

TOWN OF BURNS HARBOR, INDIANA

TOWN CODE

Chapter 14 — Subdivision Control Ordinance

14-3-2.5. MANDATORY MEETING: Site Plan Review. A person desiring approval of a plat of a subdivision and/or commercial or industrial development shall appear before the Commission to discuss the proposal. No fee or formal application is required for this meeting. The purpose of the meeting is to save the petitioner time and money, and the petitioner should be prepared to discuss the details of the proposed subdivision and/or commercial or industrial development including such items as proposed use, existing features of the area, exiting covenants, land characteristics, availability of community facilities and utilities, size of development, park areas, or public areas, proposed protective covenants, proposed utilities and street improvements. The petitioner shall submit completed Site Plans for the proposed subdivision and/or commercial or industrial development. In order to have the matter placed on the Commission's agenda, a person requesting Site Plan Review should contact the Commission's Secretary no later than ten (10) days prior to the next regularly scheduled meeting of the Plan Commission.

14-5-2. OFFICERS, MEMBERS AND EMPLOYEES

H. LEGAL AND ENGINEERING FEES. Within its budget allotment, the Commission may contract for special services, such as professional services including legal and engineering services. In order to defray costs incurred by the Town in the administration, planning, review and inspection of applications and petitions arising under this Chapter 14, as amended from time to time, all applicants and petitioners shall be required to pay the actual costs of professional services incurred by the Town. All applicants for subdivision approval shall present and deposit a certified check payable to the Town in an amount equal to two percent (2%) of the cost of all infrastructure improvements, as estimated by the Town engineer, at the time of the application for primary plat approval. The actual costs of professional services incurred in the administration, planning, review, and inspection of subdivisions under this Chapter, as charged at the professional service providers' usual and customary rates for non-municipal clients, shall be drawn from the amount deposited with the Town. In the event that the actual costs of professional services exceed the amount deposited with the Town, the Town shall charge additional fees for those services based upon the actual costs incurred and paid by the Town. In the event the actual costs of professional services do not exceed the amount deposited with the Town, the difference shall be refunded to the developer upon the completion and acceptance of all infrastructure and

the release of any maintenance guarantee. Professional service providers shall notify the Town in writing of their usual and customary rates for nonmunicipal clients, which information shall be available from the Town Clerk-Treasurer. In matters before the Plan Commission other than subdivisions, applicants and petitioners will be charged the actual costs of professional services as invoiced to the Town as an additional fee. All fees charged under this Section shall be paid prior to the issuance of any improvement location permit, and any relief granted under this Chapter shall be conditioned upon the full payment of such fees.