

Class One (pages 45-48)

Survey Corrections; plat adjustments; and lot consolidations

1. Voluntary pre-application conference with ICPO
2. Submit application filter
3. Submit final plan application (5 printed copies & 1 digital)
 - a. letter of transmittal
 - b. context map (25 times area of site)
 - c. relevant existing deeds and surveys
 - d. existing deed restrictions, easements, rights-of-way, and covenants
 - e. reduced existing conditions plan (site features, resources & constraints),
 - f. final sealed survey and plat

Class Two (pages 49-50)

Court Ordered Transfers, Settlements, Easements, Takings and Enforcements

1. Voluntary pre-application conference with ICPO
2. Submit application filter
3. Submit final plan application (5 printed copies & 1 digital)
 - a. context map
 - b. existing deeds and surveys
 - c. existing deed restrictions, easements, rights-of-way, and covenants,
 - d. final sealed survey and plat

Class Three (pages 51-54)

Limited Subdivisions—division of deeded property into two or three newly deeded properties
Must have access (public street, private road, easement etc.) and utilities

1. Voluntary pre-application conference with ICPO
2. Submit application filter
3. Submit final plan application (5 printed copies and 1 digital)
 - a. letter of transmittal and final plan application form
 - b. context map (25 times area of site)
 - c. relevant existing deeds and surveys
 - d. existing deed restrictions, easements, rights-of-way, and covenants
 - e. reduced existing conditions plan (site features, resources & constraints),
 - f. final sealed survey and plat

Class Four (pages 55 -62)

Major or extensive subdivision—

Division of deeded property into four or more newly deeded properties

1. Voluntary pre-application conference with ICPO
2. Submit application filter
3. Submit preliminary Plan application (5 copies and 1 digital)
 - a. letter of transmittal and Preliminary Plan Application form
 - b. Existing site features, resources & constraints plan
context map (25 times area of site)
Photographic and aerial views
relevant existing deeds and surveys
existing conditions plan
 - c. Preliminary site plan
 - d. Approval of variances and exceptions (if applicable)
 - e. Location map within County
 - f. Sealed survey and preliminary Plat
 - g. Gas and oil Well inf (if applicable)
4. Final Plan application
 - Copy of approved Preliminary Plan
 - Final Plat in accurate and final form for recording
 - Deed restrictions, easements and protective covenants, if any
5. Record approved plan

CLASS V: Land Development without Building

Improvement of deeded property or previously subdivided lots that does not include buildings

1. Must have minimum 50-foot road frontage on an existing public street or a street tht will accept direct access
2. Can be set aside for future use for 1 single family residential structure without further submission. Any future use other than a single family residence must be noted on the application.
3. Must adhere to construction codes.
4. Groups in this category are as follows:

GROUP A: Cemeteries and sanctuaries, parks and landscapes, hunting & fishing, sports and recreation, & agricultural & Forestry.

GROUP B; transportation and utilities, Rights of way and Takings, Water & drainage

GROUP C: Salvage & refuse, Mineral & resource extraction, Reclamation & Stabilization, Staging & storage

GROUP D: Reservation & Preservation, Other use not specifically listed.

4. GENERAL REQUIREMENTS (Pg 65 through 82)

1. Voluntary Pre-Application Conference – submit Sketch Plan
2. Preliminary Plan Application Form & fee (pg 65-68)
 - a. letter of transmittal
 - b. Existing Site features, resources & Constraint Plan (pg 65)
 - Context map
 - Photographic and aerial views
 - Deeds & Surveys
 - Existing Conditions plan
 - Dimensions—dimensions in feet and compass bearings of each segment of outside boundary of the site and surrounding properties
 - Topological features
 - Water features
 - Soil and geological formations
 - Vegetation
 - Environmentally sensitive areas
 - Spoiled lands
 - Viewsheds—summary of views into and from sites
 - Man-made features
 - Streets, roads, alleys and paths
 - Bridges and tunnels
 - Rights-of-ways and easements
 - Utilities
 - Hazardous and artificial land conditions

- Historically significant sites
 - Proposed structures and corridors
- c. Submit Preliminary Site Plan (pg 68)
 - Parcel info
 - Proposed development
 - d. Preliminary Stormwater management plan and report (pg 69)
 - Preliminary Stormwater Management Plan
 - Best management practice design drawings
 - Stormwater report
 - Operation & Maintenance plan
 - e. Preliminary grading Plan
 - f. Preliminary parking plan
 - g. Resource protection plan
 - h. Erosion Sedimentation plan
 - j. Water and Sewage Supply (If applicable)
 - k. Approved variances (if Applicable)
 - L. Approval of conditional or special use exceptions (if applicable)
 - m. Proof of submission of all needed regulatory agencies
 - n. Location map within county
 - o. Sealed Survey and preliminary Plat (Pg 72)
 - p. Landscape plan
 - q. construction details
 - r. Phasing plan and schedules (if applicable)
 - s. Highway occupancy permits (if applicable)
 - t. gas and oil well info (if applicable)
 - u. Geotechnical report & slope analysis
 - v. Impervious Surface worksheet
 - w. Environmental Analysis Base map
 - x. Wetland Impact Statement
3. Proof that construction codes are satisfied.
 4. Final Plan Application (pg 75)
 - a. final site plan
 - b. Landowner or developer agreement
 - c. Deed restrictions/easement/ protective covenants
 - d. final grade plan
 - e. utility plan
 - f. agreement for dedication of streets (if applicable)
 - g. parking agreement (if applicable)
 - h. proof of all relevant agency and government approvals
 - i. As-built Drawings (pg 78)
 - j. Updated/revised submissions
 - k. Modification of final application

See pages 79-82 for Specific application requirements for each Group

CLASS VI: Land Development with Building

Improvement of deeded property or previously subdivided lots that does not include buildings

1. Must have minimum 50-foot road frontage on an existing public street or a street tht will accept direct access
2. Can be set aside for future use for 1 single family residential structure without further submission. Any future use other than a single family residence must be noted on the application.
3. Must adhere to construction codes.
4. Groups in this category are as follows:

GROUP 1: Assembly Group, Business Group, Educational Group, Institutional Group, Mercantile Group, Residential Group, Utility & Miscellaneous Group

GROUP 2; Factory and Industrial Group, High-Hazardous Group

GROUP 3: Structure above or below grade, ex. Roads, bridges, tunnels, shafts, towers, swales, diches, and dams

GROUP 4: Mobile Home Park, Campsites.

4. GENERAL REQUIREMENTS (Pg 84 through 98)

1. Voluntary Pre-Application Conference – submit Sketch Plan
2. Preliminary Plan Application Form & fee (pg 85-94)
 - a. letter of transmittal
 - b. Existing Site features, resources & Constraint Plan (pg 85)
 - Context map
 - Photographic and aerial views
 - Deeds & Surveys
 - Existing Conditions plan
 - Dimensions—dimensions in feet and compass bearings of each segment of outside boundary of the site and surrounding properties
 - Topological features
 - Water features
 - Soil and geological formations
 - Vegetation
 - Environmentally sensitive areas
 - Spoiled lands
 - Viewsheds—summary of views into and from sites
 - Man-made features
 - Streets, roads, alleys and paths
 - Bridges and tunnels
 - Rights-of-ways and easements
 - Utilities
 - Hazardous and artificial land conditions

- Historically significant sites
 - Proposed structures and corridors
 - c. Submit Preliminary Site Plan (pg 87)
 - Parcel info
 - Proposed development
 - d. Preliminary Stormwater management plan and report (pg 69)
 - Preliminary Stormwater Management Plan
 - Best management practice design drawings
 - Stormwater report
 - Operation & Maintenance plan
 - e. Preliminary grading Plan
 - f. Preliminary parking plan
 - g. Resource protection plan
 - h. Erosion Sedimentation plan
 - j. Water and Sewage Supply (If applicable)
 - k. Approved variances (if Applicable)
 - L. Approval of conditional or special use exceptions (if applicable)
 - m. Proof of submission of all needed regulatory agencies
 - n. Location map within county
 - o. Sealed Survey and preliminary Plat (Pg 91)
 - p. Landscape plan
 - q. construction details
 - r. Phasing plan and schedules (if applicable)
 - s. Highway occupancy permits (if applicable)
 - t. gas and oil well info (if applicable)
 - u. Geotechnical report & slope analysis
 - v. Impervious Surface worksheet
 - w. Environmental Analysis Base map
 - x. Wetland Impact Statement
3. Proof that construction codes are satisfied.
4. Final Plan Application (pg 94)
- a. final site plan
 - b. Landowner or developer agreement
 - c. Deed restrictions/easement/ protective covenants
 - d. final grade plan
 - e. utility plan
 - f. agreement for dedication of streets (if applicable)
 - g. parking agreement (if applicable)
 - h. proof of all relevant agency and government approvals
 - i. As-built Drawings (pg 98)
 - j. Updated/revised submissions
 - k. Modification of final application

See pages 99 to 104 for Specific application requirements for each Group