

INTRODUCTION

The intent of the Development Manual is to create a development process that is easily understood and consistently applied throughout the City. The various City departments have coordinated the process to be used, the implementation of the rules and procedures, and the intent of the regulations and ordinances which manage the development and construction industry. Both the developer and the homeowner should be guided through the process so that all know what to do, who to see, how to apply, and when to expect results.

The Development Manual is comprised of two main sections. The Development Regulations section and the Infrastructure Standards section. These two sections contain the key portions of the Zoning and Subdivision Control Ordinances as well as the standards and construction details that will be used for public improvements and utility extensions.

The Development Regulations section includes the procedures for Improvement location Permits, subdivision plat approval and Stormwater Management Board policies and procedures. Included are flow charts, checklists, applications, and a routing sheet.

The application form for the improvement location permit is included along with a review agency sign-off sheet and checklist for compliance with City regulations. In addition, there is a list of contact agencies involved with the community development activity in the Logansport area.

The City's Subdivision Control Regulations and standards of Design are included for reference, as well as application forms, instructions, and a flow chart explaining the steps involved with the process of subdivision approval. Procedures for obtaining local utility and department input prior to design and during the review and approval of proposed development have been implemented. This process assures the City, as well as the developer and/or property owner, that all steps have been taken and agencies contacted so that the project can stay on track as planned, and not have unknown requirements or circumstances arise at the last minute.

The purpose of this procedure is not to complicate the process or to slow down the approval timing, but to increase the awareness of all approving agencies of projects and to alert and inform the applicant to issues, concerns, and any potential problems, as well as estimated costs, before a major investment of time and effort has taken place. This procedure will give all sides a chance to understand the project, explain their policies, requirements, and changes, and to anticipate and plan for future development. It also provides an opportunity for the developers and agencies to meet and make contacts for future negotiations and more detailed applications and permits.

Once the project planning has been approved, the permit process is in the next step. The improvement location permit application process provides the City with the opportunity to verify the project plan complies with the Zoning Ordinance, regulations and any specific conditions of approval. A process is now in place to allow all agencies and departments affected to review the plans and sign off on the approval checklist that the project is cleared for permit issuance by the Zoning Administrator. This system will allow all entities to verify that the proposed use meets the City's minimum standards, that the City has the ability and capacity to serve the project, and that any specific conditions have been met or complied with prior to the start of any construction. Be aware that any commercial, industrial, public or institutional building or addition, requires State approval of construction drawings prior to the issuance of any building permits. Additional information regarding State and local building codes can be obtained at the Building Commissioner's Office.

Once the construction is completed, but before the building or land use may be occupied, the appropriate agency will inspect to assure compliance and then a certificate of occupancy can be issued by the Zoning Administrator. This certificate verifies that all construction has been approved and all conditions have been met, and that all City utilities and departments are satisfied with the project completion.

The Development Standards section contains the City's construction standards and details for the improvements that are required of developments. Included within the manual are specific standards and details for stormwater improvements, street design, water main construction, and sanitary sewer construction. These specific standards and details are the City's minimum standards for design of public and private improvements and utility extensions.