

DEPARTMENT OF PLANNING SERVICES

200 East Berry Street • Suite 150 Citizens Square, Fort Wayne, Indiana, 46802
Phone (260) 449-7607 • Fax (260) 449-7682 • www.allencounty.in.gov/dps

Administrative Manual Outline

1. Introduction

- (a) [Mission, Vision, Service Commitment](#)
- (b) [Organizational Chart](#)
- (c) [Fee Schedule and Calendars](#)
- (d) [Comprehensive Plan, All-in-Allen](#)
- (e) [DPS Supplemental Resources](#)

2. Board of Zoning Appeals and Hearing Officer

- (a) **Contingent Use** [\(Submittal Requirements, Application, and Supporting Documents\)](#)
- (b) **Special Use** [\(Submittal Requirements, Application, and Supporting Documents\)](#)
- (c) **Development Standards Variance** [\(Submittal Requirements, Application, and Supporting Documents\)](#)
- (d) **Use Variance** [\(Submittal Requirements, Application, and Supporting Documents\)](#)
- (e) **Appeal of Zoning Administrator Determination** [\(Submittal Requirements, Application, and Supporting Documents\)](#)
- (f) **Appeal of Hearing Officer Decision** [\(Submittal Requirements, Application, and Supporting Documents\)](#)
- (g) **Renewal/Modification** [\(Submittal Requirements, Application, and Supporting Documents\)](#)
- (h) **BZA Supplemental Resources**
 - 1. [Allen County BZA/Hearing Officer Rules of Procedure](#)
 - 2. [Fort Wayne BZA/Hearing Officer Rules of Procedure](#)

3. Plan Commission

- (a) **Allen County & Fort Wayne Primary Development Plan** [\(Submittal Requirements, Application, and Supporting Documents\)](#)
- (b) **Allen County & Fort Wayne Secondary Development Plan** [\(Submittal Requirements, Application, and Supporting Documents\)](#)
- (c) **Fort Wayne Primary Major Plat** [\(Submittal Requirements, Application, and Supporting Documents\)](#)
- (d) **Fort Wayne Secondary Major Plat** [\(Submittal Requirements, Application, and Supporting Documents\)](#)
- (e) **Fort Wayne Primary Minor Plat** [\(Submittal Requirements, Application, and Supporting Documents\)](#)
- (f) **Fort Wayne Secondary Minor Plat** [\(Submittal Requirements, Application, and Supporting Documents\)](#)
- (g) **Allen County Primary Major Plat** [\(Submittal Requirements, Application, and Supporting Documents\)](#)

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- (h) **Allen County Secondary Major Plat** ([Submittal Requirements, Application, and Supporting Documents](#))
- (i) **Allen County Primary Minor Plat** ([Submittal Requirements, Application, and Supporting Documents](#))
- (j) **Allen County Secondary Minor Plat** ([Submittal Requirements, Application, and Supporting Documents](#))
- (k) **Fort Wayne & Allen County Rezoning** ([Submittal Requirements, Application, and Supporting Documents](#))
- (l) **Fort Wayne Design Review Committee & Downtown Pre-Review (DTRP)**
 - 1. [Submittal Requirements, Application, and Supporting Documents](#)
 - 2. [File at Accela Portal](#)
- (m) **Allen County & Fort Wayne Plat Vacation (VPLT)** ([Submittal Requirements, Application, and Supporting Documents](#))
- (n) **Allen County Platted Easement, Public Alley, and/or Public Right-of-way Vacation** ([Submittal Requirements, Application, and Supporting Documents](#))
- (o) **Allen County & Fort Wayne Written Commitment Amendment** ([Submittal Requirements, Application, and Supporting Documents](#))
- (p) **Allen County & Fort Wayne Restrictive Covenant Amendment** ([Submittal Requirements, Application, and Supporting Documents](#))
- (q) **Master Sign Plan** ([Submittal Requirements, Application, and Supporting Documents](#))
- (r) **Commercial Solar** ([Submittal Requirements and Supporting Documents](#))
- (s) [Plan Commission Supplemental Resources](#)
- (t) **Plan Commission Rules of Procedure**
 - 1. [Allen County Plan Commission Rules of Procedure](#)
 - 2. [Fort Wayne Plan Commission Rules of Procedure](#)

4. Administrative Permits

- (a) **SITE (Commercial, Industrial, Multiple Family Residential, Public/Quasi-Public)**
 - 1. [Submittal Requirements, Application, and Supporting Documents](#)
 - 2. [File at Accela Portal](#)
- (b) **Certificate of Use (COU)**
 - 1. [Submittal Requirements, Application, and Supporting Documents](#)
 - 2. [File at Accela Portal](#)
- (c) **Improvement Location Permit (ILP)**
 - 1. [Submittal Requirements, Application, and Supporting Documents](#)
 - 2. [File at Accela Portal](#)
- (d) **SFR (Single & Two Family Residential Dwelling)**
 - 3. [Submittal Requirements, Application, and Supporting Documents](#)
 - 4. [File at Accela Portal](#)

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- (e) **Fence (FEN)**
 - 1. [Submittal Requirements, Application, and Supporting Documents](#)
 - 2. [File at Accela Portal](#)
- (f) **Sign (SIGN)**
 - 1. [Submittal Requirements, Application, and Supporting Documents](#)
 - 2. [File at Accela Portal](#)
- (g) **Swimming Pool (SWIM)**
 - 1. [Submittal Requirements, Application, and Supporting Documents](#)
 - 2. [File at Accela Portal](#)
- (h) **Floodplain Development Permit (DPSF)**
 - 1. [Submittal Requirements, Application, and Supporting Documents](#)
- (i) **Accessory Dwelling Unit (ADU)**
 - 1. [Submittal Requirements, Application, and Supporting Documents](#)
 - 2. [File at Accela Portal](#)

5. Administrative Procedures

(a) Zoning Administrator Determination

- 1. [Nonconforming Use Determination](#)

(b) Other Administrative Procedures/Processes/Applications

- 1. [Address Assignments and Changes](#)
- 2. [Agricultural Buildings \(Allen County\)](#)
- 3. [Airport Overlay Districts](#)
- 4. [State of Indiana Bureau of Motor Vehicle Reviews](#)
- 5. [Floodplain \(Fort Wayne\)](#)
- 6. [Health Department Reviews](#)
- 7. [Historic Districts \(Fort Wayne\)](#)
- 8. [New Projects Meeting](#)
- 9. [Parking Lot Reviews \(Fort Wayne\)](#)
- 10. [Administrative Property Splits \(Fort Wayne and incorporated jurisdictions\)](#)
- 11. [Roadway Easements](#)
- 12. [Zoning Verification Letters](#)
 - (a) [File at Accela Portal](#)
- 13. [Building Department REMODEL Permit Review](#)
- 14. [Public Records Requests](#)
- 15. [Landscape Planting List](#)
- 16. [Fort Wayne Platted Easement., Public Alley/Right-of-way Vacation \(City Clerk\)](#)
- 17. [Land Use Questionnaire](#)



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(c) Zoning Compliance and Enforcement

1. [Allen County](#)
2. [Fort Wayne](#)

6. [Governing Board](#)