



Site Plan Review

Commercial Projects

Office of Development Services | 815 Lincoln Highway East | New Haven, IN 46774

Site Plan Review Number
SP-___-___

Application

Pre-Application Meeting - Prior to the intended filing, the applicant must have a pre-application meeting with representatives from Planning, Engineering, and the Fire Department. To make an appointment contact staff at (260)748-7040.

Submitting Application – Within 48 hours of submitting your application, Planning & Engineering will review your plans to determine whether the filing is complete. Formal review of your submission does not begin until it has been determined that your submission is complete. If the filing is determined to be incomplete, you will be contacted by the reviewing Department/Agency to address the deficiencies.

Checking the Status of your Application – If you have questions about the status of your application during the review period, please contact Renae Meredith and Jenny Basting.

Contact Information

Email Correspondence – Please ‘CC’ both Renae Meredith and Jenny Basting **on all project correspondence.** Failure to do so may result in delays during the plan review process.

Planning Admin:	Renae Meredith	rmeredith@newhaven.in.gov
Engineering Admin:	Jenny Basting	jbasting@newhaven.in.gov
Planning:	Brian Acheff	bacheff@newhaven.in.gov
Engineering:	Ty Campbell	tcampbell@newhaven.in.gov
Fire:	Josh Hale	jhale@newhaven.in.gov
	Mark Hoepfner	mhoepfner@newhaven.in.gov
Econ. Development:	Pone Vongphachanh	pone@newhaven.in.gov

Items Required for a Complete Application:

- Application Fee** - Make checks payable to “The City of New Haven”. Commercial Site Plan Review fees based on the square footage of the project.
- Application Form** - All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
- Attachment C:** Affidavit and Consent of Property Owner (Submit only if the owner is different from the applicant)
- Attachment E:** Plan Submittal Checklist (To be completed by Planning and Engineering within 48 hours of application)
- Attachment N:** Agreement to Pay for Independent Engineering Review for Stormwater/Erosion Control
- Allen County Drainage Board Report** – (If Applicable)
- Recorded Commitments** – Submit one copy of the recorded commitments associated with the rezoning of this property (if applicable)
- Site Development Plans** – Site Development Plans shall be prepared. Submit **three full sets** that are 24” x 36” in size.
- Electronic Copy of Plat and Plans** – Submit **one** copy of the plat and plan set in a .pdf format on a portable media device or email a copy (or downloadable link) of plans to nhplan@newhaven.in.gov



COMMERCIAL IMPROVEMENT LOCATION PERMIT

Department of Planning and Economic Development | 815 Lincoln Highway East | New Haven, IN 46774

Permit Number:
Z-2023-_____

Applicant Information	
Name:	
Street:	
City:	
State:	Zip:
Phone:	Fax:
E-mail:	
Property Owner Information	
Name:	
Street:	
City:	
State:	Zip:
Phone:	Fax:
E-mail:	
Certification and Notice of Intent to Comply	
<p>I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that construction will comply with, and conform to all applicable laws of the State of Indiana. I further certify that the construction will conform with Title XV: Land Usage Codes of the City of New Haven and that there shall be no occupancy and/or use of the project until a Certificate of Compliance is issued by the Zoning Administrator.</p>	
<p>_____</p> <p>Authorized Agent (printed)</p>	
<p>_____</p> <p>Authorized Agent (signature)</p>	
<p>_____</p> <p>Date:</p>	

Permit Type		
Please Select a Permit Category		
\$200	<input type="checkbox"/> Up to 1,500 SF GFA	
\$400	<input type="checkbox"/> 1,501 and 10,000 SF GFA	
\$800	<input type="checkbox"/> Over 10,001 SF GFA	
\$200	<input type="checkbox"/> New Building or <input type="checkbox"/> Addition approved as part of a Secondary Development Plan	
\$100	<input type="checkbox"/> Non-Residential structure not distributed to other agencies for review (please describe below)	
Project Information		
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Mixed-Use
<input type="checkbox"/> Institutional	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Other
Address:		
Parcel No:		
Building Use:		
Est. Construction Cost:		
Est. Completion Date:		
Height:		
Water Provider:		
Sewer Provider:		
	Existing	Added
Square Footage		
Parking Spaces		
Employees		

Office Use Only				
Zoning:	Township:	FIRM:	Flood Zone: <input type="checkbox"/> X <input type="checkbox"/> AE	Receipt:
Comments:				
Approved by:		Date:		
		Expires:		



Attachment C

Affidavit and Consent of Property Owner

Department of Planning and Economic Development | 815 Lincoln Highway East | New Haven, IN 46774

Project _____

Docket _____

Complete and submit if applicant is different from the property owner.

I (we) _____
NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(S) of the real estate located at _____.
2. That I/we have read and examine the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. The such request being made by the applicant (_____ is) (_____ is not) a condition to the sale or lease of the above reference property.

(AFFIANT)

STATE OF INDIANA)

) SS:

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

, Notary Public

My Commission expires: _____

County of Residence: _____



Attachment E

Full Submittal Checklist

Department of Planning and Economic Development | 815 Lincoln Highway East | New Haven, IN 46774

Site Plan Review Number	
Intake Date	

Date, North Arrow, Scale and Proposed Name of the Development	
Name, Address, and Phone Numbers of the developer(s), and the land surveyor, architect or engineer who prepared the plans	
A boundary survey of the property, prepared and certified by a licensed land surveyor, which complies with Title 865 Rule 12 of the IAC. The survey shall have been performed within (1) year of submission of the site plan and reflect the current conditions of the site. The following items shall be included on the boundary survey:	
Property boundary lines, giving length and bearing (including reference or basis) on each straight line; and interior angles, radius, point of tangency and length of curved lines. The perimeters of the property shall be dimensioned in feet and decimals as accurately as possible to the nearest one hundredth (0.01);	
The width of all adjoining street and highway rights of way, and the street width;	
Existing sidewalks on or adjacent to the development parcel;	
Existing encroachments, including fences, structures, pavement and other improvements, either way across property lines;	
Existing fences and walls located with respect to property lines;	
Recorded or otherwise listed dedicated easements or similar rights of way, including type of easement;	
Existing lot or tract lines within the development parcel;	
Addresses of existing structures;	
Current zoning of the development parcel;	
Existing platted building setback lines; and	
Development parcel legal description.	
A topographic/utility survey of the property, prepared and certified by a licensed land surveyor, which complies with Title 865 Rule 12 of the IAC. The survey shall have been performed within one (1) year of the submission of the site plan and reflect the current conditions of the site. The following items shall be included on the topographic/utility survey:	
Benchmarks in USGS datum;	
Existing site contours at 1 foot intervals based on USGS datum unless the Planning Staff determines that the slope of the property requires a different contour interval;	

	Location of all existing structures on the development parcel and all off-site structures within 10 feet of the property lines, if the off-site structure locations can be determined from the subject property;	
	If applicable, the location of the special flood hazard area of the regulatory flood as mapped by scale on the FIRM maps for Allen County, including all on-site established base flood elevations, and the base flood elevation at the property lines. If the elevations on the topographic/utility survey indicates an area subject to inundation by the regulatory flood which lies outside of the floodplain identified on the FIRM, the information on the topographic/utility survey shall govern and that area shall be considered a special flood hazard area and subject to the regulations of the ordinance;	
	Existing finished floor elevations of the lowest floor of all structures;	
	The approximate location of all wetlands on the development parcel according to the current National Wetland Inventory Maps;	
	The location of any natural water features such as lakes, ponds, streams or drainage ways;	
	The location of any Allen County regulation drain(s) on or immediately adjacent to the development parcel, including existing statutory drain easement(s);	
	The location of existing vegetation including the perimeter of all wooded areas, other significant vegetation, and individual trees at and above 2 inches in trunk caliper (measured according to standard horticultural practices);	
	The location and size of all existing water facilities, including the location of all meters, valves, and fire hydrants on the or serving the development parcel;	
	The location and size of existing natural gas distribution facilities on the development parcel;	
	The location and size of existing communication systems on the development parcel, including the location of all poles, towers, and equipment; and	
	Names of the utility service providers	
	Proposed structures within the development parcel;	
	Finished floor elevations of the lowest floor of all proposed structures located within a special flood hazard area;	
	Proposed building elevation drawings;	
	Dimensions showing the distances from the proposed structures and/or parking areas to property and right-of-way lines;	
	Any proposed subdivisions of individual parcels, showing proposed lot, tract or development parcel numbers and dimensions if applicable	
	Grading, drainage and erosion control plans which include storm drainage flow lines, location of swale and/or retention/detention areas, calculations, elevations, and pipe materials;	
	Location of proposed public sanitary sewer, storm sewer, and water lines, showing sizes, elevations, materials, and sewer rim and invert elevations of each manhole;	
	The point of connection to existing sanitary sewer, storm sewer, and water facilities;	
	Proposed water and/or sewer main line extension plans and profiles, if applicable;	

Internal plumbing plans including isometrics and expected flows of the proposed land use(s);	
Placement of all exists and exit and emergency lighting;	
Proposed street, site, and building lighting plans including fixture locations, pole types, fixture types (including wattage), service source, and photometrics;	
Propose public or private streets, including plan profiles and cross sections, names, traffic control devices (signals, signs, and/or pavement markings)	
Proposed auxiliary street lanes (passing turning, deceleration and recovery)	
A detailed landscape which meets the requirements of Section 157.306 and 157.313(E) which includes provisions for perimeter screening and buffering, parking area screening and buffering, shade tree and greenspace locations and fencing proposals;	
Proposed street tree locations if required;	
Proposed sidewalk locations and widths;	
The location, size, and type of proposed signage;	
Details and specifications for proposed off-street parking areas, service areas, loading areas, and points of access to public or private rights-of-way;	
Proposed easements, showing widths and types, and	
Areas to be used for the outdoor storage or display of materials, merchandise, machinery, or other such items.	

Electronic Plans Match Physical Copies?

- Yes No

Planning:

- Application is Complete Application is Incomplete

Engineering:

- Application is Complete Application is Incomplete



Attachment N

Outside Review Agreement

Department of Planning and Economic Development | 815 Lincoln Highway East | New Haven, IN 46774

AGREEMENT BETWEEN APPLICANT AND CITY OF NEW HAVEN FOR INDEPENDENT ENGINEERING SERVICES FOR STORMWATER/EROSION CONTROL REVIEW

SUBJECT PROJECT: _____

DEVELOPER OR OWNER OF THE REAL ESTATE (APPLICANT): _____

ADDRESS: _____

WHEREAS, the Applicant desires to develop a certain parcel of real estate that has been submitted to the New Haven Advisory Plan Commission for development approvals, which is referred to above as the "SUBJECT PROJECT", and

WHEREAS, the City desires to expedite plan review for subdivision platting, site development, and construction and acceptance of developer or owner-installed infrastructure for said subject subdivision project; and

WHEREAS, the Applicant agrees to pay all sums necessary for the compensation of the Independent Engineer who is providing engineering services to the City for development plan review of the Applicant's project; and

WHEREAS, the Independent Engineer and the City shall keep detailed time and expense records for the Applicant's Project referred to above; and

WHEREAS, Applicant has agreed to be billed at a rate of one hundred and twenty-five dollars, \$125.00 per hour for the Independent Engineer's review of the platting, site development, and construction plans and all related matters on Applicant's subject development project until the City approves the plat or the site development plan and issues an improvement location permit; and

WHEREAS, the Developer agrees to pay, prior to the issuance of an improvement location permit, the estimated amount of Independent Engineer fees set forth above.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Applicant has agreed to be billed a review fee at a rate of one hundred and twenty-five dollars, \$125.00 per hour to begin the review by the Independent Engineer of its tendered primary plat, secondary plat, site development plan, and construction plans for the Applicant's project of _____.

2. The Applicant shall hold the City harmless from any claim for liability from anyone arising out of any act of the Applicant in performing this Agreement.

3. The City agrees to require the Independent Engineer to present to the City an itemized invoice showing its staff's time and expenses to the nearest quarter hour for each individual project.

4. In the event Applicant is not a sole proprietor, the person signing in its behalf hereby represents and warrants that his or her organization has taken the appropriate action to authorize his or her signature on this document.

5. The parties agree that the Applicant shall pay for the review time at the rate of \$125.00 per hour upon presentation by the city of an itemized invoice showing the time and expense for the project review. The full fee shall be paid before the Improvement Location Permit will be issued.

WHEREFORE, the Applicant has hereunto set his/her/its hand this _____ day of _____, 20____.

"APPLICANT"

"CITY OF NEW HAVEN"

By: _____

By: _____

Title: _____

Title: _____

Company: _____