

COMPREHENSIVE PLANS **MINIMUM TECHNICAL REQUIREMENTS**

- ◆ Title page
- ◆ Table of contents
- ◆ Numbered pages
- ◆ Maps, photographs, and/or drawings sufficient to illustrate the critical elements
- ◆ A 2-4 page executive summary of the planning document
- ◆ Clear easily readable illustrations, tables, and maps
- ◆ Clear concise readable text with a minimum of professional jargon
- ◆ Sources clearly indicated in tables and/or by footnote in text
- ◆ Provide one (1) digital copy and ten (10) hard copies of the plan (of which one copy will be submitted to the IOCRA)

Please see IC 36-7-4 for additional details on Comprehensive Planning under Indiana Code
A comprehensive plan shall be approved by resolution in accordance with state code for the promotion of public health, safety, morals, convenience, order, or the general welfare and for the sake of efficiency and economy in the process of development.

ELEMENTS OF THE PLAN

- A. INTRODUCTION/EXECUTIVE SUMMARY
 - ◆ Objectives of the plan
 - ◆ Scope of the plan
 - ◆ Events that led to the planning process
 - ◆ Who commissioned the plan
 - ◆ Process used in developing the plan
 - ◆ How to use the plan
- B. PUBLIC INPUT
 - ◆ Community Survey Conclusions
 - Community Meetings
 - Survey results/data
- C. CURRENT CONDITIONS AND RECOMMENDATIONS
 - ◆ Maps, plats, charts and descriptive material presenting basic information, locations, extent, and character of the following:
 - a. History, population, and physical site conditions.
 - b. Public buildings and institutions, including governmental administration and service buildings, hospitals, infirmaries, clinics, penal and correctional institutions, and other civic and social service buildings.

- c. Public facilities including community centers, libraries and neighborhood units.
- d. Education, including location and extent of schools and postsecondary educational institutions.
- e. Sewers, sanitation, and drainage, including handling, treatment, and disposal of excess drainage waters, sewage, garbage, refuse, and other wastes.
- f. Public and private utilities, such as water, light, heat, and communication.
- g. Housing and population densities.
- h. Areas needing redevelopment and conservation.
- i. Economic development and the central business district
- j. Public ways, including bridges, subways, parkways, and other public places.
- k. Air, land, and water pollution
- l. Flood control and irrigation.
- m. Transportation, including rail, bus, truck, air and water transport, and their terminal facilities. Also, local mass transit.
- n. Parks and recreation, including parks, playgrounds, reservations, forests, wildlife refuges, and other public places of a recreational nature.
- o. Land utilization, including agriculture, forests, and other uses.
- p. Conservation of energy, water, soil, and agricultural and mineral resources.
- q. Any other factors that are a part of the physical, economic, or social situation within the jurisdiction.
- ◆ Policies and objectives for future land use and development.

D. IMPLEMENTATION

- ◆ A short and long range development program of public works projects.
- ◆ A short and long range capital improvements program of governmental expenditures so that the development policies established in the comprehensive plan can be carried out and kept up-to-date for all separate taxing districts within the jurisdiction to assure efficient and economic use of public funds.

E. APPENDICES

- ◆ Reports, maps, charts, and recommendations setting forth plans and policies
- ◆ Drafts of proposed ordinances
- ◆ Details of any elements of the plan

Preparing the plan:

When the community undertakes the preparation of a comprehensive plan, the commission may request any public or private officials to make available any information, documents, and plans that have been prepared and that provide any information that relates to the comprehensive plan.

Adoption:

Please see IC 36-7-4-507 for information on notices and hearings before adoption. Also, please follow IOCRA public hearing requirements when planning grant program dollars are utilized.