CITY OF LEBANON
PLANNING & ZONING ADMINSTRATION DEPARTMENT
401 S. MERIDIAN STREET
LEBANON, IN. 46052
(765) 482-8845

Primary Plat Submittal Requirements

Ordinance 07-16, Section 9.19, Lebanon Unified Zoning Code

1. The applicant shall first schedule a meeting with staff prior to filling regarding applicable zoning and subdivision control ordinances and procedures.

2. Applicant shall submit applications (attached) and pay filing fees at least five **5 weeks** prior to being placed on the Plan Commission agenda.
   a. Submit attached application for the calculations of fees by the utility provider for water and sanitary sewer availability and connection, which may also include fees for temporary electric, line extension and inspections. Fees are due prior to the issuance of an improvement location or building permit.

3. The applicant shall schedule a meeting with the Lebanon Technical Advisory Committee for review of the appropriate plans. **Development Plan requirements are detailed step-by-step in section 9.17 of the City Unified Development Ordinance. Plat requirements are detailed in Section 9.19 of the City's Unified Development Ordinance.** TAC is an advisory committee composed of City and County staff, which will review the plans, in an informal setting, for compliance with the Lebanon Zoning Code, Thoroughfare Plan and Subdivision Control Ordinance and assist in the successful completion of the project.
   Submit eight (8) complete sets of the Primary Plat (Section 9.19) eighteen (18) days before the TAC meeting in order to be on the TAC agenda. TAC generally meets on the 1st and 3rd Tuesday of each month. Refer to the schedule of meetings on page 3. Meetings begin at 9:00 a.m. Please see TAC Procedures sheet on page 2 for a full description of the process.
   a. Planning staff will prepare a comments recommending approval or requesting revisions. Five full size sets of revised drawings and one (1) copy in digital format shall be resubmitted to the Planning & Zoning Department for distribution to TAC members prior to the Plan Commission hearing.
   b. Timely submittal of revisions is required to be placed on the agenda for public hearing before the Plan Commission. The plans or Plat and supporting documentation shall be available at the time the notice for public hearing is published. The applicant may be asked to return to TAC for further review by all members. Revised plans must be submitted 10 days before the Plan Commission meeting.

Projected Plan Submittal Process Timeline/Deadline

+45 days	Staff Consultation
+30 days	Submit application to Staff
+25 days	TAC Review
+15 days	Staff assigns docket number
+10 days	Notice published in paper
+7 days	Staff prepares staff report
+0 days	Plan Commission Hearing

LEBANON PLAN COMMISSION MEETING
2022 MEETING DATES

Public Meeting Time 7pm
The Commission meets the third Monday of every month

401 S. Meridian Street
2nd Floor Council Chambers

Plan Commission

Pre-Submittal Meeting w/ Staff	Filing Deadline	TAC 9:00am	Last Day for Public Notice to be Published	Publish Agenda & Staff Report	Last Day to Submit Info to File (not to be in staff report)	Public Hearing
26-Nov-21	3-Dec-21	14-Dec-21	7-Jan-22	11-Jan-22	13-Jan-22	18-Jan-22
31-Dec-21	7-Jan-22	18-Jan-22	11-Feb-22	15-Feb-22	17-Feb-22	22-Feb-22
28-Jan-22	4-Feb-22	15-Feb-22	10-Mar-22	14-Mar-22	16-Mar-22	21-Mar-22
25-Feb-22	4-Mar-22	15-Mar-22	8-Apr-22	12-Apr-22	14-Apr-22	18-Apr-22
25-Mar-22	1-Apr-22	12-Apr-22	5-May-22	9-May-22	11-May-22	16-May-22
30-Apr-22	7-May-22	18-May-22	10-Jun-22	14-Jun-22	16-Jun-22	21-Jun-22
27-May-22	3-Jun-22	14-Jun-22	7-Jul-22	11-Jul-22	13-Jul-22	18-Jul-22
24-Jun-22	1-Jul-22	12-Jul-22	4-Aug-22	8-Aug-22	10-Aug-22	15-Aug-22
29-Jul-22	5-Aug-22	16-Aug-22	8-Sep-22	12-Sep-22	14-Sep-22	19-Sep-22
26-Aug-22	2-Sep-22	13-Sep-22	6-Oct-22	10-Oct-22	12-Oct-22	17-Oct-22
30-Sep-22	7-Oct-22	18-Oct-22	10-Nov-22	14-Nov-22	16-Nov-22	21-Nov-22
28-Oct-22	4-Nov-22	15-Nov-22	8-Dec-22	12-Dec-22	14-Dec-22	19-Dec-22

4. The applicant shall prepare legal notices for property owners, notification to neighboring property owner within 300 feet of the subject property and shall notify the newspapers and advise staff.
   a. Applicant shall obtain a list of neighboring property owners within 300 feet of the subject property. Notification shall be sent at least ten (10) days prior to the public hearing.
   b. Applicant shall submit notice to a newspaper of general circulation in the City of Lebanon for publication at least 10 days prior to the public hearing.
   c. Petitioner shall prepare packets for the Plan Commission to be submitted no later than ten (10) days prior to the meeting.

5. Plan Commission will hold a public hearing and gather information from the public. Applicant may represent his/herself or employ an attorney, engineer, architect or planner for this purpose.

6. Submit application for Building Permit with Plan Commission approval. Refer to the checklist attached.

7. Fees for Utility service are due prior to the issuance of a building permit.

TAC Procedure

1. Applicant submits 8 sets of plans to the Planning & Zoning Office for distribution to the TAC members 18 days before the TAC meeting and 5 weeks before the Plan Commission meeting. This will give the TAC members 1 week (7 days) to review plans and type up a review of comments. This will give the applicant 1 week (7 days) to respond to comments before the TAC meeting.

2. TAC members shall submit their review letter to the Planning & Zoning office to be combined into a review letter for the applicant before the official TAC meeting.

3. The Planning & Zoning Office would distribute the letter to the applicant.

4. At the TAC meeting the applicant would answer the TAC members review comments. (The applicant would not resubmit revised plans before the TAC meeting).

5. At the TAC meeting (3 weeks prior to the Plan Commission meeting) the members would decide if the applicant needs to either:
   A. Come back to TAC for further review.
   B. Schedule a meeting with a specific department for further review.
   C. Or is ready to go to the Plan Commission meeting for approval- with any other board approvals that may be required.

   If the applicant is deemed ready for the Plan Commission meeting then, they shall be given a docket number and provide notice to the paper and adjoiners per the Ordinance.

6. After the TAC meeting the applicant would make the necessary changes to the plans, and then resubmit plans to the planning staff for review and compliance 10 days before the Plan Commission meeting. Staff will prepare and submit a report to the Plan Commission 5 days prior to the Plan Commission meeting.

TAC DISTRIBUTION LIST

Submit 3 complete sets of drawings and 1 digital set of plans for TAC review

Lebanon Planning Department
Ben Bontrager, Planner bbontrager@lebanon.in.gov
Kevin Krulik, Engineer kkrulik@lebanon.in.gov
401 S. Meridian Street
2nd Floor Utility Engineering & City Planning Office
401 S. Meridian Street
Lebanon, IN. 46052
(765) 482-8845

Planning Department will distribute plans to the Lebanon Utilities Electric, Water & Sewer Departments, Lebanon Fire Department, and Lebanon Street Department. Applicant must distribute drawings to other departments.

Lebanon Utilities Water/Wastewater
Ryan Ottinger rottinger@lebanon-utilities.com
(765) 482-8843
John Lightner with Butler Fairman & Seufert jlightner@bfsengr.com

Lebanon Electric Department
Jeff Greeno jgreeno@lebanon-utilities.com
(765) 482-5100

Lebanon Fire Department
Deputy Chief Mike Baird mbaird@cityoflebanon.org
(765) 482-8832

Lebanon Storm Water
Kevin Krulik kkrulik@lebanon.in.gov

Boone County Drainage Board
Boone County Surveyor's Office
Annex Building
116 W. Washington Street
Lebanon, IN. 46052
(765) 483-4444

Revised Plan Submittal

Submit 5 complete sets of plans to the Lebanon Planning Department
Lebanon Planning & Zoning Office
401 S. Meridian Street 2nd Floor
Lebanon, IN. 46052

Mail one set of plans to:
Christopher Burke Engineering
Attn: Dave Eichelberger
National City Center, Suite 1368 South
115 W. Washington Street

For Office Use Only
File No. _____
Fees Paid Yes_____ No _____

2022
CITY OF LEBANON
PRIMARY PLAT APPROVAL APPLICATION

Name of Development *LEBANON SHELL FACILITY*

Project Location *1400 W. SR 32, LEBANON, IN 46052* Current Zoning *PBC*

Parcel ID No. *015-29690-00* Area (*12.83* acres *1* lots)

Township *CENTER* Proposed Land Use *WAREHOUSE FACILITY*

Name of Applicant Contact Person/Representative *MICHAEL THOMPSON*

Phone *317-570-8800* Fax _____ Email *MATHOMPSON@CECINC.COM*

Address *11 MUNICIPAL DRIVE, SUITE 300, FISHERS, IN 46038*

Name of Property Owner *GM DEVELOPMENT COMPANIES, LLC (ATTN: GREG MARTZ)*

Address *8561 N COUNTY ROAD 175 E, SPRINGPORT, IN 47386*

Phone _____ Fax _____ Email _____

Primary Plat Fee
$500.00 plus $25.00 per acre

Detailed submittal requirements are included in Section 9.19 B of the Lebanon Unified Ordinance.

Below is an overview of items to be included in the submittal.
All plans are required to be sealed by a Professional Engineer or Registered Land Surveyor licensed in the State of Indiana. All sheets shall be 24"x36" format draw to scale of minimum 1"=50' and maximum of 1"=10' (except for the required vicinity map). All final plans shall be submitted in hard copy and in digital format as per City requirements.

✓ A. Completed application form.

✓ B. Primary Plat

1. Submittal. The subdivider shall provide an Overall Primary Plat of the Subdivision, the design of which shall be in conformance to the Comprehensive Plan, the Thoroughfare Plan, the Unified Development Ordinance, these subdivision regulations, and other City Ordinances not in conflict with these regulations. Further, the intent of the Primary Plat section is to ensure that the statutory requirements established in the Indiana Code for the subdivision of land are met.

2. Preparation. The Overall Primary Plat shall be prepared by a Professional Engineer or Land Surveyor licensed in the State of Indiana and drawn according to the specifications set forth as follows.

3. Plans and Specifications. The Primary Plat shall have the following sheets and information.

_____a. Sheet One “Title Sheet”:
1) Proposed name of the subdivision, followed by the words: “Overall Primary Plat”.
2) A site location map showing the location of highways, local/ county roads, rural routes, utilities, legal drains, flood plains, private drain tile, open drains, watershed boundaries, and any other physical features that may have a bearing on proposed development (i.e.: swamp, steep escarpments, woods, etc.)
3) Names and addresses of the owner of the land, the subdivider, planner, architect, engineer, land surveyor or other persons who prepared the plan.
4) Property owners and existing land use of adjacent land.
5) An index of sheets contained in the set.

_____b. Sheet Two “Topographic Conditions”:
1) Contours at vertical intervals of two (2) feet or less if the slope of the site is less than ten percent (10%) and at vertical intervals of five (5) feet if the general slope of the site is ten percent (10%) or greater.
2) Tract boundary lines showing dimensions, bearings, angles, and references to section, township and range lines.
3) Plot and profile of existing drainage, drainage channels, underground facilities, wooded areas, power transmission poles and lines, and any other significant items shall be shown.
4) The location and size of all existing utilities.
5) All subdivision plats containing lands identified on the official Flood Emergency Management Agency (FEMA) Maps (as amended), or determined by the Indiana Department of Natural Resources to be flood-prone areas shall have the elevation of the one hundred year flood listed thereon.

_____c. Sheet Three “Plan Layout Sheet”:
1) Streets and rights-of-way on and adjoining the site of the proposed subdivision, with street names, sidewalks and other pertinent data.
2) The layout of lots, showing dimensions and numbers and square foot area of each lot. Block number, distances, radii and chords shall also be shown.
3) Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds, or other public, semi-public or community purposes.
4) Building setback or front yard lines.
5) Easements: Locations, widths and purposes.
6) The “Plan Layout Sheet” may be incorporated into the “Topographic Sheet” provided such incorporation does not result in a drawing which is illegible.

_____d. Sheet Four “Utility Layout Sheet”:
1) A drawing showing the locations of the proposed sanitary sewers with connections to the main sewer system, lift stations, if any, and other appurtenances, if any.
2) A drawing showing the location of a public or quasi-public source of water supply.
3) A drawing showing the proposed method of drainage:
a) If storm sewers or similar type of system is used, show connection to main system, or method of disposition into stream, retention reservoir, etc.; distance to stream outlet; lift stations, if any; man holes, if any; inlets; junction boxes; and other necessary appurtenances.
b) If surface drainage is planned, show the following where applicable: location and type of roadside swales, grassed waterways, water courses, and open ditches; roll curb and gutter sections; location and approximate size of road culverts; location and typical cross-section of grades, swales, waterways, roadside ditches, and/or open ditches; approximate depth and grades of above mentioned surface drainage; and necessary profiles, Cross-sections, and other information to the adequacy of the outlet drain or detention reservoir.
4) Written statement concerning the location and approximate size or capacity of utilities to be installed.

_____e. Sheet Five “Supplementary Information”:
1) Phasing plan for any subdivision that is to occur in stages, along with a proposed schedule for the phasing.

2) Written statement of the proposed use of lots, stating type of residential buildings with number of proposed dwelling units or type of business or industry, so as to reveal the effect of the development on traffic, fire hazards or congestion of population.
3) Proposed covenants and restrictions.
4) Elevations or renderings of typical product to be constructed in the subdivision.
5) A National Cooperative Soil Survey Map from the Subdivision Administrator or the local Soil and Water Conservation District showing the soil limitations based upon the intended usage of the subdivision.
6) Included in the application shall be a conservation plan detailing the management of the soil, the water management plan for both surface and subsurface drainage, and the method or methods used in controlling erosion and sedimentation before, during, and following construction, i.e.: temporary seeding, siltation basins, mechanical erosion devices, and other similar means that meet the Boone County Soil and Water Conservation guidelines for urban development. (See Section 4 for more information.)
7) A written statement or letter from INDOT, the County Highway Department, or City Street Department concerning rights-of way, road improvements, roadside improvements, roadside drainage, entrances, culvert pipes, and other infrastructure improvements that impact this proposal.
8) If legal drain is involved, a letter or written statement of approval from the Lebanon Storm Water Board concerning easements, rights-of-way, permits, etc.
9) If floodway is involved, a letter or written statement from the Indiana Department of Natural Resources, Division of Water concerning construction in floodway, including flood plain high water marks, etc.
10) A drawing or written statement which shows or explains other features or conditions which would impact the subdivision.
11) A Fiscal Impact Analysis shall be prepared for all residential subdivisions with fifty (50) or more lots.

Primary Plat Review and Approval

a. The Subdivider shall submit the required items listed above in accordance with the procedures and time frame set forth in the Primary Plat Application and the Plan Commission Rules of Procedure. The submittal shall be complete prior to being placed on any agenda. The Primary Plat shall be reviewed with regard to the standards for the current zoning of the property and not any anticipated zoning. The process should not run concurrently with 314 Lebanon, Indiana Unified Development Ordinance Adopted: December 10, 2007 the rezoning for the subject parcel

b. Staff will then put the project on the agenda for a regularly scheduled meeting with the Technical Assistance Committee (TAC) for the review of the Overall Primary Plat. The purpose of the TAC review is to ensure technical conformity with the Lebanon Unified Development Ordinance.

c. After the Primary Plat has been reviewed and the applicant has responded satisfactorily to the comments made by the TAC, the Subdivision Administrator shall place the Application for Primary Plat Approval on the agenda for the next regularly scheduled meeting of the Plan Commission.

d. The applicant shall publish a notice of the time and place of the hearing and the location of the proposed plat, in accordance with Section 9.15 Notice of Public Hearing, and the Plan Commission Rules of Procedure. The cost of the publication of the notice of public hearing shall be met by the applicant.

e. The hearing shall be conducted in accordance with the Rules of Procedure. The Plan Commission shall review the application and shall study the “Overall Primary Plat” to determine if it conforms to the minimum standards and requirements as outlined in this ordinance. The Plan Commission shall also consider

1) The written statement and supportive material submitted by the petitioner;
2) The testimony of the petitioner;
3) Relevant evidence presented by other persons;
4) The Comprehensive Plan;
5) The Lebanon Construction Standards Manual
6) All information presented by the members of the Technical Advisory Committee;
7) The Planning and Zoning Administrator’s report; and
8) Such other additional information as may be required by the Plan Commission to evaluate the petition.

f. The Plan Commission shall prepare findings of fact and:

a. Approve the petition;
b. Approve the petition with conditions and/or commitments;
c. Deny the petition.
d. Continue the petition to a definite future meeting date.

g. Commitments. In conjunction with the approval of a Primary Plat, the Plan Commission may permit or require the applicant to make written commitments concerning the use or development of the parcel.

h. Conditions of Approval. In conjunction with the approval of a Primary Plat, the Plan Commission may impose conditions of approval concerning the use or development of the parcel that will, in its judgment, substantially secure the objectives of these ordinances.

i. Upon denying an application, the Commission will not review the Overall Primary Plat until it is re-submitted, which cannot be done for a minimum of six (6) months.

j. The approval of the “Overall Primary Plat” by the Commission does not constitute approval of any or all of the subdivision, but is merely an authorization to proceed with preparation of a secondary plat.

j. Revisions. Following Plan Commission approval, the petitioner shall submit revised copies of the plans that address the comments and concerns of the Plan Commission and that are in conformance with the established procedures of the Planning and Building Department.

k. An approval of the Overall Primary Plat shall be effective for a period of twelve (12) months unless, upon request of the applicant, the Commission grants an extension of time. The application for a Secondary Plat shall be submitted to the Commission, and if it is not received within the specified period, all previous actions by the Commission with respect to the plat shall be deemed to be null and void.

NOTICE OF PUBLIC HEARING TO PROPERTY OWNERS

CITY OF LEBANON
401 S. MERIDIAN STREET
LEBANON, IN. 46052

TO: _____ DATE: _____

_____

_____

Dear _____,

This is to inform you that the Lebanon Plan Commission will hold a Public Hearing on the Application for a Primary Plat on the *18TH* day of *APRIL* *2022* at *7:00* p.m. located at 401 S. Meridian Street, the Municipal Building. This application, submitted by *HAMILTON DESIGNS, A PART OF CIVIL & ENVIRONMENTAL CONSULTANTS* requested that a Primary Plat application be granted for *THE LEBANON SHELL FACILITY PROJECT, ON* the property located at *1400 W. SR 32, LEBANON, IN 46052*

Written suggestions or objections relative to the application may be filed with the Plan Commission or in the office of the City Building Inspector at or before such meeting and will be heard by the Lebanon Plan Commission at the time and place specified. Interested persons desiring to present their views upon the Plan Commission either in writing or verbally, will be given the opportunity to be heard at the above-mentioned time and place.

By: Keith Campbell
Title: Lebanon Plan Commission Chairman

NOTICE OF PUBLIC HEARING

For publication

Notice is hereby given that on the 18TH day of APRIL, 2022, at 7:00 p.m. a public hearing will be held before the Lebanon Plan Commission in the Municipal Building in the City of Lebanon, IN. on the application of HAMILTON DESIGNS, A PART OF CIVIL & ENVIRONMENTAL CONSULTANTS For a Primary Plat Application for as specified in the Zoning Code of Lebanon: Ordinance # 74-12, as amended.

The Primary Plat application proposed is for THE LEBANON SHELL FACILITY PROJECT located at 1400 W. SR 32, LEBANON, IN 46052 The legal description is as follows (SEE ATTACHED LEGAL DESCRIPTION)

_____.

The Lebanon Plan Commission has set said hearing at the time and place specified. Written suggestions or objections concerning this application may be filed with the Plan Commission or in the office of the City of Lebanon Planning & Zoning Office, at or before such hearing and will be heard by the Plan Commission at the time and place specified. Interested persons desiring to present their views upon the application either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place. Said hearing may be continued from time to time as may be necessary.

Keith Campbell, Chairman
City of Lebanon Plan Commission

Lebanon Shell Facility | Lebanon, IN

1400 West State Road 32

Legal Description:

PROPOSED PARCEL:

A PART OF THE NORTH HALF OF SECTION 35, TOWNSHIP 19 NORTH, RANGE 1 WEST, OF THE SECOND PRINCIPAL MERIDIAN, IN BOONE COUNTY, INDIANA, AND BEING A PART OF A TRACT OF LAND RECORDED AS INSTRUMENT NUMBER 2021005380 AS RECORDED IN THE OFFICE OF THE RECORDER OF BOONE COUNTY, AS SHOWN ON THE PLAT OF SURVEY CERTIFIED BY TERRY D. WRIGHT, INDIANA REGISTERED PROFESSIONAL LAND SURVEYOR LS#9700013 ON 01/05/2022 BY HAMILTON DEIGNS, LLC A CIVIL AND ENVIRONMENTAL CONSULTANTS INC. COMPANY, PROJECT #2021-0258 (ALL REFERENCES TO MONUMENTS AND COURSES HEREIN AS SHOWN ON SAID PLAT OF SURVEY) MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION; THENCE NORTH 00 DEGREES 07 MINUTES 34 SECONDS WEST (STATE PLANE BEARING, INDIANA WEST) 289.12 FEET ALONG THE WEST LINE OF SAID QUARTER SECTION TO THE POINT OF BEGINNING OF THIS DESCRIBED PARCEL; THENCE NORTH 89 DEGREES 37 MINUTES 01 SECONDS WEST 266.71 FEET TO THE EAST LINE OF A PARCEL RECORDED AS INSTRUMENT NUMBER 20130007288; THENCE NORTH 00 DEGREES 16 MINUTES 18 SECONDS WEST 530.19 FEET ALONG SAID EAST LINE TO THE NORTHEAST CORNER OF A PARCEL RECORDED AS INSTRUMENT NUMBER 201200014897 AND ALSO A POINT ON A LINE OF A PARCEL RECORDED AS INSTRUMENT NUMBER 1999001797; THENCE NORTH 89 DEGREES 49 MINUTES 29 SECONDS EAST 726.60 FEET ALONG SAID LINE; THENCE SOUTH 00 DEGREES 30 MINUTES 36 SECONDS EAST 537.30 FEET; THENCE NORTH 89 DEGREES 37 MINUTES 01 SECONDS WEST 462.16 FEET TO THE POINT OF BEGINNING, CONTAINING 8.92 ACRES MORE OR LESS.

CITY OF LEBANON
PLANNING DEPARTMENT
401 S. MERIDIAN STREET
LEBANON, IN. 46052
765-482-8845 fax 765-482-8873

2011 SEWER & WATER FEE CALCULATIONS REQUEST
LEBANON UTILTITES

INSTRUCTIONS:

1) Complete every part of this form. This request may be denied if any part is left blank.
2) Submit a site plan.
3) Either type or print all information in ink.

The City of Lebanon requests the following supplemental information for purpose of calculating sewer connection and availability fees for the project referenced below. In accordance with local ordinance 04-09. If any of the project information below is modified or changed, the sewer fee may be adjusted to reflect the change.

1. LOCATION OF PROPOSED ACTIVITY

PROJECT NAME *LEBANON SHELL FACILITY*

ADDRESS *1400 W. SR 32, LEBANON, IN 46052*

2. OWNER OF PREMISES WHERE PROPOSED ACTIVITIES WILL TAKE PLACE

NAME *GM DEVELOPMENT COMPANIES, LLC*

ADDRESS *8561 N COUNTY ROAD 175 E, SPRINGPORT, IN 47386*

TELEPHONE _____

FAX _____

E-MAIL ADDRESS _____

CONTACT PERSON *GREG MARTZ*

FINDINGS OF FACTS

PRIMARY PLAT APPLICATION

NAME OF PROJECT *LEBANON SHELL FACILITY*

The Lebanon Plan Commission at its meeting of *04/18/2022* (date) determines that the above names project complies with the standards set forth in the Lebanon Unified Development Ordinance.

We hereby approve the Primary Plat as submitted with the following specific conditions as agreed to by the petitioner.

Condition 1 _____

Condition 2 _____

We hereby disapprove the Primary Plat as submitted for the following reasons.

1. _____
2. _____
3. _____

Dated _____

Plan Commission Chairman _____