



PLAN COMMISSION APPLICATION

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

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 _____

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 I am responsible for the costs of all legal notices associated with this application.
- I understand my presence (or my legal counsel’s presence) is required at the Plan Commission meeting concerning this project.

Applicant Signature

Applicant Printed Name

Date

Applicant Signature

Applicant Printed Name

Date

OFFICE USE ONLY

Received Date: _____ LOGOS#: PC- _____

Received By: _____ LOGOS Address: _____

Payment Type: _____ Receipt Number: _____



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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