

Site Plan Review Process

A SITE plan review project will be submitted to the Department of Planning Services who will handle the distribution of the project to various reviewing agencies. Below are three approved submittal options (See the applicable Zoning Ordinance section 'Site Plan Review' for more detailed requirements).

Option 1: Electronic Submittal - Submit project using the Citizen Access website under the Department of Planning Services tab: <https://citizenaccess.acfw.net/CitizenAccess/>

- ✓ A complete submittal includes:
 1. Completed Online Application
 2. Civil Engineering and Architectural plans uploaded
 3. Filing fee paid (Payable with Credit Card or ECheck)
- *First time users may contract DPS staff for questions and comments.

Option 2: Paper/Electronic Submittal - Submit project at our front counter

- ✓ A complete submittal includes:
 1. Completed application
 2. Filing fee paid (Payable with Cash or Check)
 3. Electronic version of Civil Engineering and Architectural plans
 4. 1 paper copy of the Civil Engineering and Architectural plans

Option 3: Paper Submittal - Submit project at our front counter

- ✓ A complete submittal includes:
 1. Completed application
 2. Filing fee paid (Payable with Cash or Check)
 3. Paper Copies of Civil Engineering and Architectural plans:
 - a. Fort Wayne: 14 paper copies of Civil and 8 copies of the Architectural.
 - b. Project outside of Fort Wayne: 9 paper copies of Civil and 6 copies of the Architectural.

*Please note: Electronic version of Civil Engineering and Architectural plans will be required prior the permit being issued.

Review Schedule:

Projects requiring a SITE plan review do not have a formal deadline and can be submitted at any time. Applicants can expect to receive comments for projects in the City of Fort Wayne within approximately 3 business days and for projects outside the City limits 7 days. The Planning staff reserves the right to not accept incomplete submissions, or to accept the submission but defer distributing the plans until it is a complete submittal.

Permitting Process:

DPS staff will route plans to the appropriate reviewing agencies via ACCELA (Electronic Permitting System). If additional information is needed to conduct a review the ACCELA system will automatically forward an email to the applicants stating what information is needed. After initial comments have been submitted it is the project representative's responsibility to contact any holding departments to resolve any holds on the permit for release of their review section. The following is a list of the main reviewing departments along with contact phone numbers:

Department Contact List

Department of Planning Services	260-449-7607
Health Department	260-449-7561
Fire Department	260-427-1479
Stormwater Engineering	260-427-5064
Sewer Engineering	260-427-5064
Water Engineering	260-427-5064
Aqua Indiana	260-625-4700
Surveyor's Office	260-449-7625
Transportation Engineering	260-427-1172
Parks Department Street Trees	260-427-6400
Airport Authority	260-747-4146

When all of the reviewing departments have released their section of the permit it will automatically be sent to the Allen County Building Department. At this time, it is requested that the project representative forward a list of those departments holding the C of C(s) to the project contractor and property owner for the end of the project. Once the Building Department has received verification of the state design release (if required) for the project, a building permit can be applied for and issued. Please call the Allen County Building Department at (260) 449-7131 with questions with regard to the building permits or state design releases for projects.

Upon completion of the project, it is the applicant's responsibility to contact any departments holding the Certificate(s) of Compliance (C of C(s)) and clear any holds.

When all the holds on the C of C(s) are cleared, ACCELA system will notify the Allen County Building Department. The applicant may then obtain a Certificate of Occupancy from the Allen County Building Department once all building inspections are complete.

Questions? Call 260-449-7607 or email: Gary (JR) Halter garyhalter@allencounty.us or Alexis Busselberg alexis.busselberg@allencounty.us