

**FOR IMMEDIATE RELEASE**

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**TEXT AMENDMENT REQUIRING CERTIFIED PLOT PLANS FOR NEW RESIDENTIAL CONSTRUCTION:**

March 23, 2022: If you are planning to build a new home in the unincorporated areas of Monroe County, Indiana (excluding all Town of Ellettsville and City of Bloomington properties) in the near future, please read below for an important update to the permitting application process:

The Monroe County Planning Department is moving forward with a proposal to update the Monroe County Zoning Ordinance to require certified plot plans be submitted with applications for construction of new single family, two-family, and multi-family homes built in Monroe County. If approved by the County Commissioners, new residential construction will be required to submit a certified plot plan to obtain a building permit. A “certified plot plan” is a drawing that is prepared by and signed off by a surveyor, engineer, or architect, showing areas of proposed and existing improvements with accurate property boundaries and other necessary site features.

This change will **not** affect applications for accessory structures, additions to existing single family or two-family homes, or interior remodels. Note that there will be situations – such as instances where property lines are unclear, or where easements or other features impact proposed building locations – where a certified plot plan may still be requested. Please reach out to our Planning Office at 812-349-2560 and ask to speak to the “Planner of the Day” and they can help you with your questions.

Certified plot plans are a vital tool for homeowners in the building process and throughout their time owning and developing a property. In addition to confirming property lines and related setback requirements, certified plot plans help identify existing areas of concern on the property in regards to steep slope, karst features, buildable area, drainage concerns, and easements that could cost homeowners extra money in building, maintenance, and damage repair costs in the future. Certified plot plans also help avoid delays in processing applications due to inaccurate or insufficient information being submitted for review.

This text amendment will be heard at the Commissioners meeting on **April 27, 2022**. Information for how to attend the meeting will be on the County website: <https://www.co.monroe.in.us>. You are welcome to attend the Monroe County Commissioner’s meeting, and there will be an opportunity for public comment. You may also reach out to the Planning Department with comments regarding the proposed amendment, or with any questions or concerns at 812-349-2560 or email us at [PlanningOffice@co.monroe.in.us](mailto:PlanningOffice@co.monroe.in.us).

The proposed text amendment is attached for your full review.

## CHAPTER 815

### ZONING ORDINANCE: SITE PLAN REVIEW

#### 815-1. Purpose

The purpose of the site plan review procedure set forth in this chapter is to regulate the development of structures and sites in a manner which considers the following concerns and, where necessary, requires modification of development proposals to eliminate or minimize potential problems and nuisances. The principal areas of concern are:

- (A) The balancing of landowners' rights to use their land, with the corresponding rights of abutting and neighboring landowners to live without undue disturbances (e.g., noise, smoke, fumes, dust, odor, glare, storm water ~~run-off~~runoff, etc.).
- (B) The convenience and safety of vehicular and pedestrian movement within the site, and in relation to adjacent areas or roads;
- (C) The adequacy of water supply, waste disposal methods and protection from pollution of surface or ground water; and,
- (D) The protection of natural, environmental, historic, or archaeological features on the site under review and in adjacent areas.

#### 815-2. Site Plan Review Requirement

No permit or certificate for the construction, exterior alteration, relocation, demolition, occupancy, or change in use of any building, structure or parcel shall be given and no existing use shall be established or expanded in floor area except in conformity with a site plan approved by the Administrator. Site plan review shall also be required for the resumption of any use discontinued for more than six (6) consecutive months or for the expansion of any existing use.

#### 815-3. Site Plan Review Process

(A) Applicable standards. See table below for requirements for certified site plans, certified plot plans, or scaled plot plans depending on the use and type of construction as it relates to the Ordinance. Where a use is listed in multiple categories (i.e. residential structure and accessory structure) it will be at the Administrator's Discretion to determine whether the structure is an accessory or principal use. For circumstances where details required under the provisions of this ordinance are deemed unnecessary, the Administrator may waive this requirement.

<div style="border: 2px solid red; padding: 2px; display: inline-block;">Com</div> (Commercial Structure)	<div style="border: 2px solid blue; padding: 2px; display: inline-block;">Res</div> (Residential Structure)	<div style="border: 2px solid black; padding: 2px; display: inline-block;">Acc</div> (Residential Accessory Structure)
<p>Applicability: Requires a <b>certified site plan</b> for any proposed Commercial construction for a site that are identified as any of the following uses below:</p>	<p>Applicability: Requires a <b>certified plot plan</b> for any new principal use structures that are identified as any of the following uses below:</p>	<p>Applicability: Requires a <b>scaled drawing</b> for any expansions to principal use structures, replacement of existing structures utilizing the same foundation, remodels, or new construction of accessory structures</p>
<p>Includes:</p> <p><b>Agricultural Uses-</b></p> <ul style="list-style-type: none"> <li>• Agriculture –related industry;</li> <li>• Agritourism/ Agritainment;</li> <li>• Aquaculture;</li> <li>• Agricultural Event Center;</li> <li>• Christmas Tree Farm;</li> <li>• Commercial Facilities for the sale...;</li> <li>• Composting Operation;</li> <li>• Confined Feeding Operations;</li> <li>• Equestrian Center;</li> <li>• Feed Lot;</li> <li>• Feed Mill;</li> <li>• Kennels...;</li> <li>• Nursery/Greenhouse;</li> <li>• Pick-your-own operation;</li> <li>• Winery</li> </ul> <p><b>Residential Uses-</b></p> <ul style="list-style-type: none"> <li>• Elderly housing;</li> <li>• Manufactured Home Park;</li> <li>• Multifamily dwelling</li> </ul> <p><b>Public and Semipublic Facilities (ALL)</b></p> <p><b>Business and Personal</b></p>	<p>Includes:</p> <p><b>Agricultural Uses-</b></p> <ul style="list-style-type: none"> <li>• Agriculture and Accessory use to Agriculture;</li> <li>• Agriculture Uses, Land Animal and Non-Animal Related;</li> <li>• Commercial Non-Farm Animals;</li> <li>• Equine Services;</li> <li>• Horse Farm;</li> <li>• Orchard;</li> <li>• Roadside Stand Permanent and Temporary;</li> <li>• Stockyard;</li> </ul> <p><b>Residential Uses –</b></p> <ul style="list-style-type: none"> <li>• Accessory Apartments</li> <li>• Accessory Dwelling Units</li> <li>• Boarding House</li> <li>• Guest House</li> <li>• Historic Adaptive Reuse</li> <li>• Residential Storage Structure</li> <li>• Accessory Livestock</li> <li>• Accessory Use</li> <li>• Home Based Business</li> <li>• Home Occupation</li> </ul>	<p>Includes:</p> <p><b>Agricultural Uses-</b></p> <ul style="list-style-type: none"> <li>• Agriculture and Accessory use to Agriculture;</li> <li>• Agriculture Uses, Land Animal and Non-Animal Related;</li> <li>• Commercial Non-Farm Animals;</li> <li>• Equine Services;</li> <li>• Horse Farm;</li> <li>• Orchard;</li> <li>• Roadside Stand Permanent and Temporary;</li> <li>• Stockyard;</li> </ul> <p><b>Residential Uses –</b></p> <ul style="list-style-type: none"> <li>• Accessory Apartments</li> <li>• Accessory Dwelling Units</li> <li>• Boarding House</li> <li>• Guest House</li> <li>• Historic Adaptive Reuse</li> <li>• Residential Storage Structure</li> <li>• Accessory Livestock</li> <li>• Accessory Use</li> <li>• Home Based Business</li> <li>• Home Occupation</li> </ul>

<p><u>Services - All except: Bed and Breakfast; Temporary Seasonal Activity; Tourist Home or Cabin;</u></p> <p><u>Retail and Wholesale Trade (ALL)</u></p> <p><u>Automotive and Transportation Services (ALL)</u></p> <p><u>Amusement and Recreational Services (ALL)</u></p> <p><u>Manufacturing, Mining, Construction, and Industrial Uses (ALL)</u></p> <p><u>Adult Oriented Business (ALL)</u></p> <p><u>Multi-Use (ALL)</u></p> <p><u>Chapter 833- All except: Bed and Breakfast, Crops and Pasturage, Home Occupations, Single Family Detached Dwellings</u></p>	<p><u>House</u></p> <ul style="list-style-type: none"> <li>• <u>Historic Adaptive Reuse</u></li> <li>• <u>Residential Storage Structure</u></li> <li>• <u>Single Family Dwelling</u></li> <li>• <u>Temporary Dwelling</u></li> <li>• <u>Two Family Dwelling</u></li> </ul> <p><u>Business and Personal Services</u></p> <p>=</p> <ul style="list-style-type: none"> <li>• <u>Bed and Breakfast;</u></li> <li>• <u>Temporary Seasonal Activity;</u></li> <li>• <u>Tourist Home or Cabin;</u></li> </ul> <p><u>Chapter 833 uses:</u></p> <ul style="list-style-type: none"> <li>• <u>Bed and Breakfast</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Single Family Dwelling,</u></li> <li>• <u>Temporary Dwelling</u></li> <li>• <u>Two Family Dwelling</u></li> </ul> <p><u>Business and Personal Services –</u></p> <ul style="list-style-type: none"> <li>• <u>Temporary Seasonal Activity;</u></li> </ul> <p><u>Chapter 833 uses:</u></p> <ul style="list-style-type: none"> <li>• <u>Crops and Pasturage</u></li> <li>• <u>Home Occupations</u></li> </ul>
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<u>Com</u>	<u>Res</u>	<u>Acc</u>
<u>B, D, E, F, G, H, I, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z</u>	<u>C, D, E, F, G, J, K, M, P, Q, R, V, W, X, Y, Z</u>	<u>A, D, E, G, J, K, M, R, X, Y, Z</u>

**815.3. ~~Site Plan Review Process~~**

**(BA) Application and Requirement for Site Plan Review**

- (1) An applicant for site plan review under this chapter shall file with the Administrator an application for site plan approval upon forms made available in the Commission's office along with the original and two (2) copies of the site plan.

(2) The site plan or plot plan shall include any of the following elements that are deemed necessary by the Administrator in order to properly evaluate the proposed project in accordance with the provisions of this ordinance, taking into consideration the nature of the project, its magnitude, uses and overall community impact:

Acc (a) A plot plan to scale. Some sites may require a certified plot plan at the administrator's discretion if they contain non-buildable area per Chapter 804-4(E), or if our best available data shows a discrepancy in regards to lot boundaries, easements, utility infrastructure locations, or other limitation(s);

Com (b) ~~(p)~~ Certified Site plan and a subscribed statement of an engineer, land surveyor, or architect, licensed by the State of Indiana, certifying that the proposed activity will satisfy the performance standards of Chapter 802 of this ordinance;

Res (c) Certified plot plan that includes a subscribed statement of an engineer, land surveyor, or architect, licensed by the State of Indiana, certifying that the proposed structure meets all design standards and includes all necessary information listed below.

Com Res Acc (d~~a~~) the name and address of the owner and developer, engineer, surveyor, architect;

Com Res Acc (b~~e~~) the location of the project by public way, township and section;

Com Res (e~~f~~) the legal description of the subject property;

Com Res Acc (d~~g~~) a map including date, legend, scale bar and North arrow, which shows the location, size, capacity, and use of all buildings and structures existing or to be placed on the subject property, including the septic tank and field;

Com (h~~e~~) the nature and intensity of the operations involved in, or conducted in connection with the project;

Com (f~~i~~) the site layout of the project including the property boundaries, location, lot size, arrangement and capacity of the area to be used for yards, setbacks, and all buildings including accessory structures, vehicular access, parking, and loading; illustrate any visible or apparent karst features, floodplain, or wetlands;

Res Acc (j) the site layout of the project including the location, lot size, arrangement and capacity of the area to be used for yards, setbacks, and all buildings including accessory structures, vehicular access, parking, and loading, illustrate any visible or apparent karst features, floodplain, or wetlands. For sites equal to or greater than 2.5 acres, deed of record illustrative property boundary is adequate; for sites less than 2.5 acres, property

boundaries must be surveyed.

- Com Res Acc (~~g~~k) the names of public ways giving access to the subject property and the location, width and names of existing platted public ways, railroads, parks, ~~utility~~ easements if shown on deed or recorded plat, sidewalks, driveways, utilities, and other public open spaces associated with the project;
- Com (~~h~~l) the layout of proposed public ways, their names and width, and the width of alleys, walkways, paths, lanes and all easements;
- Com Res Acc (~~m~~i) the location, dimensions and design of all signage for the project;
- Com (~~n~~j) the location, height, intensity, direction of illumination and bulb type (i.e., florescent, sodium incandescent, etc.) of all external lighting fixtures;
- Com (~~o~~k) a landscape plan that complies with Chapter 830 and showings all existing natural land features, trees, forest cover and water sources, and proposed changes to these features including the size and type of plant material;
- Com Res (~~p~~) a parking plan that complies with Chapter 806;
- Com Res (~~q~~l) ~~the two foot~~ contours ~~with or~~ spot elevations of the finished grade, finished first floor elevations, and the directions of storm water runoff. Certification shall include a statement that says positive drainage away from structures will be complied with. To verify positive drainage, the ground adjacent to all sides of a building shall fall a minimum of six inches in the first ten feet from the building. Driveways which lead to garages shall fall a minimum of three inches in the first ten feet away from the garage.
- Com Res Acc (r) Show 15% slope lines in relation to proposed structures. If located in the Environmental Constraint Overlay, then show applicable slope line in addition.;
- Com (~~s~~ff) the layouts of proposed lots with their numbers and dimensions;
- Com (~~r~~st) the land use density factors;
- Com (~~o~~tu) outside storage and/or product display area if allowed;
- Com ~~\_\_\_\_\_~~ (~~v~~uq) construction plans, if any;
- ~~\_\_\_\_\_~~ Res (~~y~~w) construction plans or floor plans;

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|-----|------------------|---|--|
| Com | <del>(xwf)</del> | <del>erosion control/grading plan</del> | Stormwater Management Plan that complies with Ch 761, <del>if any</del> ; and, |
|-----|------------------|---|--|
  
- |     |     |     |                |  |
|-----|-----|-----|----------------|--|
| Com | Res | Acc | <del>(y)</del> | Location of proposed erosion control measures (tree protection, silt fence, sinkhole protection, concrete washout area, temporary construction entrance, storm drain and inlet protection, seed/straw narrative/timeline, off-site borrow areas, stockpile areas, etc) |
|-----|-----|-----|----------------|--|
  
- |     |     |     |                |    |  |
|-----|-----|-----|----------------|----|--|
| Com | Res | Acc | <del>(z)</del> | ys | all other permits, certificates and/or approvals required from any State or local agency relative to the use or improvement of the subject property or to the use or installation of public improvements which may serve the subject property (e.g., Indiana Department of Transportation approval of State highway improvements, <u>Monroe County Highway activity in the right-of-way permits</u> , private sewage disposal system permit from the Monroe County Health Department, etc.). |
|-----|-----|-----|----------------|----|--|

**(CB)** The Administrator shall consider and evaluate such application and associated site plan, and thereupon render a decision in writing, which decision shall consist of either:

- (1) approval of the site plan based upon the determination that the proposed plan complies with the general, design and performance standards set forth in this ordinance;
- (2) Disapproval of the site plan based upon the determination that the proposed project does not meet the general, design or performance standards set forth in this ordinance; or
- (3) Approval of the site plan subject to any conditions, modifications and restrictions as required by the Administrator which will ensure that the project meets the general, design and performance standards set forth in this ordinance.

**(DC)** Site plans submitted to the Administrator under this chapter shall become a permanent public record.

**815-4. General Standards for Review**

The Administrator shall review the site plan and supporting documents, taking into consideration the following general standards for site plan approval:

- (A) Compatibility with surrounding land uses;
- (B) Availability and coordination of sanitary sewer, water, storm water drainage, and other utilities as deemed appropriate;
- (C) Management of traffic in a manner which creates conditions favorable to the health, safety, convenience and harmonious development of the community, particularly considering each of the following factors:
  - (1) the design and location of proposed street and highway access points and

sidewalks to minimize safety hazards and congestion;

- (2) the capacity of adjacent existing streets and highways to safely and efficiently handle traffic projected to be generated by the proposed development; and,
  - (3) the coordination of entrances, streets, sidewalks and internal traffic circulation facilities in the site plan with existing and planned streets and adjacent developments.
- (D) Compliance with the performance standards set forth in Section 802-5 of this ordinance and any general standards provided in this ordinance.

**815-5. Phasing of large projects**

(A) The purpose of this section is to facilitate the establishment of larger, more complex projects with significant infrastructure requirements by establishing a procedure which allows applications proposed consistent with the requirements of this title to complete infrastructure and other improvements in phases. Proposed phasing plans will be reviewed and adopted in a manner which ensures that each phase is self-sufficient and is not dependent on subsequent phases to fulfill infrastructure requirements and other conditions of approval. Phased development which is approved consistent with the requirements of this section may proceed with a minimum of additional review, unless otherwise specified in this chapter or ordinance.

(B) Applicability. Phased development plans may be considered for those proposed projects which meet the following requirements:

- 1) The proposed project includes a land area of five acres or greater.

(C) Phasing plan required. Applications for site plan approval which propose to complete the required infrastructure improvements in phases must include a preliminary phasing plan. A final phasing plan which incorporates all required conditions of approval and details infrastructure improvements and sequencing of the phases must be submitted before any ground disturbing activities.

- 1) Preliminary phasing plans must be submitted concurrently with the land use application. Preliminary phasing plans must include the following information:
  - a. Illustrative maps for each proposed phase which clearly mark in heavy lines the boundaries of the subject phase, the size (in acreage) of the phase area, label the phase alphabetically (to avoid confusion with lot numbers), and depict roads, lots, infrastructure (including stormwater facilities), easements, dedications and open space which are included within the subject phase. The plan must also illustrate those proposed improvements which mitigate impacts associated with the unbuilt portions of the project which are not located within the boundaries of the subject phase. Previously established phases, including roads, lots, infrastructure, easements, dedications, and open space, should be shown on the map shaded or gray-



scaled. All phasing maps must be drawn at the same scale.

- b. A narrative description or table which describes each phase and its associated improvements. In addition, the narrative or table must demonstrate that each phase would comprise a “stand-alone” development which, should no subsequent phases be constructed, would meet or exceed the standards of this title and all other conditions of approval. The narrative should also describe the proposed timeline for completion of the entire project.

- 2) The final phasing plan must be submitted to the Planning Department before any ground disturbing activity, and must include the following:

- a. Illustrative maps for each proposed phase which clearly mark in heavy lines the boundaries of the subject phase, label the phase alphabetically (to avoid confusion with lot numbers), and depict roads, lots, infrastructure, easements, dedications and open space which are included within the subject phase. The plan must also illustrate those proposed improvements which mitigate impacts associated with the unbuilt portions of the project which are not located within the boundaries of the subject phase. Previously established phases, including roads, lots, infrastructure, easements, dedications, and open space, should be shown on the map shaded or gray-scaled. All phasing maps must be drawn at the same scale. The final phasing plan map should be drawn at the same scale as the preliminary plat map.
- b. The final narrative description or table which describes each phase and its associated improvements. The final narrative must also include the proposed timeline for completion of the entire project.

**(D)** Approval. The administrator may approve phasing plans only if the phasing plan does not erode the intent of the criteria for approval of the site plan. In addition, phasing plans must be reviewed to ensure that they meet or exceed the following criteria:

- 1) Each proposed phase must provide required open space, stormwater management measures, recreation facilities, landscaping, parking, utilities, and/or dedications for public use concurrent with development. In cases where construction of a proportionate fair share improvement is not feasible or would result in incomplete facilities which do not mitigate the impacts of the phase, construction of the entire improvement is required;
- 2) All required off-site improvements which mitigate impacts associated with the subject phase must be completed before final approval of that phase;
- 3) All phases must be stand-alone and proposed in sequential order. No proposed future phase can receive a Land Use Certificate before a Land

Use Certificate for the preceding phase is granted. Dependent phases may include such required approvals and/or conditions, including, but not limited to: the looping of roads and utilities; the provision of fire flow; stormwater management systems; and the mitigation of transportation, recreation and/or public services impacts. Landscaping, parking, and all other required improvements must be provided within each phase as required. In some cases, landscaping and parking improvements may be located in two overlapping phases with a supporting narrative; an example may be – Phase I to include the bioretention as sediment basins and parking areas, drives, aisles, etc. to have base asphalt coat. In Phase II, for example, it may again include bioretention and parking, but during this phase show full compliance with full bioretention plantings and final asphalt coat.

- 4) Phases must be constructed in the manner approved in the phasing plan to ensure orderly and planned development. Phases must be planned to ensure the efficient construction of adjacent future phases (those phases immediately next to the subject phase, sharing a common boundary line), and to ensure that phased development does not allow for leapfrog development;
- 5) Infrastructure improvements which are required to serve the entire project may be constructed within a nonadjacent phase.
- 6) In the case where multiple structures seeking Land Use Certificate are located in one phase, it is required that all improvements be completed before individual Land Use Certificates can be issued. An exception to this may be in a case where there are improvements tied to the construction of a building not yet built. In that case, the Improvement Location Permit and Land Use Certificate can be contingent upon the structure and required minimal improvements (i.e. foundation landscape plantings).

**[end of chapter]**