

Site Plan Review Submittal Process

Starting this year, we have identified three options for submittal into the Site Plan Review Process (See Zoning Ordinance section 'Site Plan Review' for more detailed requirements). A project will be distributed to the applicable reviewing agencies once the project is a complete submittal.

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

*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
 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
 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:

Fort Wayne – The filing deadline for projects within Fort Wayne is every Monday by 11am. Reviewing agencies will have comments completed by Thursday.

Outside Fort Wayne - There is no filing deadline for projects outside of Fort Wayne. The reviewing agencies for those projects typically have their comments completed within a week of completed submittal.

Questions? Call 260-449-7607 or email: Ben Roussel benroussel@allencounty.us or Nathan Hooley nathanhooley@allencounty.us