions..... 6

1.1 Board. 6

1.2 City. 6

1.3 Commission. 6

1.4 Council. 6

1.5 Department. 6

1.6 Ordinance. 6

1.7 Planning Director. 6

1.8 President. 6

1.9 Rules. 6

1.10 Secretary. 6

1.11 Staff. 6

1.12 Vice-President. 6

Section 2. Authority and Duties 6

2.1 Authority and Duties. 6

2.2 Street Numbers and Names. 7

Section 3. Officers and Members 7

3.1 Members. 7

3.2 Election of Officers. 7

3.3 Vice President Duties. 7

3.4 Succession. 7

3.5 Vacancy and Removal. 7

Section 4. Meetings 7

4.1 Regular Meetings. 7

4.2 Docket. 8

4.3 Agenda. 8

4.4 Mailing of Agenda. 8

4.5 Special Meetings. 8

4.6 Presiding Officer. 8

4.7 Addressing the Commission. 9

4.8	<i>Comprehensive Plan.</i>	9
Section 5.	Quorum, Conduct & Official Action	9
5.1	<i>Quorum.</i>	9
5.2	<i>Official Action.</i>	9
5.3	<i>Roll Call Vote.</i>	9
5.4	<i>Conflict of Interest.</i>	9
5.5	<i>Vote of President.</i>	9
5.6	<i>Lack of Conclusive Vote.</i>	9
Section 6.	Minutes and Records	9
6.1	<i>Preparation.</i>	9
6.2	<i>Filing.</i>	10
6.3	<i>Draft Minutes.</i>	10
6.4	<i>Approval.</i>	10
6.5	<i>Recommendations to Council.</i>	10
Section 7.	Filing of Petitions	10
7.1	<i>Filing Deadlines.</i>	10
7.2	<i>Complete Application.</i>	10
7.3	<i>Owner Consent.</i>	10
7.4	<i>Additional Information.</i>	10
7.5	<i>Placement on Agenda.</i>	10
7.6	<i>Notification.</i>	11
Section 8.	Fees	11
8.1	<i>Schedule of Fees.</i>	11
8.2	<i>Amendment.</i>	11
Section 9.	Notice Requirements	11
9.1	<i>Contents of Notice.</i>	11
9.2	<i>Notice Throughout Jurisdiction.</i>	11
9.3	<i>Publication of Notice.</i>	11
9.4	<i>Interested Parties.</i>	11
9.5	<i>Notice List.</i>	12
Section 10.	Conduct of Public Hearings	12
10.1	<i>Public Hearings.</i>	12

10.2	<i>Order of Public Hearing.</i>	12
10.3	<i>Closing the Public Hearing.</i>	12
10.4	<i>Rebuttal.</i>	12
10.5	<i>Burden of Proof.</i>	13
10.6	<i>Orderly Conduct.</i>	13
10.7	<i>Continuances.</i>	13
10.8	<i>Adjustments to Order of Hearing.</i>	13
Section 11.	Approval of Development Plans / Plats	13
11.1	<i>Decision on Development Plans and Plats.</i>	13
11.2	<i>Determination of Commission.</i>	13
11.3	<i>Subdivision Waivers.</i>	13
11.4	<i>Secondary Approval.</i>	13
Section 12.	Legislative Recommendations	13
12.1	<i>Amendment Proposals.</i>	14
12.2	<i>Rezoning.</i>	14
12.3	<i>Recommendation.</i>	14
12.4	<i>Implementation.</i>	14
Section 13.	Written Commitments and Final Disposition of Cases	14
13.1	<i>Commitments.</i>	14
13.2	<i>Subdivisions.</i>	14
13.3	<i>Dismissal.</i>	14
13.4	<i>Withdrawal.</i>	14
13.5	<i>Refiling After Withdrawal.</i>	14
Section 14.	Reconsideration	14
Section 15.	Standing, Formal, and Ad Hoc Committees	15
15.1	<i>Establishment.</i>	15
15.2	<i>Appointment. Members of committees shall be appointed by the President.</i>	15
Section 16.	Amendments to and Suspension of Rules	15
16.1	<i>Amendment.</i>	15
16.2	<i>Suspension of Rules.</i>	15
Section 17.	Severability	15
Section 18.	Citation to Indiana Code	15

Section 19. Adoption..... 15

**CITY OF NEW HAVEN ADVISORY PLAN COMMISSION
RULES OF PROCEDURE
New Haven, Indiana**

Section 1. Definitions.

- 1.1 **Board.** The New Haven Board of Zoning Appeals.
- 1.2 **City.** The City of New Haven, Indiana.
- 1.3 **Commission.** The New Haven Advisory Plan Commission.
- 1.4 **Council.** The Common Council of the City of New Haven.
- 1.5 **Department.** The Department of Planning and Zoning for the City, or any successor agency thereto.
- 1.6 **Ordinance.** The Zoning and Subdivision Control Ordinances of New Haven, Indiana.
- 1.7 **Planning Director.** The Director of Planning and Zoning for the City. The term includes the roles of Zoning Enforcement Officer, Zoning Administrator, and designated enforcement official.
- 1.8 **President.** The President of the New Haven Plan Commission.
- 1.9 **Rules.** The duly adopted Rules of Procedure for the City of New Haven Advisory Plan Commission.
- 1.10 **Secretary.** The Secretary of the New Haven Plan Commission, which can be filled by a member of Staff as well as a member of the Commission.
- 1.11 **Staff.** The personnel employed by the City in the Department to serve the needs of the Commission and Board, and to conduct the current and long range planning and zoning functions of the City. The term “Staff” shall include the Planning Director.
- 1.12 **Vice-President.** The Vice-President of the New Haven Plan Commission.

Section 2. Authority and Duties

- 2.1 **Authority and Duties.** The authority and duties of the Commission shall be those set forth in IC 36-7-4-400 et seq., and such other responsibilities as may be required by state statute or City of New Haven ordinance.

2.2 *Street Numbers and Names.*

2.2.1 In order to efficiently perform the duties of the Commission in relation to assigning street numbers and names, the Commission delegates to the Staff the duty to establish individual addresses, or street numbers, to lots and buildings within the Commission's jurisdiction, subject to rules or guidelines established by the United States Postal Service, and in accordance with the uniform city numbering system established for the jurisdiction. The Commission shall name or rename streets pursuant to the requirements of I.C. 36-7-4-405.

2.2.2 The approval of a secondary plat or secondary development plan by the Commission shall be conclusive evidence of the Commission's approval and or assigning of street numbers and street names. The Commission shall approve or assign street names that are easy to understand, and so as to avoid duplication or conflict with other street names.

2.2.3 A developer of a plat or development plan featuring public streets shall propose street names on such plat or development plan subject to the Commission's review and approval.

Section 3. Officers and Members

- 3.1 ***Members.*** The Commission shall consist of 11 voting members, appointed in accordance with IC 36-7-4-207 and IC 36-7-4-214.
- 3.2 ***Election of Officers.*** At its first meeting in each calendar year, the Commission shall elect from its voting membership a President, vice president, and secretary. Each shall serve during the period of their membership on the Commission for the balance of the calendar year.
- 3.3 ***Vice President Duties.*** The Vice President shall have authority to act as President of the Commission during the absence or disability of the President.
- 3.4 ***Succession.*** Upon resignation, death or removal of the President or Vice President, the Commission shall elect a successor at its next meeting.
- 3.5 ***Vacancy and Removal.*** If a vacancy occurs among the members of the Commission, the vacancy shall be filled according to I.C. 36-7-4-220. The appointing authority may remove a member from the Commission for cause under IC 36-7-4-218(f).

Section 4. Meetings

- 4.1 ***Regular Meetings.*** The regular meetings of the Commission shall be at the time and place as stated on the annual public meeting calendar published by the Staff. If the date of a regular meeting falls on a legal holiday, or if it is impossible to conduct the meeting at the time or place, the President may set an alternate date,

time or place for the regular meeting, or may cancel the meeting at a prior meeting with the unanimous consent of the members of the Commission who are present, provided that the notice requirements of IC 5-14-1.5 are complied with.

- 4.2 **Docket.** Each case to be publicly heard before the Commission shall be filed in proper form; shall be sorted according to the type of petition, numbered sequentially, and placed on the docket of the Commission. The petition numbers shall begin on January 1st of each year. The clerk-treasurer shall receive the application and fee, and a docket number shall be assigned by Staff.
- 4.3 **Agenda.** The Staff shall put together an agenda for regular meetings, subject to the advice and consent of the President as may be required. The agenda shall list all items to be considered by the Commission at the meeting. The items shall be listed on the agenda in the order in which the petition or other document was filed with the Staff. The Commission shall consider no item unless it appears on the agenda. Without exception, cases on a regular meeting agenda must have met all time, documentation and docket requirements. Any petitioner may withdraw any petition or document prior to the meeting at which it was to be considered. The President, with the consent of the majority of the Commission present, may adjust the order of the agenda at the public hearing.
- 4.4 **Mailing of Agenda.** The agenda shall be sent by Staff by either email or first-class mail to all members of the Commission and its attorney, and shall be available for public inspection at the City Administration Building no less than three (3) business days prior to the scheduled meeting.
- 4.5 **Special Meetings.** The President, or any two (2) members of the Commission upon written request to the Secretary, may call special meetings. The Secretary shall send to all members and its attorney, at least three (3) calendar days before the special meeting, a written notice fixing the time, place, and purpose of the meeting. Written notice is not required if:
 - 4.5.1 The date, time, place, and purpose of the special meeting are fixed at a regular meeting; and
 - 4.5.2 All members of the Commission are present at that regular meeting.
- 4.6 **Presiding Officer.** The President shall preside over meetings, decide questions of order, and preserve decorum in the meeting room. The Commission shall use Robert's Rules of Order as a reference only in its methods of conducting a meeting. The President shall pronounce the decisions of the Commission for purposes of recording in the minutes. If the President is absent or unable to participate in the meeting, the Vice-President shall preside. If both the President and Vice-President are absent or unable to participate, the membership of the Commission shall select a President pro-tem to preside for that particular meeting.

- 4.7 ***Addressing the Commission.*** No one who is not a member of the Commission shall be permitted to address the Commission except by request to and consent of the President.
- 4.8 ***Comprehensive Plan.*** The Commission shall review and revise as needed, the City of New Haven Comprehensive Plan, conduct hearings regarding same, and make recommendations to the legislative body as required under I.C. 36-7-4-405.

Section 5. Quorum, Conduct & Official Action

- 5.1 ***Quorum.*** A majority of the members of the Commission who are qualified to vote shall constitute a quorum. Action of the Commission shall not be official unless it is authorized at a regular or special meeting by a majority of the entire membership of the Commission.
- 5.2 ***Official Action.*** Any action authorized to be taken by the Commission, including but not limited to conducting public hearing, taking evidence, and soliciting testimony shall only be done as authorized under I.C. 36-7-4-302, and these Rules.
- 5.3 ***Roll Call Vote.*** Decisions of the Commission shall be by roll call vote of the members. All members present shall vote on every question unless they are permitted to abstain by the presiding officer, or in the case of a matter requiring official action of the Commission, have disqualified themselves because of a conflict of interest as defined under Section 5.4 of this Section.
- 5.4 ***Conflict of Interest.*** No member of the Commission shall participate in a hearing, discussion or decision of the Commission upon any matter requiring official action of the Commission, in which the member has a conflict of interest as described in IC 36-7-4-223. An alternate member may be appointed as described in IC 36-7-4-220.
- 5.5 ***Vote of President.*** The President shall be entitled to vote on any matter before the Commission as any other member, however, these rules do not prevent the observation of the custom of a President voting only to break a tie or when his or her vote is necessary for the Commission to conduct Official Action.
- 5.6 ***Lack of Conclusive Vote.*** In the event of a majority vote of the Commission cannot be achieved due to absences, permitted abstentions, or disqualifications, the matter shall be rescheduled for the next regular meeting.

Section 6. Minutes and Records

- 6.1 ***Preparation.*** Staff shall be responsible for the preparation and maintenance of minutes for the Commission. The minutes shall include the vote of each member on each question presented or indicate that the member is absent, abstaining with permission, or not voting because of disqualification.

- 6.2 **Filing.** The minutes and all records shall be filed with the Department and are public records, as defined by IC 5-14-3.
- 6.3 **Draft Minutes.** The minutes shall be available in draft form for review and approval of the Commission by the next regular Commission meeting.
- 6.4 **Approval.** The draft minutes shall be presented to the Commission for approval at the next succeeding regular meeting. When approved, the minutes shall be signed by the President and attested by the Secretary.
- 6.5 **Recommendations to Council.** Recommendations from the Commission to the Council, which require Council action, shall be requested to be placed on the Council agenda for the first regular meeting after the Commission certifies its recommendation. Staff shall provide all relevant information concerning the recommendation, to the Council members.

Section 7. Filing of Petitions

- 7.1 **Filing Deadlines.** All applications for approval of a plat or development plan; to vacate a plat; amend a plat or development plan; amend the zoning map or other matter under the jurisdiction of the Commission shall be filed with the New Haven Planning Department, on or prior to the filing deadline established in the annual meeting calendar.
- 7.2 **Complete Application.** A complete application shall consist of the following elements:
 - 7.2.1 A written application for approval.
 - 7.2.2 Fifteen (15) copies of all documentation, as enumerated in the Ordinances.
 - 7.2.3 Draft covenants and restrictions of the petition if applicable.
 - 7.2.4 A non-refundable application fee as established in Section 8 below.
 - 7.2.5 Any additional information deemed necessary and relevant by the Planning Director.
- 7.3 **Owner Consent.** If the petitioner is not the owner of the property, which is the subject of the petition, he or she must submit a signed affidavit from said property owner authorizing the petitioner to file the petition on their behalf.
- 7.4 **Additional Information.** The Commission may require additional information, data, statistics or plats beyond those established by statute or ordinance, which are deemed necessary for intelligent determination by the Commission.
- 7.5 **Placement on Agenda.** If Staff finds that the petition is in good order with sufficient information, it shall set a time for a public hearing on the matter and shall provide public notice in accordance with IC 5-3-1.

- 7.6 **Notification.** Staff shall notify all persons deemed by state statute and the Commission to be interested parties, pursuant to Section 9 below.

Section 8. Fees

- 8.1 **Schedule of Fees.** As set forth in I.C. 36-7-4-411 the Commission may establish a schedule of reasonable fees to defray administrative costs and costs of official actions of the Commission and the Board. Staff shall collect a non-refundable filing fee in accordance with the schedule attached as Exhibit “A” to these Rules for petitions not initiated by the Commission itself.
- 8.2 **Amendment.** The fee schedule may be amended by the Commission in accordance with Section 16 below.

Section 9. Notice Requirements

- 9.1 **Contents of Notice.** A notice of a public hearing required by state statute or city ordinance shall contain as a minimum the following information:
- 9.1.1 Docket number and the substance of the matter to be heard.
 - 9.2.2 General location by address or other identifiable geographic characteristic of the property.
 - 9.2.3 Name of the person, agency or entity initiating the matter to be heard.
 - 9.2.4 Time, date, and place of the hearing.
 - 9.2.5 Statement that the petition may be examined at the Office of the City Clerk.
 - 9.2.6 Statement that any person may offer verbal comments at the hearing or may file written comments prior to or at the hearing.
 - 9.2.7 Any other information, which may be required by law to be contained in such notice.
- 9.2 **Notice Throughout Jurisdiction.** For the purposes of an initial or replacement zoning ordinance and/or zoning map amendment initiated by the Commission, an initial or replacement subdivision code, amendment to the text of the zoning code, amendment to the text of the subdivision code, or amendment to the comprehensive plan, notice shall be provided according to I.C. 5-3-1.
- 9.3 **Publication of Notice.** The Commission is required to provide for the publication of notice pursuant to IC 36-7-4-604 at least ten (10) days prior to public hearing by posting copies of the notice in at least two public places in the City of New Haven. These notices shall be placed in the New Haven Administration Building (City Hall) as well as published notice in a newspaper designated by Council.
- 9.4 **Interested Parties.** For the purposes of an amendment to the zoning map, subdivision plat, development plan, plat vacation, or other matter to be reviewed by the Commission affecting a specific property and not the jurisdiction as a whole, interested parties are determined to be all persons with a legal interest in

the property and all owners of record of real property within three hundred (300) feet to the property which is the subject of the petition. Such parties are to be given written notice at least ten (10) days prior to the public hearing.

- 9.5 **Notice List.** The Office of the Allen County Auditor shall be the sole source for the names of property to be notified. Staff shall ascertain the names as they appear on the real estate tax assessment rolls. A copy of this list of names shall be made a part of the public record for each petition.
- 9.6 **Cost of Notice.** Staff may undertake the mailing of notice to Interested Parties instead of requiring the applicant to perform such notice. If so, pursuant to IC § 36-7-4-411, Staff is authorized to charge fee to the petitioner, as stated in Exhibit A to these Rules, to defray the cost of providing notice to Interested Parties, not to exceed the cost to the Department for postage and Staff time. Also pursuant to IC § 36-7-4-411, the cost of the legal advertisement required under IC § 5-3-1 shall be passed on to the petitioner. Failure to pay any such fees may be collected by the City or the Department in the manner in which debts are collected under Indiana law, plus interest, legal fees and court costs.

Section 10. Conduct of Public Hearings

- 10.1 **Public Hearings.** The Commission shall hold such public hearings as are required by state statute and City ordinances. The Commission may hold additional hearings at such times and places upon such notices as it considers necessary.
- 10.2 **Order of Public Hearing.** The Staff may provide introductory comments regarding a petition or matter before the Commission. Thereafter, the petitioner, property owner, or agent for the petitioner or property owner shall first present the facts and arguments in support of the case. Comments and questions from the Commission members may be interjected during the presentation for clarification of the subject matter. The President shall then call for proponents of the petition followed by opponents to the petition. Each of those persons who wish to comment on the petition must address the President and be recognized before speaking. Each person must state his or her name and address. The President may limit a speaker's time to assure an opportunity for all speakers to comment.
- 10.3 **Closing the Public Hearing.** The President shall close the public comments on the matter after the Commission has adequately heard from all interested persons. The President shall then ask the secretary to read all written comments on the petition received by the Commission. The President shall then ask for any Staff comments regarding the petition.
- 10.4 **Rebuttal.** The petitioner, property owner of record, or agent of the petitioner may give rebuttal, or summarize arguments and the Commission may question further. The Commission shall then consider the petition.

- 10.5 ***Burden of Proof.*** In the presentation of a case, the burden shall be upon the petitioner to supply all information, including charts, diagrams, and other exhibits necessary for a clear understanding of the problem.
- 10.6 ***Orderly Conduct.*** Every person appearing before the Commission shall abide by the order and directions of the President. Discourteous, disorderly or contemptuous conduct shall be regarded as a breach of the privileges of the Commission and shall be dealt with as the Commission directs.
- 10.7 ***Continuances.*** The Commission, at its direction, may continue or postpone the hearings of any case on an affirmative vote of a majority of the Commission among other reasons, the Commission may continue a hearing on a matter before it if it feels it has not been provided sufficient evidence upon which to make a determination.
- 10.8 ***Adjustments to Order of Hearing.*** The President may announce, at the beginning of the hearing on a matter, time limits for the petitioner, organized proponents, organized opponents, and individual proponents or opponents to accommodate hearings on matters generating great public interest.

Section 11. Approval of Development Plans / Plats

- 11.1 ***Decision on Development Plans and Plats.*** Commission review of, and decision to approve or reject, an application for a primary development plan or plat shall be conducted in a public hearing. Public notice shall be required in accordance with Section 7.
- 11.2 ***Determination of Commission.*** To grant approval of a primary development plan or plat, the Commission shall determine that the development plan or plat meets all standards prescribed by the respective subdivision code and/or zoning ordinance.
- 11.3 ***Subdivision Waivers.*** Pursuant to IC 36-7-4-702(c), if circumstances caused by conformance to a standard required by the respective subdivision code prove to cause unnecessary hardship, the Commission may authorize an exception from compliance with a standard defined in that ordinance.
- 11.4 ***Secondary Approval.*** Commission review of and decision to approve or reject an application for secondary development plan or plat approval shall be conducted in a regular monthly meeting. Though a public hearing is not necessary for secondary approval under state statute, the Commission may opt to schedule a public hearing to obtain additional information. Public notice shall be required in accordance with Section 7.

Section 12. Legislative Recommendations

- 12.1 ***Amendment Proposals.*** Proposals to amend or replace the zoning and/or subdivision codes may be initiated by either the Commission or any participating legislative body. The Commission shall exercise due diligence in the study and investigation of the issues and impacts of proposed amendments or replacements to the zoning and subdivision codes.
- 12.2 ***Rezoning.*** Proposals to amend an official zoning maps (“rezone”) may be initiated by the property owner, the Commission, or the legislative body. The Commission shall exercise due diligence in the study and investigation of the issues and impacts of the proposed rezone. In its deliberations, the Commission shall pay reasonable regard to considerations outlined in IC 36-7-4-603.
- 12.3 ***Recommendation.*** After deliberations are complete, the Commission shall make a recommendation and certify same to the legislative body pursuant to I.C. 36-7-4-605.
- 12.4 ***Implementation.*** Implementation of the amendment or replacement cannot begin until it has been approved by the Council.

Section 13. Written Commitments and Final Disposition of Cases

- 13.1 ***Commitments.*** The Commission may accept or require the owner of the property which is the subject of the matter before the Commission to submit a written commitment pursuant to IC 36-7-4-1015.
- 13.2 ***Subdivisions.*** Except for matters under the subdivision control ordinance, the final disposition of any case shall be in the form of a recommendation setting forth findings and determinations of the Commission, together with any modification, specification or limitation, which it makes. In the case of subdivisions, the Commission shall render a decision rather than make a recommendation.
- 13.3 ***Dismissal.*** The Commission may dismiss a case for lack of prosecution or lack of jurisdiction. When a petitioner has failed to appear at two consecutive public meetings, the petition may be dismissed for lack of prosecution.
- 13.4 ***Withdrawal.*** Following any public hearing, a petitioner may not withdraw the matter to come before the public hearing without the approval of the Commission.
- 13.5 ***Refiling After Withdrawal.*** A case that is withdrawn by the petitioner shall not be again placed on the docket for consideration within a period of six (6) months after date of withdrawal.

Section 14. Reconsideration

The Commission may not consider for one year from the date of rejection or removal of a petition to amend the zoning map, which has been rejected by Council, or on which the Council has failed to act, and the matter has been removed from its agenda.

Section 15. Standing, Formal, and Ad Hoc Committees

15.1 **Establishment.** The President, with the approval of the Commission, may establish such committees as deemed to be necessary and desirable. The purposes and terms of such committees shall be specified at the time of their establishment.

15.2 **Appointment.** Members of committees shall be appointed by the President.

Section 16. Amendments to and Suspension of Rules

16.1 **Amendment.** Amendments to these Rules may be made by the Commission at any regular or special meeting upon the affirmative vote of a majority of the members of the Commission.

16.2 **Suspension of Rules.** The Commission may suspend these Rules, or any portion thereof, except where the matter is otherwise controlled by state statute or the Ordinance, provided the suspension is needed to aid the Commission in making a full and fair determination of a matter before it. Upon a majority vote of the Members present.

Section 17. Severability

If any section, subsection, sentence, clause, phrase or other part of these rules of procedure is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of these rules of procedure.

Section 18. Citation to Indiana Code.

Any citation to a section of the Indiana Code in these Rules shall be deemed to refer to any amendment, recodification or replacement of that section.

Section 19. Adoption

Rules of procedure of the City of New Haven Plan Commission of Allen County, Indiana, approved by the affirmative vote of majority of the entire membership if the Plan Commission at the regular meeting of the Commission held on the ____ day of _____, 2020.

President

Attest:

Secretary

**EXHIBIT “A”
Schedule of Fees**

Improvement Location Permits

Residential One- & Two-Family Dwellings		\$100
Residential Additions & Accessory Structures		
	Less than 200 sq. ft.	\$20
	200 sq. ft. to 599 sq. ft.	\$50
	600 sq. ft. and greater	\$100
Fence		\$20
Site Plan Review (w/ Routing)		
	Up to 1,500 square feet GFA	\$200
	Between 1,500 and 10,000 square feet GFA	\$400
	Over 10,000 square feet GFA	\$800
	Multifamily Primary Structure of over 5 units	\$400
Multiple family primary structures or office use primary structures which have been granted Secondary Development Plan approval		\$200
Commercial, Industrial, Institutional, Multi-Family, or Mixed-Use Accessory Structures (not requiring site plan review)		\$100
Signs		
	Single (on premise)	\$75
	Each Additional (on-premise)	\$25
	Off-Premise Sign	\$250
	Temporary	\$20

Board of Zoning Appeals

Variance (Developmental Standards or Use)		
	Residential Use; parcel size <10,000 square feet	\$150
	Residential Use; parcel size >10,000 square feet	\$500
	Commercial, Institutional, or Industrial Uses	\$500
	Sign	\$500
Special Use		
	Residential Use Single Development Site <10,000 square feet	\$150
	Residential Use Multiple Development Sites >10,000 square feet	\$350
	Commercial/Industrial/Institutional Use (Excluding Communication Towers)	\$350
	Communication Towers	\$600
Appeal of Administrative Decision		\$150
Contingent Use		\$300
Amendments to BZA Conditions of Approval		\$100

Plan Commission

Rezoning Petition		\$600
Development Plan Primary		\$700
Development Plan Secondary		\$600
Development Plan Standards Waiver Request (per request)		\$100
Primary Subdivision		
	Minor	\$200
	Major	\$700
Secondary Subdivisions		
	Minor	\$200
	Major	\$700
Master Sign Program		\$600

Administrative

Certificate of Use		\$35
Request for Written Zoning Determination (no research)		\$20
Request for Written Zoning Determination (staff research)		\$50
Zoning, floodplain or similar written verification (no research)		\$10
Zoning, floodplain or similar written verification (staff research)		\$50
Plat Vacation		\$600
Vacation of Public ROW		\$150
Administrative Approval of Lot Split		\$100
Public Notice Cost per Mailing		\$1.25
Legal Notice Publishing		As Invoiced

***Cost of permits doubled for work completed without a permit or if cited.**

Copy Charges – according to the current policy adopted by the City of New Haven.