

DEKALB COUNTY PLAN COMMISSION
Application Procedures & Checklist for:
Commercial Solar Energy Systems Overlay District

AUTHORITY: The Plan Commission shall have exclusive authority to review and recommend approval or denial for applications specifically assigned to the Plan Commission for review by this Ordinance.

PRE-FILING APPLICATION CONFERENCE: The applicant or legal representative must meet with the Plan Commission Staff for a preliminary consultation to discuss the proposed Commercial Solar Energy Systems Overlay District prior to submittal. The applicant should provide a survey depicting the outline of the property(ies) requesting the change in zoning.

APPLICATIONS: The application will not be considered complete until all information is received. All applications and supporting material must be submitted at least 30 days before the public hearing. All applications will be reviewed for completeness and accuracy prior to acceptance. A Plan Commission petition number(s) shall be assigned and all filing fees, if applicable, must be paid at the time of filing. The following materials are required:

- Complete Application
- Property Owner Acknowledgement Form(s)
- Warranty or Quit Claim Deed from Recorder's Office (1st floor County Building)
- Site Plan and/or Survey (if required) showing:
 - Area(s) and Properties to be located within the Commercial Solar Energy Overlay District
 - Property Lines
 - North Arrow
 - Scale

FEES: Fees are nonrefundable. The following fees shall be paid at the time of application submittal:
Commercial Solar Energy Systems Overlay District: \$25 per acre or \$5000 max.

***make checks payable to DeKalb County**

****you can pay online: <https://www.paylocalgov.com/Payment/SelectEntity/909>**

*****or call in with your credit card: 260-925-1923**

TECHNICAL REVIEW: Once submitted, the application and all plans and materials will be routed through a Technical Review of various County Departments. Should there be any issues, revisions may be necessary and could delay the process. Approval letters from the following departments are required:

- Health Department
- County Surveyor or Drainage Board
- Highway Department
- Soil & Water
- Any additional required documents

PUBLIC NOTIFICATION: The following public notification is required for the Plan Commission hearing and proof must be given to the Planning Staff:

- 1. NEWSPAPER NOTIFICATION:** Planning Staff will prepare and publish the legal notice for the applicants hearing in The Star, at least 10 days before your hearing date. The publishing fee will be billed to the applicant.
- 2. WRITTEN NOTIFICATION:** Planning Staff will provide the legal notice and a list of interested parties to be notified by mail with proof provided by Certificate of Mailing. The applicant must mail the legal notice to all interested parties. The notices must be post marked at least **14 days** before your hearing date. Interested parties are all property owners that are within a 300 foot radius of the property line(s) of the petition site. Additional persons may be notified if required by staff.

SUBMITTALS TO ZONING ADMINISTRATOR PRIOR TO HEARING: The Publishers Affidavit from The Star and the Certificate of Mailing receipts (white slips) must be submitted to the planning staff before the hearing date. Failure to do so could cause the petition to not be heard.

PLAN COMMISSION PUBLIC HEARING: All proposals subject to Plan Commission approval must undergo a public hearing. The Plan Commission will give a favorable, unfavorable or no recommendation to the County Commissioners. The applicant or representative must attend the meeting and present your case to the Board. The Plan Commission meets on 3rd Wednesday of each month. An agenda and staff report will be mailed to you and/or the representative approximately 5-7 days before the hearing date.

COUNTY COMMISSIONERS MEETING: Once the Plan Commission hears the case and gives their recommendation, the County Commissioners will hear the petition and grant approval or denial of the proposal. The County Commissioners meeting will be scheduled in accordance with their weekly meeting schedule and in accordance with their availability. The Zoning Administrator will schedule this hearing and inform the petitioner of the date and time.

IF YOU HAVE ANY QUESTIONS ABOUT THE PROCESS, PLEASE DON'T HESITATE TO CONTACT THE DEPARTMENT ANYTIME: 260-925-1923

DeKalb County Department of Development Services
Planning, Building & GIS
301 S. Union St.
Auburn, IN 46706
Ph: 260-925-1923
Fax: 260-927-4791

FOR OFFICE USE ONLY:
File Number: _____
Date Application Filed: _____
Fee Paid: _____

**Application for Amendment to Commercial Solar Energy Overlay District
(Article 3.09)**

This application must be completed and filed with the DeKalb County Department of Development Services in accordance with the meeting schedule.

APPLICANT INFORMATION

Applicant's Name: _____
Address: _____
Telephone Number: _____ E-Mail: _____

OWNER INFORMATION (if different from applicant information)

Owner's Name: _____
Address: _____
Telephone Number: _____ E-Mail: _____

REPRESENTATIVE INFORMATION (if different from applicant information)

Representative: _____
Address: _____
Telephone Number: _____ E-Mail: _____

Legal Ad Payment & Public Hearing Notifications: Applicant___ Owner___ Representative___

Existing Zoning Classification of Property: _____

Legal description of property(ies) or provide an overall legal description of overlay district area:

***Note: approvals are valid for a period of three years. If a Development Plan has not been approved within the three years, the approval is rescinded. See Section 3.13B2**

By my signature, I acknowledge the above information and attached exhibits, to my knowledge and belief, are true and correct.

Applicant's Signature: _____
(If signed by representative for applicant, state capacity)