



BUILDING, PLANNING & DEVELOPMENT

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

Instructions for Applying for Infrastructure Plan Approval

1. INFRASTRUCTURE PLAN SUBMITTAL REQUIREMENTS:

- Completed Board of Works Application
- Completed Infrastructure Plans with the following:
 - lot lines
 - water infrastructure
 - sanitary sewer infrastructure
 - storm sewer and drainage infrastructure
 - street and sidewalk infrastructure
 - street lighting pedestals
 - stamped by a professional engineer
 - Board of Public Works and Safety signature block
- Provide 7 hard copies, 1 electronic PDF and 1 DWG file of the Infrastructure Plans
- If Secondary Plat approval is desired prior to installation of infrastructure and approval of As-Builts, a Performance Bond for 125% of the engineer's cost estimate of the infrastructure is required. Cost estimates and draft bond shall be submitted for initial review.

2. **PLAN REVIEW & ROUTING:** Infrastructure Plans will be routed to all appropriate City and County Departments for review. Plan review comments from each Department will be compiled and provided to the applicant. Revisions and resubmittals are typically necessary. The initial Plan Review and Routing Process takes about two weeks and review of revised plans takes an additional week for each set of revisions.
3. **EROSION CONTROL:** Applicant shall submit a copy of the Infrastructure Plans and appropriate erosion control documentation directly to the DeKalb County Soil and Water Conservation Service for review and approval.
4. **MEETING:** Once all of the revisions are made and all plan review comments are satisfied, two final hard copies and one electronic PDF copy of the Infrastructure Plans (and the original Performance Bond) will be requested for signatures. The Infrastructure Plans will be placed on the agenda of the next Board of Public Works and Safety meeting. The Department of Building, Planning, and Development will present the Infrastructure Plans to the Board. Attendance by a representative from the project is typically not required.
5. **Notice to Extend to IDEM:** Applicant shall prepare and file "Notice to Extend" forms with the IDEM.
6. **MS4:** Obtain MS4 Permit from Department of Building, Planning, and Development.
7. **INFRASTRUCTURE INSTALLATION:** After approval of the Infrastructure Plans by the Board of Public Works and Safety, installation of the infrastructure shall commence.



BOARD OF PUBLIC WORKS AND SAFETY

Department of Building, Planning, & Development

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APPLICANT INFORMATION

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

Applicant _____

Applicant Address _____

Applicant Phone _____ **Email** _____

Property Owner _____

PROJECT INFORMATION

Name _____

Location _____

Project Type _____

Description _____

SUBMITTAL REQUIREMENTS CHECKLIST

- Owners Affidavit – if application is not signed by owner
- Recorded Property Deed
- Site Plan showing property lines, rights-of-ways, structures, parking, etc.

CERTIFICATION

By signing below, I certify the following:

- I am the owner or 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;

Applicant Signature

Applicant Printed Name

Date

Applicant Signature

Applicant Printed Name

Date

OFFICE USE ONLY

Received Date: _____ LOGOS#: BOW- _____

Received By: _____ LOGOS Address: _____

Payment Type: _____ Receipt Number: _____