

# AMENDED DEVELOPMENT PLAN



## *Guide to Development Plan Review*

### **Background**

Certain amendments to an approved development plan require review and approval by the Auburn Plan Commission.

- Does the plan respect the natural environment and topography of the site and provide desirable and functional open space?

### **Applicability**

The following improvements to a property with an approved development plan require submission of an application for an amended development plan:

- An addition that exceeds fifty percent (50%) of the footprint of the existing primary structure
- An addition that exceeds 10,000 square feet
- Any new or expanded accessory structure that exceeds 5,000 square feet
- Any new curb cuts
- Any new parking lots
- Any expansion of a parking lot that adds twenty-five percent (25%) or more spaces.

### **Conditions**

Amended development plan reviews help ensure that the meaning and intent of the regulations contained in the Unified Development Ordinance are complied with. Amended development plan review regulates the development of structures and sites by asking questions such as:

- Is the plan in compliance with City Codes, the Comprehensive Plan, and the zoning of the subject property?
- Does the plan provide safe, efficient, and convenient access for vehicles and pedestrians, and provide adequate parking?
- Is the plan designed to minimize impact on surrounding property and does it include appropriate landscaping and lighting features?

### **Process**

Applications for amended development plan must be reviewed by City staff and the Auburn Plan Commission. Any person applying for an Amended Development Plan must contact the Building, Planning and Development Department staff, who will explain the review process and provide the necessary forms, checklists, and dates.

When the Building, Planning and Development Department accepts an amended development plan application, staff reviews it for completeness and compliance with applicable plans and ordinances. The amended development plan is routed for review by City and County departments. Staff will contact the applicant if additions or revisions to the amended development plan are necessary. After all review comments are properly addressed by the applicant, staff prepares a report containing its findings and a recommendation of approval or denial of the amended development plan request. The application and staff report are submitted to the Plan Commission for review and final action.

In addition to review by City staff and officials, the application is subject to comment from the general public. A public hearing is required at the Plan Commission meeting when the application is presented.

## Public Notices

City staff prepares and publishes a legal notice in The Star newspaper for the public hearing to be held on the application.

City staff prepares and mails the notice to all adjacent property owners for the public hearing. A Public Notice yard sign is placed upon the property.

Costs for the legal notice and neighbor notices are included in the application filing fee.

## Decision

The Plan Commission is comprised of 11 members: a member of the Common Council appointed by the Council; a member of the Park Board appointed by the Park Board; A member of the Board of Public Works and Safety, or a representative, appointed by the Board of Public Works and Safety; the City Engineer or a qualified assistant appointed by the City Engineer; five members appointed by the Mayor, of which no more than three can be of the same political party; two members appointed by the DeKalb County Commissioners who reside in the extra-territorial planning area, which shall not be from the same political party; and a member of the DeKalb County Plan Commission who shall serve as a non-voting advisory member. The Commission meets on the 2<sup>nd</sup> Tuesday of every month, as needed.

At the meeting the Commission will allow the applicant and staff to present a report on the proposed amended development plan. A public hearing is also required. The Commission then makes Findings of Fact supported by the presented evidence. Based on those findings, the Commission decides whether it can reach each of the required conclusions. The Commission may approve an amended development plan only if it reaches all the required conclusions. The Commission may approve an application subject to conditions reasonably necessary to allow it to reach the required conclusion.

The Commission's decision is final as far as the City's process is concerned. The Mayor and Common Council cannot overrule or alter the Commission's decision.

If anyone feels an amended development plan was improperly granted or denied, including the Mayor and Common Council, the Commission's decision must be appealed to the Circuit Court of the County within 30 days of the date the Commission decision is made.

## Timeline

- Pre-application review with City staff
- Complete application
- **30 days before Plan Commission hearing**
  - Filing deadline
    - Submit a completed application
    - Submit sketch plan for property
    - Complete application checklist
    - Pay filing fee
  - Staff Review
    - Site photographs
    - Prepare Staff Report
- **At least 10 days prior to Plan Commission hearing**
  - Notices of the public hearing mailed
  - Legal notice published in newspaper
- **Plan Commission hearing**
  - Held on 2<sup>nd</sup> Tuesday of month, as necessary

# AMENDED DEVELOPMENT PLAN APPLICATION CHECKLIST



*A completed application must include the following:*

- ☐ **A completed application form.** The application form is available in the Building, Planning and Development Office located on the 2<sup>nd</sup> floor of City Hall or at [www.ci.auburn.in.us](http://www.ci.auburn.in.us).
- ☐ **A filing fee of three-hundred and seventy-five dollars (\$375.00)** payable to the City of Auburn.
  - If a parking lot only development plan, the filing fee is **one-hundred and sixty-five dollars (\$165.00)**.
- ☐ **Ownership affidavit; copy of deed; or other proof of ownership OR ownership consent form.**
- ☐ **Paper copies of all plans.** Seven (7) full size hard copies are required. 24" x 36" preferred.
- ☐ **Digital copy of all plans.** In portable document format (.pdf) and in AutoCAD format (.dwg) for each sheet.
- ☐ **Plans shall be signed and sealed by the project engineer or architect.** Seven (7) full size hard copies are required. 24" x 36" preferred.
- ☐ **Amended Development Plan drawings shall contain all information as required in Section 9.05 of the Auburn Unified Development Ordinance.**

*Applicant may also submit the following:*

- ☐ **Any written statement, documents, photographs, plans or supporting information justifying the development plan requested.**
- ☐ **Proposed Findings of Fact to support the development plan request.**



## PLAN COMMISSION APPLICATION

Department of Building, Planning, & Development

210 S Cedar St PO Box 506 Auburn IN 46706 | 260.925.6449 | 260.920.3342 fax | bpd@ci.auburn.in.us

### PROJECT INFORMATION

Name \_\_\_\_\_

Location \_\_\_\_\_

Application Type \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CONTACT INFORMATION

*Provide Contact Name, Company Name (if applicable), Mailing Address, Phone, and Email for each individual.*

Applicant \_\_\_\_\_

Applicant Address \_\_\_\_\_

Applicant Phone \_\_\_\_\_ Email \_\_\_\_\_

Property Owner \_\_\_\_\_

Developer \_\_\_\_\_

\_\_\_\_\_

### CERTIFICATION

*By signing below, I certify the following:*

- I am the owner of legal agent of the subject property;
- The information provided in this application is true and accurate to the best of my knowledge;
- I understand the application will be routed to applicable government and utility agencies;
- I understand my presence (or my legal counsel's presence) is required at the Plan Commission meeting concerning this project;
- I authorize City staff to walk upon the property for purpose of taking photographs for the staff report;
- I authorize City staff to post a Public Notice sign in a conspicuous place upon the property.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Applicant Printed Name*

\_\_\_\_\_  
*Date*

### OFFICE USE ONLY

Received Date: \_\_\_\_\_ LOGOS#: PC- \_\_\_\_\_

Received By: \_\_\_\_\_ LOGOS Address: \_\_\_\_\_

Payment Type: \_\_\_\_\_ Receipt Number: \_\_\_\_\_



## PLAN COMMISSION APPLICATION

### ADDITIONAL INFORMATION

*Provide any additional information about this project.*

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### SUBMITTAL REQUIREMENTS CHECKLIST

*Each type of application has specific requirements listed in Chapter 150 Unified Development Ordinance, Article 9. Below is a generalized list of submittal requirements for Plan Commission applications.*

- ☐ Pre-application meeting
- ☐ Completed Application
- ☐ Owners Affidavit – if application is not signed by owner
- ☐ Recorded Property Deed
- ☐ Site Plan showing property lines, structures, vehicular and pedestrian circulation, utilities, landscaping, etc.
- ☐ Floodplain Certification Statement
- ☐ Survey
- ☐ Building Elevations (Development Plan only)
- ☐ Statement of Development Buildout
- ☐ Anticipated date of DeKalb County Drainage Board approval
- ☐ Application Fee



## AFFIDAVIT OF PROPERTY OWNERSHIP

Department of Building, Planning, & Development

210 S Cedar St PO Box 506 Auburn IN 46706 | 260.925.6449 | 260.925.8239 fax | bpd@ci.auburn.in.us

### PROPERTY OWNER INFORMATION

|                 |  |
|-----------------|--|
| Name            |  |
| Mailing Address |  |
| Phone / Email   |  |

### PROJECT LOCATION

|         |  |
|---------|--|
| Address |  |
|---------|--|

### AUTHORIZED AGENT

|                          |  |                          |     |                          |            |                          |             |                          |             |
|--------------------------|--|--------------------------|-----|--------------------------|------------|--------------------------|-------------|--------------------------|-------------|
| Name                     |  |                          |     |                          |            |                          |             |                          |             |
| Phone/Email              |  |                          |     |                          |            |                          |             |                          |             |
| Application Type         | <table><tr><td><input type="checkbox"/></td><td>PC</td><td><input type="checkbox"/></td><td>BZA</td><td><input type="checkbox"/></td><td>Demolition</td><td><input type="checkbox"/></td><td>Other _____</td></tr></table> | <input type="checkbox"/> | PC  | <input type="checkbox"/> | BZA        | <input type="checkbox"/> | Demolition  | <input type="checkbox"/> | Other _____ |
| <input type="checkbox"/> | PC   | <input type="checkbox"/> | BZA | <input type="checkbox"/> | Demolition | <input type="checkbox"/> | Other _____ |                          |             |

### OWNERS CERTIFICATION AND SIGNATURE

I certify that I am the owner of the property listed above as the project location. The authorized agent listed above is designated to act on my behalf for matters pending before the City of Auburn according to the application types checked above.

By: \_\_\_\_\_  
Owner, Signature

\_\_\_\_\_  
Owner, Printed Name

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Owner, Signature

\_\_\_\_\_  
Owner, Printed Name

\_\_\_\_\_  
Date

### OWNER ACKNOWLEDGEMENT

State Of \_\_\_\_\_ )  
\_\_\_\_\_) SS:  
County Of \_\_\_\_\_ )

BEFORE ME, the undersigned Notary Public in and for said County and State, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ personally appeared the within named \_\_\_\_\_ herein "Owner"

WITNESS my Hand and Notarial Seal

By: \_\_\_\_\_  
Notary Public, Signature

\_\_\_\_\_  
Notary Public, Printed Name

\_\_\_\_\_  
Number / Expiration Date or Stamp



# AUBURN PLAN COMMISSION

## 2026 Meetings and Deadlines

| Meeting on 2nd<br>Tuesday of Month | Filing Deadline<br>(5 Weeks Prior to<br>Meeting) | Public Hearing               |                          |  | Routing Committee        | Revised Plans Due by<br>4:00 p.m. |
|------------------------------------|--|------------------------------|--------------------------|--|--------------------------|-----------------------------------|
|                                    |  | Legal Notice Sent to Publish | Neighbor Notice Sent     |  |                          |                                   |
| January 13, 2026                   | December 9, 2025                                 | December 26, 2025            | December 30, 2025        |  | <b>December 23, 2025</b> | <b>December 30, 2025</b>          |
| February 10, 2026                  | January 6, 2026                                  | January 23, 2026             | January 29, 2026         |  | January 21, 2026         | January 27, 2026                  |
| March 10, 2026                     | February 3, 2026                                 | February 20, 2026            | February 26, 2026        |  | February 18, 2026        | February 24, 2026                 |
| April 14, 2026                     | March 10, 2026                                   | March 27, 2026               | April 2, 2026            |  | March 25, 2026           | March 31, 2026                    |
| May 12, 2026                       | April 7, 2026                                    | April 24, 2026               | April 30, 2026           |  | April 22, 2026           | April 28, 2026                    |
| June 9, 2026                       | May 5, 2026                                      | May 22, 2026                 | May 28, 2026             |  | May 20, 2026             | May 26, 2026                      |
| July 14, 2026                      | June 9, 2026                                     | June 26, 2026                | July 2, 2026             |  | June 24, 2026            | June 30, 2026                     |
| August 11, 2026                    | July 7, 2026                                     | July 24, 2026                | July 30, 2026            |  | July 22, 2026            | July 28, 2026                     |
| September 8, 2026                  | August 4, 2026                                   | August 21, 2026              | August 27, 2026          |  | August 19, 2026          | August 25, 2026                   |
| October 13, 2026                   | September 8, 2026                                | September 25, 2026           | October 1, 2026          |  | September 23, 2026       | September 29, 2026                |
| November 10, 2026                  | October 6, 2026                                  | October 23, 2026             | October 29, 2026         |  | October 21, 2026         | October 27, 2026                  |
| December 8, 2026                   | November 3, 2026                                 | November 20, 2026            | <b>November 24, 2026</b> |  | November 18, 2026        | November 24, 2026                 |
| January 12, 2027                   | December 8, 2026                                 | December 23, 2026            | <b>December 30, 2026</b> |  | December 23, 2026        | December 29, 2026                 |

\*Filing deadline is 4:00 pm on the date listed

\*All applications must be complete upon submission

\*Incomplete applications will not be accepted or scheduled until such time the application requirements are met

\*Meetings start at 6:00 PM in City Council Chambers, 206 E. 9th Street

\*Commission may dismiss an application if the applicant or their representative does not appear to present the request

\*A public hearing is required for all Rezoning, Primary Plat, and Development Plan applications

\*An applicant may not withdraw a case after a motion has been made concerning the application

\*Action of the Commission is not official unless authorized by a majority (6 members) of the entire membership of the Commission

**Dates in BOLD do not follow the typical schedule due to holiday conflict.**