

# BEFORE YOU BUILD

Developments in the City of Jeffersonville must complete a multi-step process before building can begin. An outline of the development process is provided on the inside of this brochure.

Use the checklist below to make sure you have followed the right steps and received approval from the appropriate city departments before you begin construction.

## 1. PLANNING AND ZONING

- Zoning/usage determination
- Flood zone determination
- District Development Standards Review
- Property Constraints determination
- Development Plan Review
- Determination of Variances and Waivers

## 2. ENGINEERING

- Engineering plan review
- Drainage Board approval
- Stormwater approval
- Drainage - Longterm Maintenance Agreement

## 3. WASTEWATER

- Sewer capacity permit
- Stormwater permit

## 4. INDIANA DEPARTMENT OF HOMELAND SECURITY

- Project plan review/state release

## 5. BUILDING COMMISSION

- Contractor license
- Building permit

# OTHER RESOURCES

## DUKE ENERGY

To report trouble with your electrical service, call 1-800-343-3525; for customer account services call 1-800-774-1202. You may also visit [www.duke-energy.com](http://www.duke-energy.com)

## CLARK COUNTY REMC

Call 1-812-246-3316 or 1-800-462-6988  
For 24-hour outage reporting, call 1-866-480-7362  
for 24-hour payments, call 1-877-484-4042  
You may also visit [www.therevc.com](http://www.therevc.com)

## VECTREN

Professional builders and contractors should submit requests for service from Vectren by phone. Call 1-800-227-1376 (option 6) to speak to a Vectren representative.  
For more information about Vectren and its services you may visit [www.vectren.com](http://www.vectren.com).

## INDIANA AMERICAN WATER

Call 1-800-492-8373; email [infoin@amwater.com](mailto:infoin@amwater.com) or visit [www.amwater.com](http://www.amwater.com)

## CALL BEFORE YOU DIG

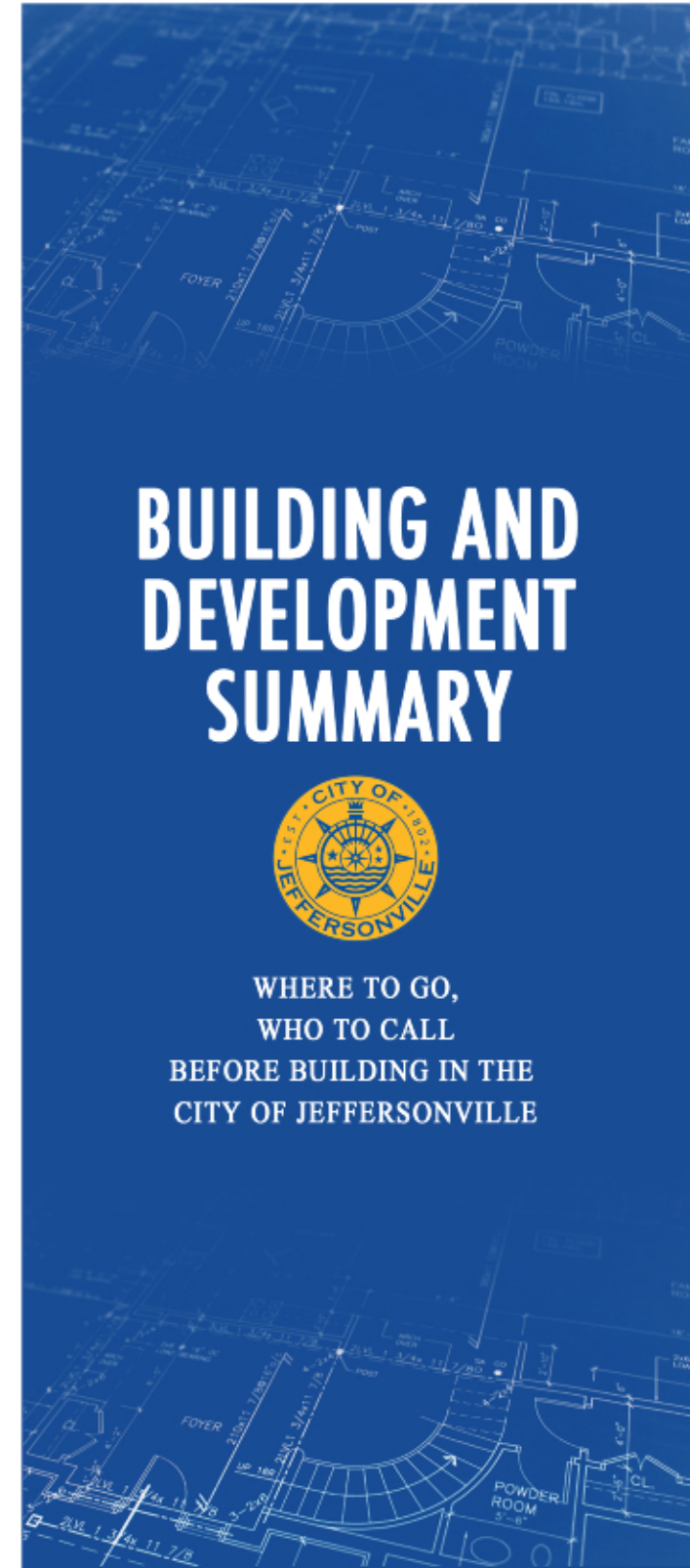
Call 811 or 1-800-382-5544 or visit [www.Call811.com](http://www.Call811.com) two working days before you plan to start digging. Visit [www.iupps.org](http://www.iupps.org) for more information.

## JEFFERSONVILLE FIRE MARSHALL

Call 812-285-6445.

## JEFFERSONVILLE ECONOMIC DEVELOPMENT/REDEVELOPMENT OFFICE

Call 812-280-3802; visit the Redevelopment office in suite 257 of Jeffersonville City Hall, 500 Quartermaster Ct.



# BUILDING AND DEVELOPMENT SUMMARY



WHERE TO GO,  
WHO TO CALL  
BEFORE BUILDING IN THE  
CITY OF JEFFERSONVILLE

# BEFORE YOU BUILD: THE WHOS, HOWS AND WHYS

## WHO TO TALK TO: PLANNING & ZONING

**HOW:** Call 812-285-6413 or visit the Planning & Zoning office on the second floor of Jeffersonville City Hall, 500 Quartermaster Court

**WHY:** Planning & Zoning must review any development proposed in the City of Jeffersonville. This office gives guidance and approval to multiple aspects of proposed developments, including:

- Determining the zoning district and type of use for the property.
- Performing a District Development Standards review.

New development (both primary and accessory structures) must adhere to development standards which regulate size, height and placement. This includes setbacks, lot coverage and floor area requirements.

- Evaluating property constraints, including floodplain status and platted easements.
- Evaluating Development Plan Review requirements.

The submittal of development plans is required for proposed developments located in many zoning districts and must meet the development standards set forth in Article 7 of the City's Zoning Ordinance.

- Determining the need for waivers and variances.

After discussing your development with Planning & Zoning, a coordinator will be able to advise you if the development will be subject to Plan Commission or Board of Zoning Appeals approval. The Plan Commission has the ability to grant waivers from the development standards for building setbacks, landscaping and signs. The Board of Zoning Appeals has the ability to grant variances from all other development standards and approve special exception uses.

**KEY DATES:** The Plan Commission meets the last Tuesday of each month at 6 p.m., followed by the Board of Zoning Appeals at 7 p.m. All applications to either of these bodies must be submitted 30 days prior to the regularly scheduled meeting.

## WHO TO TALK TO: CITY ENGINEER

**HOW:** Call 812-285-6480 or visit the City Engineer's office on the first floor of Jeffersonville City Hall, 500 Quartermaster Court

**WHY:** The City Engineer must review new developments proposed in the City of Jeffersonville. This office gives guidance and approval to multiple aspects of proposed developments, including issues related to drainage and stormwater.

- All non-single family construction projects require approval from the city's Drainage Board.

The Drainage Board meets on the first and third Tuesday of each month at 5:30 in City Hall. Twelve sets of plans for the proposed development must be submitted to the Drainage Board at the meeting following the plan submittal. Proposals will be placed on the agenda for review and approval at the following meeting.

- Any project with a disturbed area of more than one acre will require a Rule 5 Stormwater Pollution Prevention Plan (SWPPP). A copy of the plan should be submitted to the Stormwater Coordinator in the Jeffersonville City Engineer's office, in addition to being submitted to the Clark County Soil and Water Conservation Office for review.

- New developments must also obtain a Stormwater permit (also known as a grading or ground disturbance permit). This permit is issued in the Utility Billing Office on the first floor of Jeffersonville City Hall.

## WHO TO TALK TO: WASTEWATER DEPARTMENT

**HOW:** Call Utility Director Len Ashack at 812-285-6451.

**WHY:** The City of Jeffersonville requires review of plans for stormwater and sanitary sewer connections, installations, etc. in new developments. Capacity, user and inspection fees are determined by the city's Wastewater Department. Capacity permits are issued through the city's utility billing office on the first floor of Jeffersonville City Hall.

## WHO TO TALK TO: INDIANA DEPARTMENT OF HOMELAND SECURITY

**HOW:** Call 317-232-6422; email [planreview@dhs.in.gov](mailto:planreview@dhs.in.gov); visit [in.gov/dhs](http://in.gov/dhs).

**WHY:** The Indiana Department of Homeland Security conducts a plan review of all commercial developments. This requires review of all aspects of engineering, building, mechanicals and fire protection. Once IDHS completes its plan review, the project will be released for permitting on the local level. Developments will not receive permits for any aspect of building or mechanical work from the City of Jeffersonville until IDHS has reviewed, approved and released the plans.

## WHO TO TALK TO: BUILDING COMMISSION

**HOW:** Call Building Commissioner Larry Wallace at 812-285-6415 or visit the Building Commission office on the second floor of Jeffersonville City Hall, 500 Quartermaster Court Ste 200.

**WHY:** The Building Commission issues permits for building in the city. The Building Commission also issues licenses for contractors. The Building Commissioner requires developers submit one full set of plans for review before permits are issued. Permits will not be issued by the Building Commission until ALL other required city departments have given approval to the development in question and IDHS has released design plans.

VISIT THE CITY OF JEFFERSONVILLE  
AT [CITYOFJEFF.NET](http://CITYOFJEFF.NET)

