



Town of Lizton Site Development Plan Policy and Procedure

Purpose

The intent of this Section is to; provide for the adequate, consistent review of new development and ensure compliance with this Zoning Ordinance; accommodate traffic and utility systems; and address the unique characteristics of certain areas of development. Site Development Plan review is provided for by the Indiana Code 36-7-4-1400. The development plan review process is not intended to provide an alternative to rezoning, variance, special exception, platting, or other established procedures, but rather to allow for the administrative review of site conditions and development plans for consistency with applicable requirements prior to the issuance of permits. Generally, Site Development Plan review shall involve new non-residential and residential development and shall occur after rezoning and primary plat approvals. Site Development Plan review may occur before or after any necessary Board of Zoning Appeals applications based on the characteristics of each application.

Site development plan review is required to promote orderly development and redevelopment in the Town and to ensure that such development is in harmony with surrounding properties and consistent with the general welfare and the policies in the Comprehensive Plan. The procedures set forth in this Section are used for determining whether new development or redevelopment is in compliance with the standards of the Lizton Zoning Ordinance. This Section provides standards by which submission and approval of site plans, for access control, lighting, signage, and landscaping of a lot or parcel of land in order to achieve the following purposes:

- (1) Compatibility of land uses, buildings and structures;
- (2) Protection and enhancement of property values;
- (3) Efficient use of land;
- (4) Minimization of traffic, safety and use of land; and
- (5) Minimization of environmental problems.

Exemptions

The following types of development shall be exempt from the requirements of this Section, but shall be required to obtain an Improvement Location Permit and/or any other permit or approval otherwise required by this Ordinance:

a) Sign Installation

The replacement or installation of any sign(s) not occurring as part of an improvement to any other aspect of the property.

b) Parking Lot Expansion

The expansion of an existing parking lot that does not result in (1) a greater than 25% or 2,000 square foot (whichever is greater) increase in the surface area of the parking previously available on the property (2) the demolition of any structure or (3) the need for modifications to street accesses.

c) Structural Expansion

The expansion of an existing structure or the construction of an accessory structure that does not result in a greater than 25% increase in the floor area of the structures that were previously existing

on the property and does not require the provision of additional landscaping, parking, or other improvements regulated by this Ordinance.

d) Residential Use/Structure

The placement of an individual manufactured home or the construction or expansion of a single-family residential use and structure (ILP required).

Review and Approval Authority

The Zoning Administrator and the Plan Commission shall have the authority to review and approve Site Development Plans.

Pre-application Meeting Required

A preliminary informal meeting shall be held with the Zoning Administrator prior to application submittal.

Application Materials

All applications may be obtained from the Zoning Administrator. Fees, as established by the Town Council, shall be paid to the Zoning Administrator, or his or her designee, at the time the application is submitted.

a) Application Forms

All applications shall be made on forms provided by the Zoning Administrator. All applicants shall submit original applications that are completed in their entirety either in ink or typed.

b) Copies Required

All applicants shall submit copies of applications and necessary attachments as required by the adopted policies of the Town and the applicable Rules and Procedures of the Plan Commission.

c) Review Schedule

All applications shall be assigned reference and/or docket numbers by the Zoning Administrator, or his or her designee. Applications shall be scheduled by the Zoning Administrator, or his or her designee, for the appropriate meetings and/or public hearings based on the completeness of the application consistent with the requirements of this Section and the appropriate adopted Calendar of Filing and Meeting Dates for the Plan Commission.

Application

The applicant shall submit an application for Site Development Plan review, an affidavit and consent of property owner(s) (if the property owner is someone other than the applicant), a copy of the deed for the property involved, the required filing fee, and required supporting information to the Zoning Administrator, or his or her designee.

a) Application Material Format

All documents and drawings shall be provided in both hard copy and digital format in a manner specified by the Zoning Administrator. Each application shall include eight (8) copies of all full sized documents and drawings. For all graphic and plan drawings, a scale of not less than one inch equals one hundred feet (1"=100') shall be used. Individual sheets or drawings shall not exceed twenty-four (24) inches by thirty-six (36) inches. The applicant shall also submit two (2) table top copies not to exceed eleven (11) inches by twenty-four (24) inches. Digital copies of all materials shall be sent to the Zoning Administrator.

b) Supporting Information

Supporting information shall include, but not be limited to, that described by this Section. The Zoning Administrator, Town Engineer, Town Manager, and/or Plan Commission may request additional supporting information, which shall be provided by the applicant.

Required Materials

The materials shall be submitted with all Site Development Plan applications and can be found on the ***Application Checklist***.

Administrative Procedures

(1) Application Filing

Applications shall be filed with the Zoning Administrator or his designee in conformance with the regulations set forth in the Plan Commission's Rules of Procedure.

(2) Special Requests

In addition to the minimum data and information required by this Section, every applicant shall submit such other additional data, information, or documentation as the Zoning Administrator or any official body before which its application is pending may deem necessary or appropriate to achieve a full and proper consideration of that application.

(3) Supplemental Data

Whenever supplemental data in connection with a previously filed application is required by the Town or offered by the applicant, it shall be submitted at least twenty-five (25) days prior to the date on which it is to be considered or acted upon in connection with such application. The filing of such data shall, in the discretion of the Zoning Administrator and of the body hearing the application, be allowed to delay a requested or scheduled hearing or decision date.

(4) Fees

From time to time the Town Council may contract with independent professionals for services related to the review of applications. If independent review of an application is needed, the applicant shall be responsible for the cost of the review. Such professional costs may include but are not limited to the cost of newspaper publication, planning, engineering, legal, traffic analyses, environmental impact or other similar studies.

(5) Waivers

Where the Plan Commission finds that (1) extraordinary hardships or practical difficulties may result from strict compliance with these regulations, or (2) the purposes and intent of these regulations may be served to a greater extent by an alternative proposal, it may grant waivers of the standards set forth in *Section 6: Development Standards* of this Ordinance so that substantial justice may be done, and the public interest served. No waiver shall be granted in relief of mere inconveniences or financial disadvantages of the subdivider.

General Information

- The Lizton Plan Commission meets on the 4th Monday of every month.
- Applications **MUST BE FILED** with the Zoning Administrator according to the "Official Application Submission Schedule".
- The meetings start at 7:00 PM in the Town Hall, 106 Lebanon Street Lizton, IN 46149.