

## **Sec. 9-76 Permit Requirements and Procedures**

### **(a) When to Submit**

- (1) Applicants must submit drainage plans for review and approval prior to the initiation of any land alteration on the site. Local drainage review as part of the land alteration process shall typically be accomplished as a two-step process, in conjunction with the platting of land. A General Drainage Plan, including submittal of drainage calculations, and information for the entire parent tract shall be required with submittal of a primary plat. A detailed Design Drainage Plan shall be submitted with the secondary plat. In addition to the information required by the platting process, other information shall be required, as noted in this section.
- (2) In the case where the site has already been platted, but development plan approval has not been granted, the drainage review process shall be completed in conjunction with the initial site development plan application (including the Site-Plan Checklist). In addition to the information required by the development review process, other information shall be required, as noted in this section.

### **(b) Pre-submittal Meeting**

The CITY may require a pre-submittal meeting.

### **(c) SWQMP Permit Review and Approval Process**

- (1) The CITY will review each application for a SWQMP Permit to determine its conformance with the provisions of this Ordinance. Within 30 calendar days after receiving a complete application, SWQMP plan, and permit review fee, the Issuing Authority shall, in writing:
  - A. Approve the application and SWQMP plan and issue the SWQMP Permit;
  - B. Approve the application and SWQMP plan subject to such reasonable conditions as may be necessary to secure substantially the objectives of these Regulations, and issue the SWQMP Permit subject to these conditions; or
  - C. Disapprove the permit application and SWQMP plan, indicating the reason(s) and procedure for submitting a revised application and / or submission.
  - D. The 30-day review period shall begin anew for resubmittals that were previously submitted and determined to be incomplete or disapproved.

### **(d) Changes to Plans**

Any revision, change or deviation in the detailed plans and specifications after formal approval by the CITY shall be filed in duplicate with and approved by the CITY prior to implementation of the revision or change. Copies of the revisions or changes, if approved, shall be attached to the original plans and specifications.

### **(e) Fee Structure**

(1) As a condition of the submittal and review of development Plans by the CITY, applicant agrees to pay the CITY for costs incurred in the review of all drainage submittals, preliminary plans, final plans, construction plans and stormwater pollution prevention plans, as well as pre-paid inspection fees.

(2) Fee Amount

A. Residential Developments

1 to 4 lots	\$350
4 to 25 lots	\$500
26 to 75 lots	\$ 1,000
76 to 150 lots	\$ 1,500
150 or more lots	\$ 2,500

B. Commercial / Industrial Developments

Up to 5.0 acres	\$ 1,250
5.1 to 10.0 acres	\$ 1,800
10.1 to 25.0 acres	\$ 2,000
25.1 or more acres	\$ 2,500

(3) Time of Payment

As a condition of approval of final plans by the CITY, the applicant shall pay the CITY Treasurer the appropriate sum as set forth in Section 9-76 (e) (2) above. The CITY may choose to issue a billing statement before the project advances to the final approval stage. Payment will be due by the applicant upon receipt of said billing statement regardless of whether the project has advanced to the final stages of approval.

(4) Method of Payment

A. Fees shall be paid by one of the following methods:

- (i.) Certified Check
- (ii.) Cashier's Check
- (iii.) Money Order

B. All checks shall be made payable and submitted to:

- (i.) City of Lake Station  
3701 Fairview Avenue  
Lake Station, Indiana 46405

(5) Refund of Payment

Fees are only refundable if the CITY determines that compliance with this Ordinance is not necessary.

**(f) Required Assurances**

(1) The project site owner shall be responsible for the installation, good repair, maintenance and ultimate removal of all temporary and permanent Erosion