

PRIMARY DEVELOPMENT PLAN SUBMISSION REQUIREMENTS.

All development plans submitted for primary approval shall contain the items listed below if applicable. The Planning staff reserves the right to not accept incomplete submissions, or to accept the submission but defer placing the item on the public hearing agenda until it is complete. The following items must be included on the development plan(s) unless otherwise determined by the Planning staff:

- 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 Indiana Administrative Code. The survey shall have been performed within one (1) year of the 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 Indiana Administrative Code. The survey shall have been performed within one (1) year 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 Flood Insurance Rate Maps for Allen County, including all on-site established base flood elevations, and the base flood elevation at the property line. 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 Flood Insurance Rate Map, the information on the topographic/utility survey shall govern and that area shall be considered a special flood hazard area subject to the regulations of this subchapter;
 - existing finished floor elevations of the lowest floor of all structures located within a 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 regulated 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 direction of 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;
- any proposed subdivisions of individual parcels, showing proposed lot, tract or development parcel numbers and dimensions, if applicable;
- the point(s) of connection to existing sanitary sewer, storm sewer and water facilities;
- the proposed location and general sizes of any public sanitary sewer, storm sewer, and water lines;
- proposed storm water drainage flow lines, and the location of swales and retention/detention areas (if applicable);
- proposed street and site light fixture locations;
- proposed public or private streets, including proposed names and right-of-way widths;
- generalized landscaping proposals which address the treatment of the perimeter of the site and parking areas, including landscaping, screening, buffering, shade trees, and fencing proposals;
- any common areas, including proposed recreation amenities;
- existing parks and/or recreation areas adjacent to the development parcel;
- proposed sidewalk locations;
- proposed sign locations and sign types;
- 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.
- Additional submission requirements.** In addition to the required development plan documents, the following information shall be submitted if applicable to the project:
 - where applicable, quantitative data indicating the gross residential density and type of dwelling units; and
 - a copy of any proposed restrictive covenants.