



Secondary Development Plan

Multifamily, Commercial, and Industrial Developments

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

Step 1: Application

Pre-Application Meeting - Prior to the intended filing, the applicant must discuss the potential application with Staff for the purpose of becoming familiar with requirements, procedures, deadlines, and hearings. The legal descriptions for the petition may be reviewed at this time.

Making Application - The applicant must make an appointment with Staff to file by calling (260) 748-7040. A complete application with all required attachments must be submitted by the date shown on the Application Schedule. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

Items Required for a Complete Application:

- Application Fee** - Make checks payable to "The City of New Haven". Development Plan: \$600
- 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 D:** Detailed Data Sheet
- Attachment E:** Submittal Checklist
- Allen County Drainage Board Report** – (If Applicable)
- Drainage Calculations and Watershed Map** – (Two Copies)
- Recorded Commitments** – Submit one copy of the recorded commitments associated with the rezoning of this property (if applicable)
- Legal Description** - A legal description of the subject property is required.
- Reproducible Site Development Plan** – Submit one basic, overall plan that is 11" x 17"
- Site Development Plan** – Site Development Plans shall be prepared in accordance with New Haven Unified Development Ordinance Chapter 157. 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 compact disk or other portable media device or email a copy (or downloadable link) of plans to nhplan@newhaven.in.gov

Step 2: Staff Report and Application Schedule

Staff Report

After an examination of information in the public record and findings from additional research, Staff shall publish a Staff Report that provides an analysis of the petition request. Such report shall be published along with the agenda approximately five days prior to the hearing.

Public Hearing

The Commission shall follow its adopted Rules of Procedures for the hearing, a copy of which available at the Planning Office. Public Hearings of the Plan Commission are generally held on the second Tuesday of each month in the Common Council Chambers at the New Haven City Administration Building, 815 Lincoln Highway East, New Haven, Indiana 46774.

When your request comes up on the agenda, you must present your request to the Commission. You may represent yourself or have a consultant or attorney represent you. You may use any evidence that will assist you in the presentation. If the members need additional information, they will ask questions regarding your request.

Upon conclusion of its public hearing, the Commission will vote on your petition. The Commission may include commitments and conditions as part of its decision.

Application Schedule

The following table on the next page depicts the deadlines for petitions before the Plan Commission. Deviations from the schedule are not permitted without approval from the Commission. Secondary Plats are required to be heard before the Plan Commission.

Step 3: Petition Information (Completed by Staff at the Time of Application)

The Docket Number for this petition is _____. Please use this number for referencing the request and when submitting additional information in the future.

This petition will be discussed at the Projects Meeting on _____. The meeting starts at _____ in the Planning Department meeting room at 815 Lincoln Highway East, 2nd Floor, New Haven, Indiana 46774.

This petition will be heard by the Commission on _____. The meeting starts at 6:00 pm in the Common Council Chambers of the New Haven Administration Building, 815 Lincoln Highway East, New Haven, Indiana 46774.

The Staff Report and Agenda for this petition will be published on approximately _____.

What Happens Next?

Once the Plan Commission approves the Primary Development Plan, the project will either proceed to a Secondary Development Plan review as required by the Unified Development Ordinance or Improvement Location Permits and a Land Alteration Permit will be issued for work to commence on the project.

2023 New Haven Advisory Plan Commission

Primary and Secondary Development Plans

6:00pm in the City Council Chambers of the New Haven Administration Building

Hearing Date	Application Submittal	Public Notice	Agendas Distributed
January 10 th	12/13/22	12/30/23	12/21/22
February 14 th	1/17/23	1/27/23	1/17/23
March 14 th	2/14/23	3/3/23	2/28/23
April 11 th	3/14/23	3/31/23	3/28/23
April 25 th	3/28/23	4/14/23	4/11/23
May 9 th	4/11/23	4/28/23	4/25/23
May 23 rd	4/25/23	5/13/23	5/9/23
June 13 th	5/16/23	6/2/23	5/30/23
June 27 th	5/30/23	6/16/23	6/13/23
July 11 th	6/13/23	6/30/23	6/27/23
July 25 th	6/27/23	7/14/23	7/11/23
August 8 th	7/11/23	7/28/23	7/25/23
August 22 nd	7/25/23	8/11/23	8/8/23
September 12 th	8/16/23	9/1/23	8/29/23
October 10 th	9/13/23	9/29/23	9/26/23
November 14 th	10/11/23	11/3/2023	10/31/23
December 12 th	11/15/23	12/1/23	11/28/23



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

Applicant Information

Name:	
Street:	
City:	
State:	Zip:
Phone:	Fax:
E-mail:	

Property Owner Information

Name:	
Street:	
City:	
State:	Zip:
Phone:	Fax:
E-mail:	

Notarization

The above information and attached exhibits, to my knowledge and belief are true and correct.

_____	_____
Printed Name of Applicant	Signature of Applicant
_____	_____
Notary Public's Name (printed)	Signature of Notary
_____	_____
My Commission Expires	State; County
Subscribed and sworn to before me this _____ day of _____, _____	

Office Use Only

Docket #	
Filing Date	
Fee	
PC Date	
Received By	

Project Information

Please Select a Project Type		
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Residential
<input type="checkbox"/> Other:		
Location / Address:		
Parcel Number:		
Existing Zoning:		
Proposed Zoning:		
Existing Use:		
Proposed Use:		
Total Acreage:		
Total Lots:		



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 D

Detail Data Sheet

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

Project _____

Docket _____

1. Acreage

Total Acreage _____

Proposed Private Acreage _____

Proposed Public Acreage _____

2. Densities

Number of Lots/Units _____

Units per Acre _____

Estimate Population _____

3. Utilities to Serve the Development

City of New Haven

Indiana-Michigan Power (AEP)

NIPSCO

Frontier

Private Wells

Other _____

City of Fort Wayne

Paulding Putnam Electric Cooperative

Verizon

Comcast

Private Septic

Other _____

4. List any improvements that are to be owned and maintained privately (and by whom):

5. For which of the following improvements will you be submitting performance bond estimates as part of your application?

Streets

Signs & Monuments

Sanitary Sewers

Off-Site Sewers

Sidewalks

Other _____

Other _____



Attachment E

Secondary DV Plan Full Submittal Checklist

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Certification by the appropriate licensed architect, engineer, or land surveyor		
The development plan shall be drawn at a scale of not less than one (1) inch equals 100 feet on a 24 by 36 inch sheet, unless the size of the proposed project requires a different scale or sheet size		
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 development plan		
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 (2) years of submission of the development 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 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 two (2) years of the submission of the development 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 located within the special flood hazard area;	
	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 in accordance with standard horticultural practices);	
	The location and size of all existing water facilities, including the location of all meters, valves, and fire hydrants on or serving the development parcel;	
	The location, size, depth, and flow of all existing sanitary sewers, combination sewers, storm drains, and culverts on and/or immediately serving the development parcel, including the location of catch basins and manholes with rim elevations and inverts of each pipe;	
	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 emergency lighting;	
Proposed street, site, and building lighting plans including fixture locations, pole types, fixture types (including wattage), service source, and photometrics;	
Proposed 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 plan which meets the requirements of Section 157.408 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;	
Any common areas, including proposed recreation amenities	
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.	
For projects with special flood hazard area, an analysis of the proposed effect of the project on the floodplain certified by a registered professional engineer with expertise in water resources engineering shall be submitted. This analysis may be subject to review by an engineering consultant chosen by the Plan Commission or other applicable City department	
Where applicable, quantitative data indicating the gross residential density and type of dwelling units	
Proposed method of preserving and maintaining all common areas, if applicable	
For multiple tenant or multiple unit structures, the location and square footage of individual units or tenant spaces	
A copy of proposed restrictive covenants, if applicable	