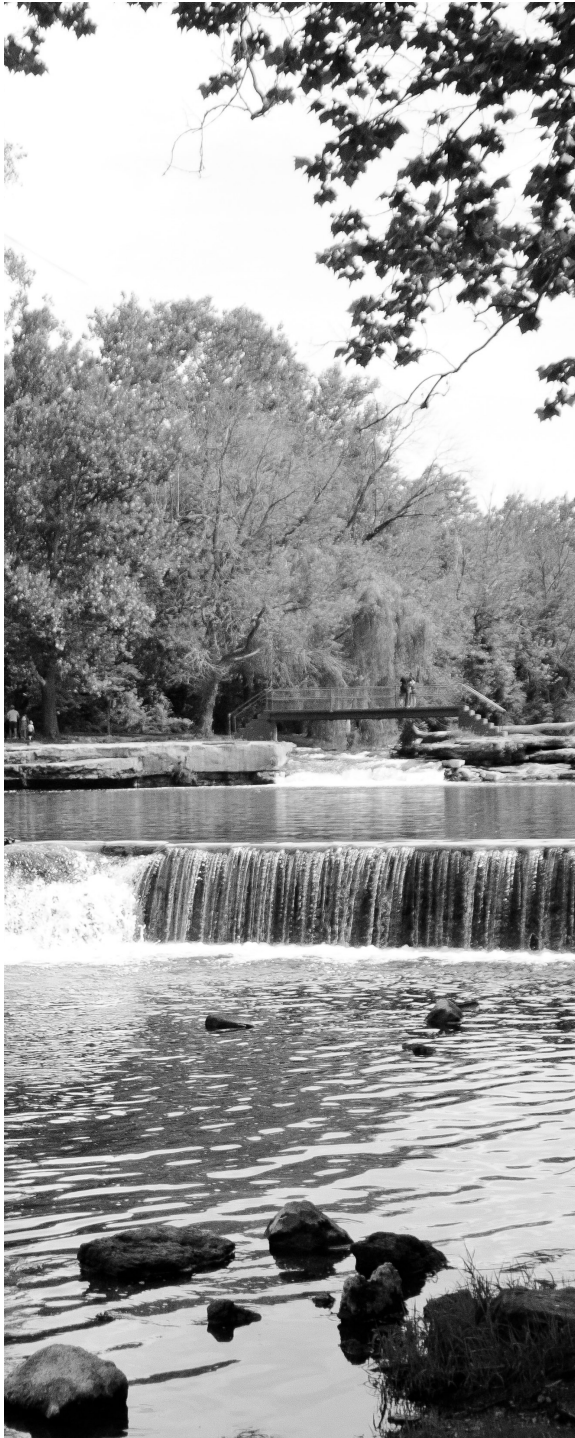


# DEVELOPER GUIDE







## INTRODUCTION

Thank you for your interest in developing in the Town of Pendleton. **We have created a completely new Unified Development Ordinance (UDO) in Fall of 2021 to guide all development that occurs within Town limits or any granted Extra-Territorial jurisdiction.** Please use this guide to assist you with your development type and processes.

If you have any questions about development processes, zoning, or relevant matters, please contact us via phone or email.

**Phone | 765.778.8370**

**Email | Please use our webpage to contact the department directly.**

*<https://www.town.pendleton.in.us/planning-department>*

**To download the Unified Development Ordinance (UDO):**

- Visit *<https://www.town.pendleton.in.us>*.
- Click *Town Code | Approved Plans and Standards*.
- Download the document by clicking the tab on the left with the document title.

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## IMPACT FEES

In June of 2021, the Town passed an ordinance creating Road Impact Fees, effective January of 2022. These fees will fund selected projects to relieve traffic congestion generated by development. These projects and fees were developed by the Town's engineer to determine where Road Impact Fees would be best utilized per a Zone Impact Fee Plan. The fees are intended to be utilized by the Town within five years and are subject to reassessment.

These fees are on a "per unit" basis, for single family (SF) and multi-family (MF). Commercial business fees are calculated by the Town Engineer, and are based on trip generation. The fees are not due until a building permit is issued, and an installment program is available. This installment program allows two years to complete the impact fee payment on each building permit issued. Table A is the current fee schedule for a single family residence and a multi-family per unit. These fees do not include sanitary connections (Fall Creek Regional Waste District and is approx. \$3,000) or building permit fees.

There are currently no incentives or conditions that allow for exceptions, except for what is allowed in Indiana law. Each development is assessed on a case by case basis.

Park Impact fees are service based, and some aspects of development may allow for credits, but will also be on a case by case basis. Credits are determined by the Park and recreation Board.

*\*\* All fees are subject to updates*

**Table A - New Development Fees**

Service	Fee
<b>New Connection or Change to Existing Service</b>	
1. Electric Service (Residential, Commercial, Industrial)	\$500
2. Water Service (Residential, Commercial, Industrial)	
a. Capacity Fee	\$1,000
b. Connection Fee (priced based on line size)	starting at \$600
<b>System Development Fee</b>	
1. Electric System Development Fee	
a. Residential Developments (containing at least four (4) lots)	\$2,000
b. Commercial and Industrial Developments	
1) Structures up to 4,000 square feet	\$2,000
2) Structures over 4,000 square feet	\$2,000 + additional \$.50 charge per sq.ft.
2. Water System Development Fee (Residential, Commercial, Industrial)	\$1,600
<b>Road Impact Fees</b>	
1. Single Family Residence	\$9,237.49
2. Multi-Family Residence	\$7,162.96
3. All Other Types of Improvements (Including Commercial and Industrial)	TBD by ERI Trip Generator & Town Engineer
*Road Impact Fee has a 5% annual inflation factor that applies January 1st of each year pursuant to Ordinance 21-15. This fee is for new construction or significant change in use only, not raze and replace.	
<b>Park Impact Fee*</b>	
1. Detached Single-Family Home	\$3,854
2. Attached Single-Family Home	\$3,854
3. Multi-Family Home	\$2,852
*This fee is for new construction or significant change in use only, not raze and replace. It does not apply to commercial development.	
<b>Building Permit (includes 5 inspections)</b>	
1. One or Two Family Dwelling	\$700 + \$0.10 per sq. ft
2. Multi Family Dwelling and Hotel/Motel	\$700 + \$100 per unit + \$0.10 sq. ft

### Single-Family total fees per unit:

Electric Hookup - \$500  
 Water Cap/Connection - Starting at \$1,600  
 Electric Development - \$2,000  
 Water Development - \$1,600  
 Road Impact - \$9,237.49  
 Park Impact - \$3,854  
 Building Permit: Variable on sqft  
**Approx. Total: \$18,791**

### Multi-Family total fees per unit:

Electric Hookup - \$500  
 Water Cap/Connection - Starting at \$1,600  
 Electric Development - \$2,000  
 Water Development - \$1,600  
 Road Impact - \$7,162.96  
 Park Impact - \$2,852  
 Building Permit: Variable on sqft  
**Approx. Total: \$15,714**

## ZONING DISTRICTS

In 2021 Town passed a Unified Development Ordinance (UDO) that created new zoning districts to allow for more flexibility and diversity in development of the Town. This update also reflected current Uses more accurately.

Please visit the online zoning map on the Town's website: [www.town.pendleton.in.us](http://www.town.pendleton.in.us) and click "**ZONING MAP**". This button is located on the banner below the scrolling pictures.

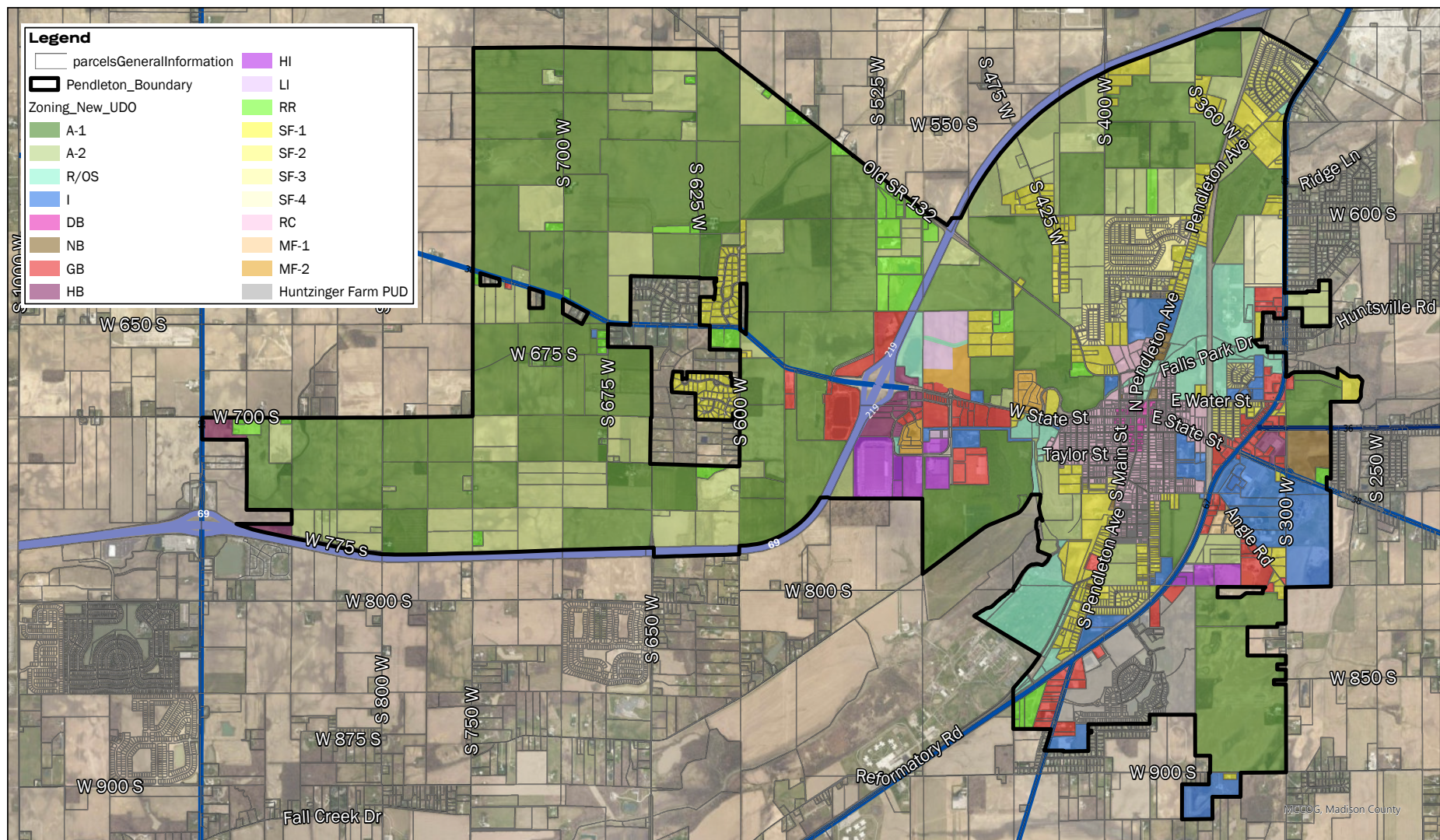
All zoning districts have a listed purpose and intent as well as a table to guide lot size, setback requirements, lot width, structure height, etc. Please refer to **CHAPTER TWO** in the UDO for this information. You can download the UDO on our website under "**TOWN CODE | APPROVED PLANS AND STANDARDS**" from the main page (this button is located on the banner below the scrolling pictures).

**Table B - Zoning Districts**

Name of District	Abbreviation
Recreation/Open Space	R/OS
Agriculture – Large Lot	A-1
Agriculture – Small Lot	A-2
Rural Residential	RR
Single-family Residential - Large Lot	SF-1
Single-family Residential – Medium Lot	SF-2
Single-family and Two-family Residential – Small Lot	SF-3
Single-family Residential - Traditional	SF-4
Residential Core Conservancy	RC
Multi-family Residential – Low-Density	MF-1
Multi-family Residential – Medium-Density	MF-2
Institutional	I
Downtown Business	DB
Neighborhood Business	NB
General Business	GB
Heavy Business	HB
Light Industrial	LI
Heavy Industrial	HI



# ZONING MAP



A horizontal number line with a black bar above it. The bar has two white rectangular sections. The number line is labeled with 5,000, 2,500, 0, and 5,000. The word "Feet" is at the right end.

## PERMITTED LAND USES

Every zoning district has a table of permitted uses, as well as possible Conditional Uses (CU). Conditional Uses are only permitted through approval by the Board of Zoning Appeals (BZA).

A CU is an exception that may likely fit the zoning district, and are issued on a case by case basis. The CU's are subject to compliance with conditions or requirements set forth by the BZA.

Should a Use not be listed in the zoning district Land Use table, or the extended Land Use Matrix (Appendix A of the UDO), an applicant can apply for a Land Use Variance. These are infrequently awarded, as they do not often fit the Use parameters and are atypical of the zoning type. However, each is treated on a case by case basis by the BZA.

For example, Table C is a typical Land Use table for a zoning district (Recreation/Open Space) and Table D displays the first page of the UDO's Land Use Matrix, with additional permitted and conditional Uses for each zoning district.


**Table C - Land Use by Zone**


<b>Land Uses - Recreation/Open Space District (R/OS)</b>	
<b>Permitted Uses</b>	<b>Conditional Uses</b>
<b>ACCESSORY USES</b> <ul style="list-style-type: none"> <li>• beekeeping/chickens</li> <li>• farmers market</li> <li>• *hobby farm</li> <li>• roadside produce stand</li> <li>• *solar energy system, accessory</li> </ul>	<b>ACCESSORY USES</b> <ul style="list-style-type: none"> <li>• *agritourism</li> </ul>
<b>AGRICULTURAL USES</b> <ul style="list-style-type: none"> <li>• grain storage</li> <li>• orchard</li> <li>• row crop production</li> <li>• vineyard</li> <li>• wildlife/nature preserve</li> </ul>	<b>AGRICULTURAL USES</b> <ul style="list-style-type: none"> <li>• greenhouse</li> <li>• livestock raising</li> <li>• plant nursery</li> <li>• *solar energy system, commercial</li> </ul>
<b>ENTERTAINMENT USES</b> <ul style="list-style-type: none"> <li>• athletic facility</li> <li>• batting and driving range</li> <li>• *campground, public or private</li> <li>• golf course, driving range</li> <li>• miniature golf</li> <li>• recreation center</li> <li>• skating rink</li> </ul>	<b>COMMERCIAL USES</b> <ul style="list-style-type: none"> <li>• kennel, public</li> <li>• *special event facility (weddings, banquets)</li> <li>• winery/brewery</li> </ul>
<b>INSTITUTIONAL USES</b> <ul style="list-style-type: none"> <li>• community center</li> <li>• park, dog</li> <li>• park, public</li> </ul>	<b>ENTERTAINMENT USES</b> <ul style="list-style-type: none"> <li>• shooting range, indoor public/private</li> <li>• shooting range, outdoor public/private</li> </ul>
	<b>INSTITUTIONAL USES</b> <ul style="list-style-type: none"> <li>• cemetery</li> <li>• library/museum/art gallery</li> <li>• *wireless communication facility</li> </ul>
	<b>SERVICE USES</b> <ul style="list-style-type: none"> <li>• hotel/motel</li> </ul>
See Appendix A: Land Use Matrix for a complete list of uses. * Indicates use has specific development standards that apply. See Chapter 4: Use Development Standards.	



**Table D - Full Land Use Matrix**

<b>ACCESSORY USES</b>	R/OS	A-1	A-2	RR	SF-1	SF-2	SF-3	SF-4	RC	MF-1	MF-2	I	DB	NB	GB	HB	LI	HI	FWO
*AGRITOURISM	C	P	C																
ATM MACHINE													P	C	P	P	P	P	
BEEKEEPING/CHICKENS	P	P	P	P	P	P	C	C	C										
*DWELLING, ACCESSORY		P	P	P	P	P	P	P	P										
FARM EQUIPMENT REPAIR		P														P	P	P	
FARMERS MARKET	P	P	P	C								P							
FOOD TRUCK													P	P	P	P			
*HOBBY FARM	P	P	P	P	P							C							
*HOME OCCUPATION		P	P	P	P	P	P	P	P	P									
ROADSIDE PRODUCE STAND	P	P	P	P															
*SHORT TERM RENTAL (NOT OWNER OCCUPIED)		C	C	C	C	C	C	C	C				C						
*SHORT TERM RENTAL (OWNER OCCUPIED)		P	P	P	P	P	P	P	P				C						
*SOLAR ENERGY SYSTEM, ACCESSORY	P	P	P	P	P	P	P	P	P	P	P	P	P**	P	P	P	P	P	
*WIND ENERGY SYSTEM, ACCESSORY		C	C	C															

 - (P) Permitted

 - (C) Conditional Use

 - Not Permitted

\* Indicates use has specific development standards that apply. See Chapter 4: Use Development Standards.

\*\* Accessory Solar systems in the Local Historic District are subject to approval from the Historic Preservation Commission.

## DEVELOPMENT STANDARDS

All structures, land Uses, land Use changes, structural alterations, structural relocations, demolitions, structural additions, and structural enlargements are subject to the development standards of Chapter 3 of the UDO.

The BZA may grant a Variance on a case by case basis. These development standards (Chapter 3 of the UDO) include items such as architecture, signage, lighting, landscaping, structure and parking.

Tables 3.12 and 3.12A from the UDO shown to the right are some examples of landscaping and bufferyard standards by Use, for either major or non-major subdivision.

**TABLE 3.12** - Perimeter Bufferyard Types by Use

Bufferyard Type	Minimum Buffer Width	Minimum Landscaping Required per 100 Linear Feet (Non-Major Subdivision)	Minimum Landscaping Required per 100 Linear Feet (Major Subdivision)
1 - Light Buffer	Setback + 5'	<b>3 shade trees +</b> 2 ornamental <b>OR</b> 2 evergreen trees	4'-6' undulating berm + 5 shade trees + 10 evergreen trees + 25 shrubs
2 - Medium Buffer	Setback + 15'	<b>3 shade trees +</b> 6 evergreen trees <b>OR</b> 3' tall berm + 25 shrubs	4'-6' undulating berm + 8 shade trees + 15 evergreen trees + 35 shrubs
3 - Heavy Buffer	Setback + 25'	<b>3 shade trees +</b> 6' tall opaque screen (fence or wall) <b>OR</b> 3' tall berm + 50 shrubs <b>OR</b> 20 evergreen trees	4'-6' undulating berm + 10 shade trees + 20 evergreen trees + 50 shrubs

**TABLE 3.12A** - Required Perimeter Bufferyard by Use

EXISTING USE (BELOW)	INCOMING USE							
	Single-Family (SF or 2F)	Multi-Family (>2F)	Small Commercial	Medium Commercial	Large/Intense Commercial	Mixed Use	Institutional	Industrial
Single-Family	1	1	1	2	2	1	2	3
Multi-Family	1	1	1	1	2	1	2	3
Small Commercial	1	2	1	1	1	1	1	2
Medium Commercial	2	2	1	1	2	2	2	1
Large/Intense Commercial	2	2	2	1	1	2	1	1
Mixed Use	1	1	1	1	2	1	1	1
Institutional	2	2	2	1	1	1	1	1
Industrial	3	3	2	2	1	2	2	2
Agriculture	1	1	1	1	1	1	1	1

Small Commercial= <=6,000 sqft floor area

Medium Commercial= 6,001 sqft to 39,999 sqft floor area

Large/Intense Commercial= >=40,000 sqft floor area or site has outside storage, sales or permanent display

Institutional= Church, School, Government, etc.



## DEVELOPMENT PROCESSES

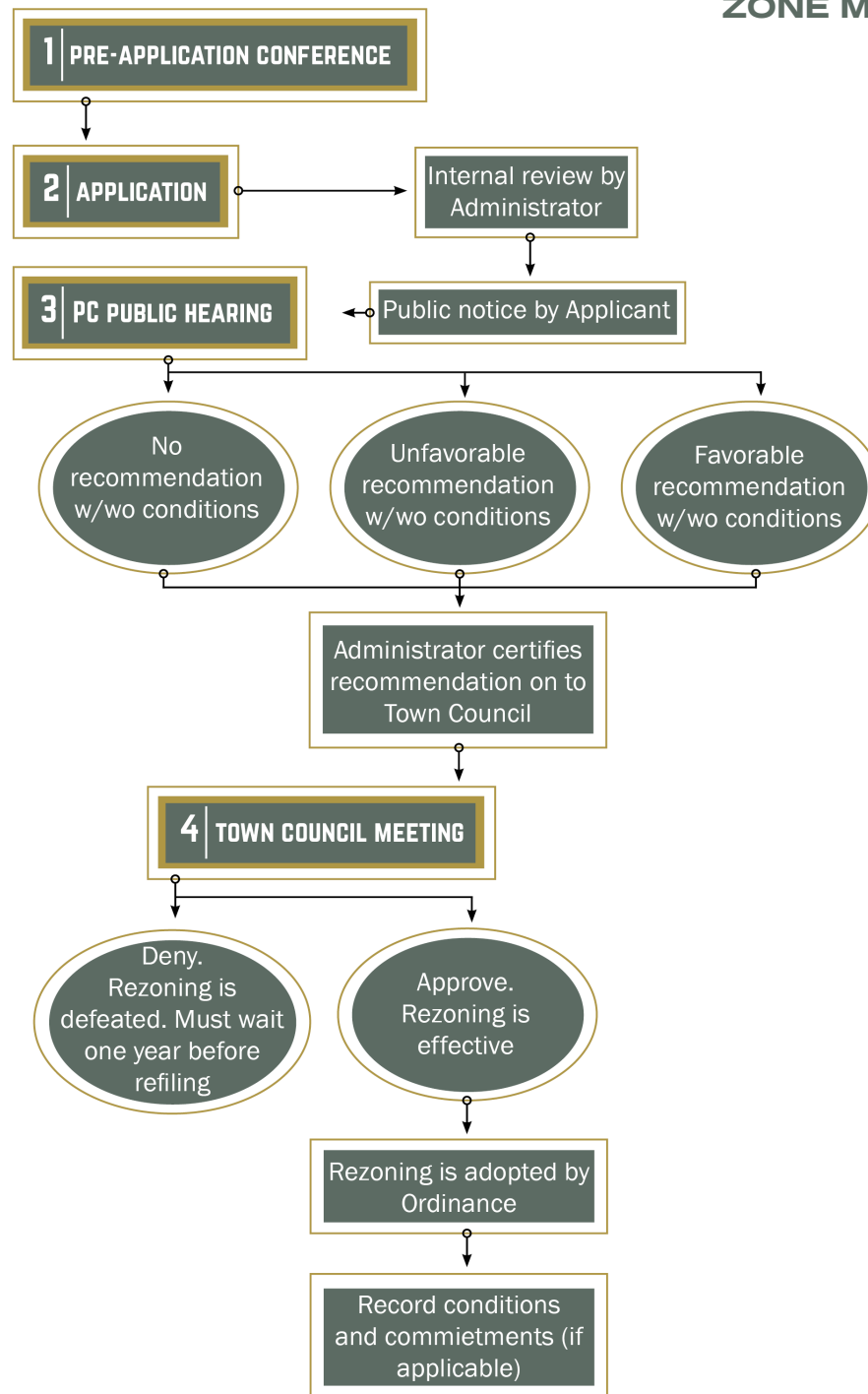
Processes vary depending on what type of development occurs. Please refer to Chapters 7 and 8 of the UDO for further details.

For example, the basic flow diagrams of development processes for a Zone Map Change, Major Subdivision, and Site Development Review are listed on the next three pages.

Typically, a development will first go through a rezoning process. Initially, developers should set up a pre-development meeting with the Planning Department to discuss their initial idea and proposed zoning change. While this does not require an exact site plan, a general layout of buildings, roads, parking etc. should be presented. This gives the Town an idea of what kind of business/product is being proposed on the site, as well as if it is the best use for the area, and any concerns/opportunities present.

This process can be done in as little as 30 days, but can take longer if more time is needed to address any concerns from the Town.

## ZONE MAP CHANGE



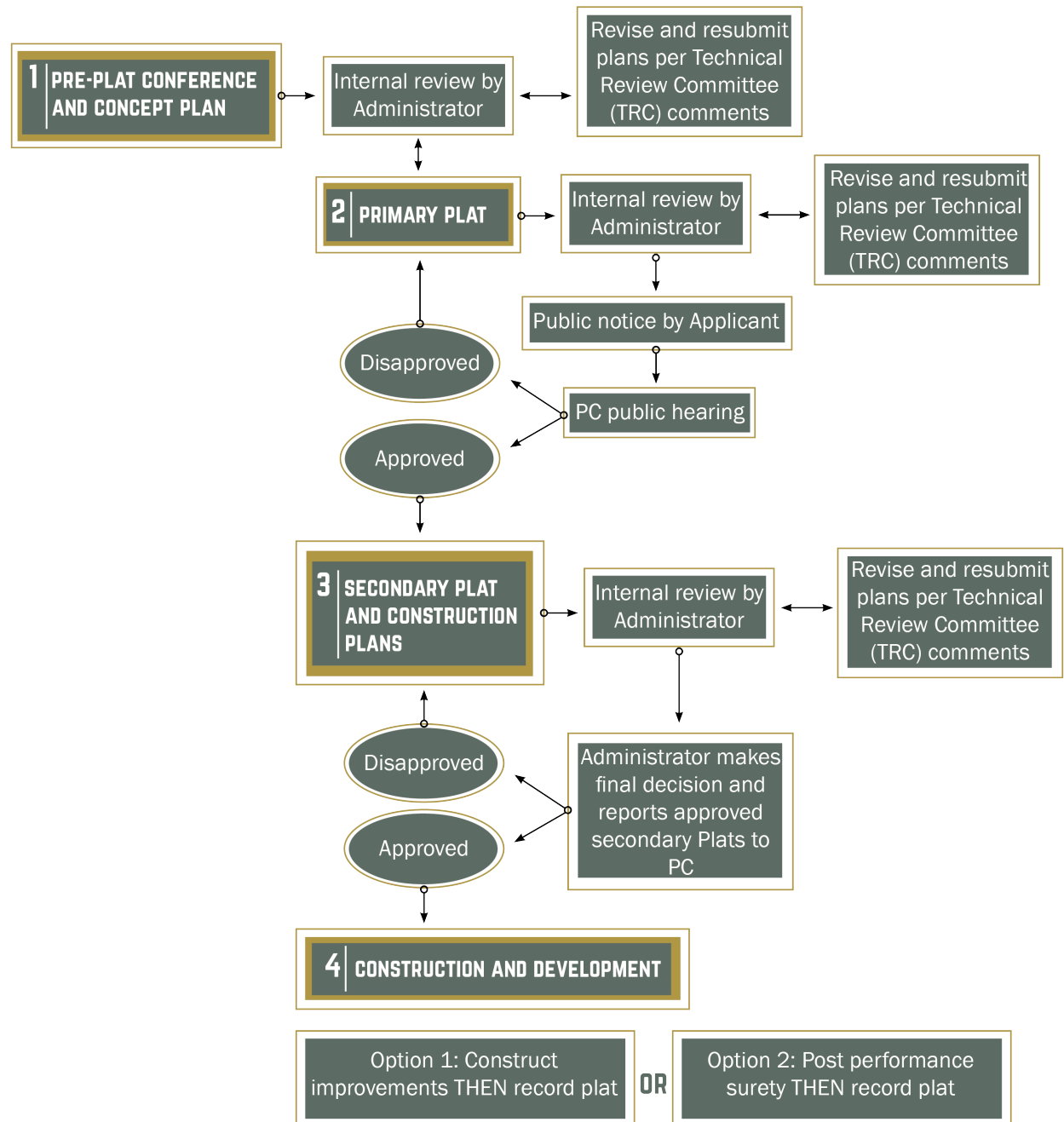
## DEVELOPMENT PROCESSES

### CONTINUED

After a site has been rezoned, the proposed project will go through a Primary and Secondary platting process, or Subdivision. There are four different styles of subdivisions (Commercial, Industrial, Major Residential and Traditional/Residential Core).

The Planning Commission approves/disapproves Primary Plats and the Planning Department approves/disapproves Secondary Plats. The Primary and Secondary processes can be done in as little as 30 days each, but can take longer if needed to address any concerns from the Town.

## SUBDIVISION PLATTING





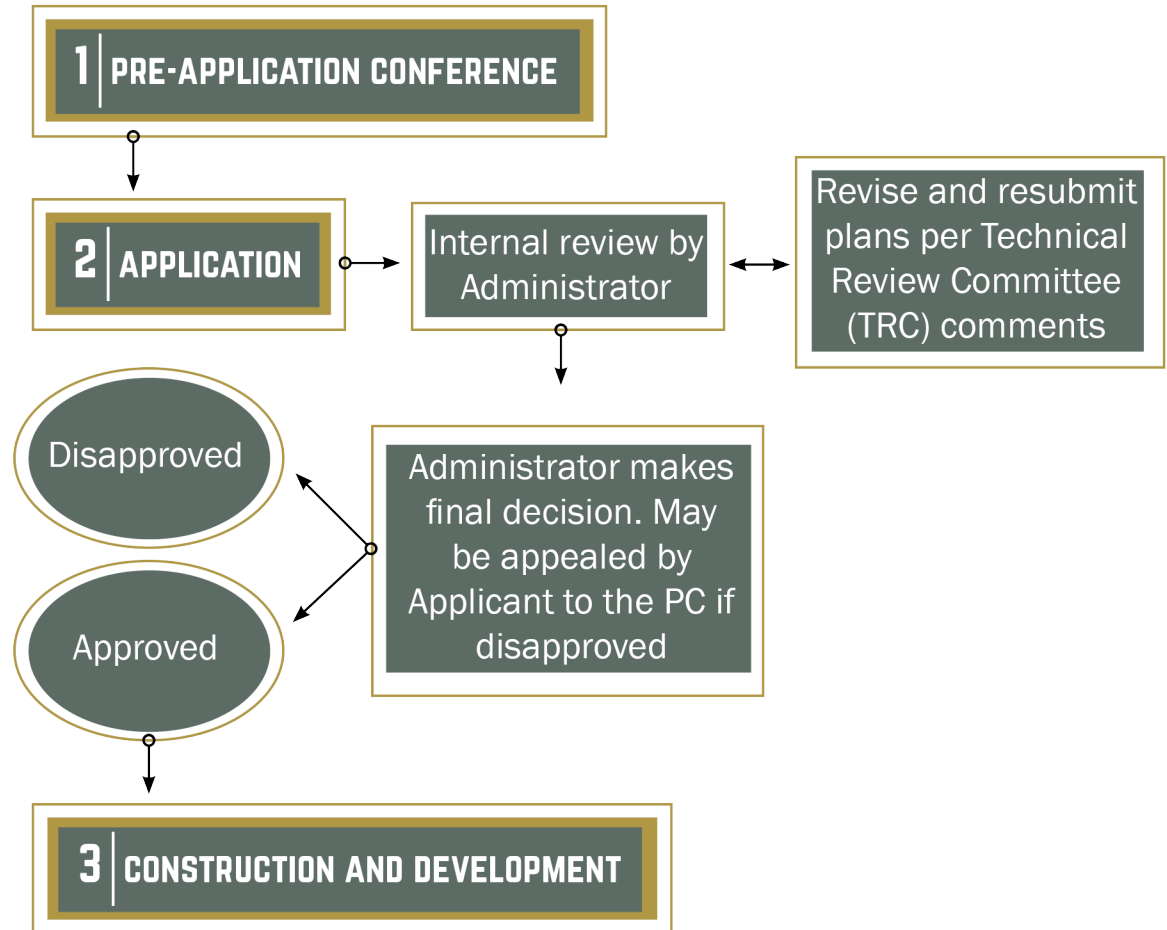
## DEVELOPMENT PROCESSES

### CONTINUED

Should a site already have adequate zoning for the intended Use, a site development review is necessary for construction. To initiate this process, the developer shall present a packet of necessary documents (as listed in the UDO) to the Planning Department for review. The review is conducted by all Town departments and engineer. This process can be done in as little as 30 days, but can take longer to address any concerns from the Town.

If a site does not have the existing zoning adequate for the proposed development, it will have to go through the rezoning process/ approval before the site development phase can begin. Please refer to page 8 for this process.

## SITE DEVELOPMENT REVIEW



## RELEVANT PLANS

The **Unified Development Ordinance** should be the foremost document to review, as it is the primary document for all projects.

For further information, please download and review the documents listed below. These documents guide and provide standards for all new development in Town. This is not a complete list of all approved plans, and some unlisted documents may pertain to more specific development types.

The following list is the most relevant plans for development, and can all be found under the Approved Documents section on the website:

**Unified Development Ordinance**

**I-69 Interchange Master Plan**

**Comprehensive Plan**

**Access Management Plan**

**Street Standards**

**Thoroughfare Plan**

**Stormwater Standards**

**Impact Fee Zone Improvement Plan**

