

City of Tipton Development Process Summary

Development process may take 2 – 6 months depending on submittal date and completeness of submittal and the type of development.

There are three (3) major approval processes that involve development within the City of Tipton: 1) Development Plan Approval, 2) Subdivision Control Approval, and 3) Drainage Approval. A project may require one, two or all three processes depending on its complexity and are summarized herein.

Other approvals or processes that could occur during development include annexation, tax abatement, state and local highway access, state and local health department, and state building design review and are not included in this summary.

This is a process *summary* and may not be all inclusive and any development should first and completely consult the City of Tipton Zoning, Subdivision Control and Drainage Codes. Specific items that shall be shown on and/or included in the submittals are not listed here and may be found on other checklists. Please consult appropriate code.

1. Development Plan

- All development plan review initiates in the City of Tipton Plan Commission Office.
- See purposes of the Zoning Code and development plans.
- The development plan shall be approved by the City Plan Commission or by the City Plan Commission Development Plan Review Committee if under 20,000 square feet. See current plan commission meeting and filing dates.
- The development plan approval may proceed simultaneously with subdivision primary plat approval, where applicable.
- Development plan approval is required in all B1, B2, I1 and I2 zoning districts.
- Development plan approval is required for any construction, reconstruction, or structural alteration of any structure or structures resulting in larger lot coverage, or the establishment or change of any land use on any property within an affected district. See definition of structure; there is no definition for construction. There are exceptions.

Process:

A. Advisory meeting(s) between petitioner and Plan Department with statement of purpose and sketch plan.

B. Development Plan Submission and Approval/Appeal/Amendment

1. Development Plan Application submittal (see current meeting and filing dates)
2. Pay Filing fee (Currently \$350)
3. Submit required materials (see development plan checklist)
4. Determination of complete submittal
5. Hearing is docketed by Plan Department for either the Plan Commission or the Development Plan Review Committee
6. Plan Commission or Development Plan Review Committee hearing
7. Determination made which may be predicated on conditions, performance bonds or other written assurances.
8. Approval of Findings of Fact

9. Development Plan Review Committee determination may be appealed to the Plan Commission. Plan Commission determination may be appealed to court.
10. An approved development plan is valid for 2 years; there are exceptions.
11. An approved development plan may be amended.

Some of the requirements above may be waived for WECS projects by the Plan Commission; however, there are 9 additional requirements for WECS projects that shall be submitted and reviewed by the Plan Commission.

2. Subdivision Plat

- All subdivision plat review initiates in the City of Tipton Plan Commission Office.
- See purposes of the Subdivision Control Code.
- There are three classifications of subdivisions: Major, Minor and Exempt and each is handled differently, but all three start out the same.

1. Preliminary Consultation / Pre-design Conference

This step is required for all classifications of subdivisions. During a meeting between the petitioner and the Plan Department, a determination will be made whether a subdivision is a major / minor or exempt subdivision. If exempt, no subdivision approval is necessary. If the determination is made that the subdivision is either major or minor, then approval is necessary.

2. Major / minor sketch plan submittal

Fee: \$350 plus \$15 per lot for Preliminary/Minor; \$200 plus \$5 per lot for Final.

Checkpoint agency

Determination whether subdivision is major or minor. There are different steps for either type as below.

Major Subdivision

3a. Preliminary Major Plat submittal (entire subdivision)

Plan Commission approval during a public hearing (see Plan Commission Meeting and Filing Dates)

Staff report

Public hearing notification

Plan Commission approval of preliminary major plat. Plat is effective for 3 years.

4a. Construction Plans

Submittal

Approval of affected participating jurisdictions.

5a. Final (Secondary) Plat

Final Major Plat submittal (entire subdivision or sections)

Performance guarantee

Restrictive covenants

Plan Commission approval of final major plat (not public hearing).

Staff report

Plat signatures (after performance guarantees if required)

Installation of improvements and inspections

Recording of major plat

Minor Subdivision

3b. Sketch Plan review

Administrative Review of minor sketch plan

Plan Commission approval of minor sketch plan (public hearing). Plat is effective for 1 year.

4b. Final Plat

Final Minor Plat submittal

Fee

Performance guarantee

Restrictive covenants.

Plan Commission approval of final minor plat (not public hearing).

Staff report

Plat signatures (after performance guarantees if required)

Installation of improvements and inspections

Recording of minor plat

3. Drainage Plan

All drainage plan review initiates in the Tipton County Surveyor’s Office. Drainage standards for the Big Cicero Creek watershed along with standards for Tipton County can be found on Tipton County’s website. (<http://www.tiptongov.com>)

To be placed on either agenda for the Big Cicero Creek or Tipton County Drainage Board, occurs through the Tipton County Surveyor’s Office.

Big Cicero Creek Drainage Board

Tipton County Drainage Board

Meets irregularly.
(Check with Surveyor’s Office)

Meets monthly in conjunction with the County Commissioners schedule

Plans submitted through Surveyor’s office at least ten (10) days in advance of meeting.

Plans submitted through Surveyor’s office at least ten (10) days in advance of meeting.

As part of approval, the cost of the engineering review is to be paid by the petitioner.

As part of approval, the cost of the engineering review is to be paid by the petitioner.

Typically, only one board will need to approve the drainage for a project as the higher standard will be the governing for the project.