



REZONING

Guide to Rezoning Property

Background

Zoning protects the rights of property owners and promotes the general welfare of a community through the regulation of land use. Zoning divides property in the City of Auburn into land use categories such as agricultural, residential, commercial and industrial. Each use is located where it is most appropriate, considering existing land use patterns and the location of roads and public utilities. The Unified Development Ordinance also specifies details such as the height, bulk, and setback of buildings; the size and location of parking lots and green spaces; and the intensity to which the land may be developed.

Definition

When a property owner wishes to develop their land in a manner not permitted under the current zoning, they must apply for a change to their zoning classification, also commonly referred to as a rezoning.

Conditions

The application and review process are required to ensure the proposed rezoning will result in development that will be compatible with surrounding land uses. A rezoning's potential benefits to the community are weighted against its potential to adversely impact surrounding property owners. Rezoning applications are also reviewed for consistency with the City of Auburn's Future Land Use Map, contained within the comprehensive plan. The map helps City officials and developers consider how to integrate and balance new and existing land uses in the City of Auburn.

Process

Applications for rezoning must be reviewed by City staff, the Plan Commission, and the Auburn Common Council. Any person submitting an application for a rezoning must contact the Building, Planning and Development Department staff, who will explain the review process and provide the necessary forms, checklists, and dates. Staff will schedule a pre-application meeting to review the rezoning request.

When the Building, Planning and Development Department accepts a rezoning application, staff reviews it for completeness and compliance with applicable plans and ordinances. Staff will contact the applicant if additions or revisions to the application are necessary. Staff prepares a report containing its findings and a recommendation of approval or denial of the rezoning request. The application and staff report are submitted to the Plan Commission for review and then to the Common Council for 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.

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

City staff may post a Public Notice sign in a conspicuous place upon the property that is subject to the public hearing identifying that a land use application has been filed.

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 2nd Tuesday of every month, as needed.

At the meeting the Commission will allow the applicant and staff to present a report on the proposed rezoning. A public hearing is also required. Findings of Fact are not required but the Commission shall pay reasonable regard to: (1) the comprehensive plan; (2) current conditions and the character of current structures and uses in each district; (3) the most desirable use for which the land in each district is adapted; (4) the conservation of property values throughout the jurisdiction; and (5) responsible development and growth. At the conclusion of the public hearing, the Commission will make a recommendation to the Common Council.

Following the Plan Commission meeting the applicant and staff will have an opportunity to present a report on the proposed rezoning to the Auburn Common Council.

An ordinance will be presented by City Staff to the Council for consideration. The Council will hold two readings of the proposed rezoning ordinance. The ordinance must be approved by the Council for the rezoning to be effective.

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 2nd Tuesday of month, as necessary
- **Common Council meeting – 1st and 3rd Tuesday each month**
 - 1st reading held on 3rd Tuesday of the following month
 - 2nd reading held at next subsequent Common Council meeting

REZONING

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 2nd floor of City Hall or at www.ci.auburn.in.us.
- ☐ **A filing fee of two hundred twenty-five dollars (\$225.00)** payable to the City of Auburn.
- ☐ **Ownership affidavit; copy of deed; or other proof of ownership OR ownership consent form.**
- ☐ **Attached legal description** and legal description in WORD document format (legal description must be full description with callouts).
- ☐ **If rezoning is to request a PD (Planned Development) District designation, the applicant must also follow the procedures and comply with the plan submission requirements established in Article 04 of the Unified Development Ordinance and in Section 9.04-9.09.**

Applicant may also submit the following:

- ☐ **Any written statement, documents, photographs, plans or supporting information justifying the rezoning requested.**

AUBURN PLAN COMMISSION

2026 Meetings and Deadlines

Meeting on 2nd Tuesday of Month	Filing Deadline (5 Weeks Prior to Meeting)	Public Hearing		Routing Committee	Revised Plans Due by 4:00 p.m.
		Legal Notice Sent to Publish	Neighbor Notice Sent		
January 13, 2026	December 9, 2025	December 26, 2025	December 30, 2025	December 23, 2025	December 30, 2025
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	November 24, 2026	November 18, 2026	November 24, 2026
January 12, 2027	December 8, 2026	December 23, 2026	December 30, 2026	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.



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.

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	
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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