



SITE DEVELOPMENT GUIDE

Department of Public Works

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SECTION 1 – INTRODUCTION

1-1 Purpose

This Site Development Guide provides an overview of the land development process in the City of South Bend. Development on any site is required to comply with the City's Construction Standards & Specifications, Zoning Ordinance, municipal code, and all other applicable laws and regulations. This document synthesizes the main points of these larger documents for the benefit of developers, but it does not supersede any other requirements. This document does not provide detailed guidance for following the Zoning Ordinance.

1-2 Contacts and Scheduling

General information and forms can be found at southbendin.gov/engineering and southbendin.gov/zoning. Engineering and Zoning staff can be reached by calling the City of South Bend's 311 line at 574-233-0311 or by emailing SiteDevelopment@southbendin.gov.

When planning a site development project, be sure to account for the applicable review schedules. City staff strive to provide prompt reviews and feedback. The typical turnaround time is 1-2 weeks. It is the developer's responsibility to schedule their project and account for Engineering and Zoning standards and codes. Neither building permits nor foundation-only permits can be granted before proposed plans satisfy Engineering and Zoning standards.

SECTION 2 – PLANNING PROCESS

2-1 Preliminary Meeting

Each property is unique in its existing conditions and the owner's plans for future development. Before developers proceed with the preliminary design of their project sites, a pre-development meeting with Engineering and Zoning staff is recommended. The pre-development meeting provides an opportunity for the developer to ask questions and seek guidance about the plan review process. While no official reviews or approvals can be granted at this meeting, risks and specific site challenges can be identified early to minimize project redesign and save the owner time and money.

2-2 Document Requests

Existing municipal utility information adjacent to a development can be requested from our development team in the form of GIS data and As-Built plans. Requests can be submitted to SiteDevelopment@southbendin.gov and must include the following information:

- Requested documents (e.g. as-builts, water map, GIS utility maps)
- Reason for requesting information
- Project limits of the request

2-3 Building Department Submittal

Digital (PDF) plans for a commercial site are submitted to the Building Department for review. Commercial Plan Review will include submission to other departments as necessary. Reviews by other

departments such as the South Bend Plan Commission, Engineering, and Health Dept. may require additional details and fees. If you are required to submit to the State, you will need to submit a complete set of prints labeled “as submitted” to the State.

Local Plan review submissions received on Monday will be processed on Tuesday, reviewed on Wednesday and Thursday, and comments will be sent to the applicant by Friday. Projects with satisfactory plans meeting all requirements may be issued a permit. Any submittals after Monday will be reviewed in the following week’s review cycle.

If there are comments from City staff that need to be addressed, a complete revised plan set will need to be resubmitted to the Building Department. A response letter must be included with the resubmittal, with a response on how each comment was addressed. Include revision clouds for plan revisions. There are no additional fees for resubmittals.

Once all comments are addressed and all departments recommend release of the building permit, the building permit will be issued.

If changes to the project plan set are made after the building permit is issued, the changes must be submitted to Commercial Plan Review for approval.

Building permit applications, codes, and a Dropbox link to submit plan set PDFs can be found at southbend.in.gov/building.

SECTION 3– SITE DEVELOPMENT

3-1 Erosion and Sediment Control Permit

All development and redevelopment projects with total land disturbance for all project phases greater than or equal to one (1.0) acre are required to obtain coverage under the Indiana Construction Stormwater General Permit (CSGP). The complete CSGP can be accessed [on IDEM's website](#). Per CSGP, Appendix B(36), “Land-disturbing activity means any manmade change of the land surface including, but not limited to removing vegetative cover that exposes the underlying soil, excavating, filling, and grading.” The following items need to be submitted to the City of South Bend MS4 coordinator to obtain an Erosion and Sediment Control Permit.

- ESCP Application is accessible at southbend.in.gov/ms4. The completed and signed ESCP Application and fee can be emailed to the MS4 coordinator listed on the form or mailed to City of South Bend Engineering, 227 W. Jefferson St., Suite 1316, South Bend, IN 46601. Fees can also be paid over the phone following technical approval of the SWPPP by the MS4 coordinator.
- Stormwater Pollution Prevention Plan (SWPPP) and plan set inclusive of all stormwater infrastructure and erosion protection measures. Note that the SWPPP technical approval is contingent on drainage approval. An outline of the needed components of the SWPPP are determined by IDEM and available at <https://www.in.gov/idem/stormwater/construction-land-disturbance-permitting/guidance-for-construction-plan-storm-water-pollution-plan-development/>

Following approval of the SWPPP by the MS4 coordinator, the owner or contractor can submit their Notice of Intent to begin land disturbance through the IDEM NOI process located <https://www.in.gov/idem/stormwater/construction-land-disturbance-permitting/notice-of-intent-noi-submittal/>. An approved CSGP is active for a project for up to five years from the date of approval. The

contractor is also required to email the MS4 coordinator at least 48 hours in advance of when land disturbance activities are ready to commence.

During construction, ESCP self-inspections will need to be performed, recorded and submitted to the MS4 coordinator on a weekly basis and after any 0.5 inches or greater precipitation event. Any updates to plans post-SWPPP approval will need to be emailed to the City MS4 coordinator for approval and record.

3-2 Drainage

Drainage Memo

All development and redevelopment projects that include site work are required to submit a brief memo summarizing how drainage is being handled on the site. The memo should document existing and proposed conditions, how the proposed plans impact drainage, and any unique circumstances on the site. All sites that have existing stormwater runoff connected to the City stormwater system are required to disconnect. More information about this requirement can be found in [Section 17-4](#) of the City of South Bend Municipal Code.

Full Drainage Plan and Calculations

For developments or redevelopments where land disturbance is greater 2,500 square feet and greater than 50% of the total site area, the City requires a drainage plan for the entire site. Where land disturbance is greater than 2,500 square feet and less than 50% of the total site area, the City requires a drainage plan for the disturbed area only. The site is defined as all adjacent parcels owned by the developer. Land disturbance includes all activities that will disturb the topsoil, including full depth replacement of existing pavement. No new direct connection to City combined sewer shall be allowed. No new connections to City storm sewer shall be allowed except in extenuating circumstances and approved by the City Engineer.

The City's standard design storm for onsite storage is the 25-year, 24-hour storm. A overflow route is required to be directed toward the public right of way. Any connections to municipal storm sewer that are not approved by an authorized enforcement agency are defined as illicit connections and the developer may be required to remove them at the direction of the City Engineer.

SECTION 4 – UTILITIES

4-1 Water

Design of water services must comply with all applicable standards and specifications. Service lines shall be one (1) inch, two (2) inch, etc. (one and a half (1.5) inch taps not allowed). All new builds require a new water service line. Separate buildings must have separate water taps, even if they are built on the same parcel. Connections for fire protection must have a separate tap at the main. If water mains or sanitary sewer mains are on private property, an easement shall be required. The easement shall be called "Exclusive Municipal Sanitary Sewer/Water Main Easement." Minimum easement width for water mains shall be twenty (20) feet, and thirty (30) feet for sewer.

4-2 Sanitary Sewer

Design of sanitary sewer services must comply with the current version of 327 IAC Article 3 and all other applicable standards and specifications. For parcels with existing sewer laterals, the lateral must be inspected by the owner via CCTV and then approved for re-use by the City. The existing lateral

must be at least six (6) inches and may need to be lined in order to be reused. Separate buildings are required to have separate sewer connections. Minimum size for a new sewer lateral is six (6) inches. Sewer laterals must connect to the main, not a manhole. Any sewer with more than one lateral connection is defined as a main. Any main with more than one (1) parcel connection is classified as a public main. Private sanitary sewer mains will not be allowed without approval by the City Engineer. Private sanitary mains are not included in sewer insurance. New lift stations are discouraged and no private lift stations shall be allowed. All discharges to sanitary or storm sewers must be documented in plans approved by an authorized enforcement agency. For developments on more than one parcel, subdivisions, or developments with future phases planned, a master utility plan shall be required.

4-3 Utility Verification Form (UVF)

For any new or replacement tap to the City's water or sewer mains, submit a Utility Verification Form (UVF) to the ROW Permits Office in person or at RowPermitsOffice@southbendin.gov. This form confirms availability of utilities and allows Water Works to generate a utility account. The City Connection Fee is the System Development Charge (SDC), which is further described in Section 4-4. If there is no SDC required, "No Change in Use" will be entered into the City Connection Fee field. The Utility Verification Form can be found southbendin.gov/engineering.

4-4 System Development Charge (SDC)

A System Development Charge is required when a parcel is newly connected to the municipal water or sewer system or when a parcel with an existing connection increases the size of its water meter. Pricing is based on Equivalent Residential Units (ERUs).

Table 1: System Development Charges and Equivalency Factors by Water Meter Size

<u>Meter Size</u>	<u>ERU Equivalency Factor</u>	<u>Water Charge</u>	<u>Sewer Charge</u>
5/8 in.	1.0	\$475	\$1,145
3/4 in.	1.5	\$712.50	\$1,718
1 in.	2.5	\$1,187.50	\$2,863
1 1/2 in.	5.0	\$2,375	\$5,725
2 in.	8.0	\$3,800	\$9,160
3 in.	15.0	\$7,125	\$17,175
4 in.	25.0	\$11,875	\$28,625
6 in.	50.0	\$23,750	\$57,250
8 in.	80.0	\$38,000	\$91,600
10 in.	115.0	\$54,625	\$131,675

For a redevelopment (previously served by municipal utilities):

$$SDC = SDC \text{ Charge for new meter size} - SDC \text{ Charge for existing meter size}$$

For new development:

$$SDC = \# \text{ of ERUs} \times (\$1,145 \text{ for sewer} + \$475 \text{ for water})$$

ERUs for non-residential developments shall be calculated based on the Flow Calculation Factor provided in [326 IAC 3-6-11](#). The IAC does not cover all possible uses. In the case that a use is not

covered in the IAC, provide a certified flow calculation memo signed and stamped by a Professional Engineer licensed in the State of Indiana.

A ten (10) percent discount is applied to the total SDC when paid in full prior to connecting to City utilities.

SDCs are waived for:

- Residential infill developments of five (5) or fewer residential units per parcel
- Residential infill developments of more than five (5) units per parcel constructed by not-for-profit development companies or supported by low-income housing tax credits

4-5 Industrial Discharge Questionnaire

An Industrial Discharge Questionnaire is required for any new non-residential developments, and for any existing non-residential sites changing use. The Industrial Discharge Questionnaire needs to be submitted to the Wastewater Pretreatment Team, who will review and determine if an Industrial Discharge Permit is needed and what kind of pretreatment is needed for the site. The Questionnaire can be requested from Engineering.

4-6 Water and Sewer Main Extension

Extension of public water or sewer main must extend the width of the developed parcel to the property line. For the extension of water mains, a Notice of Intent to Construct a Water Main Extension ([State Form 49008](#)) must be submitted for signature by the City Engineer and then to IDEM. For the extension of sewer mains, an application for Sanitary Sewer Construction ([State Form 53159](#)) must be submitted for signature to the City Engineer, then to the local reviewing agency (IDEM).

Reach out to Engineering during the planning phase to discuss potential water and sewer main extensions.

4-7 Private Extension of Public Utilities

Extension Agreements

When Public Water and Sewer utilities do not exist adjacent to the proposed development, the developer may desire to extend public utilities at their own expense and dedicate the facility to the City upon completion. This requires a Utility Extension Agreement with the South Bend Board of Public Works and the Developer that outlines the terms of the extension. Utility Extension Agreements will require the following:

- IDEM Permit for Extension
- Engineer's Estimate for the Public Utility Extension
- Performance Bond for 125% of the Estimated Construction Cost
- Plan and Profile plans prepared and stamped by a Registered Professional Engineer licensed in the State of Indiana.
- Certificate of Insurance

Upon completion, in order for the utility to be dedicated and accepted by the Board of Public Works, the following is needed.

- Appropriate Passing Test Reports
- Maintenance Bond for 10% of the Final Construction Value (may be Engineer's Estimate value if built per plan)
- Approved Electronic As-Built Plans
- Sewer videos
- Waiver of Lien
- Completion Affidavit

More Information can be found in Section 1-11 of the [South Bend Standard Specifications](#) and by reaching out to Engineering.

Extensions outside of the City Limits

The City of South Bend wishes to provide sewer and water services in a fiscally responsible manner; promote compact and efficient development through infill projects, encourage revitalization and reinvestment in areas already serviced by municipal sewer and water. The City has created a Policy limiting the extension and connection to its municipal sewer and water infrastructure for areas outside City limits ([Resolution No. 17-2021](#)).

SECTION 5– TRAFFIC

5-1 Traffic Impact Studies

A traffic impact study will be required under the conditions listed below. This study should be completed with the first draft of plans and submitted to the City Engineer:

- Project will generate 25 peak hour trips with direct access to a roadway classified as local.
- Project will generate 50 peak hour trips with direct access to a roadway classified as minor collector.
- Project will generate 75 peak hour trips with direct access to a roadway classified as a major collector or higher.
- Project is on a roadway with an AADT greater than 5,000.
- Project is in an area with already identified traffic issues.
- Project is in an area with other proposed developments occurring simultaneously.
- Project will generate a queue (schools, drive-throughs, etc.)

The study should be prepared by a licensed engineer with experience in traffic engineering. The study should refer to INDOT Traffic Impact Study Guide at https://secure.in.gov/indot/files/Permits_ApplicantsGuidetoTrafficImpactStudy_2015.pdf for guidance. The developer and engineer preparing the study shall coordinate with the City to determine the study area. At a minimum, the report should include the following:

- The current traffic volumes and LOS of the road and intersection
- Expected traffic volumes and peak traffic time
- Evaluation of each access option and what the impacts to the LOS would be. Options could include do nothing, adding a turn lane, right in/right out, etc.
- Impacts of the proposed development
- Recommendation for the proposed development

SECTION 6– ENCROACHMENTS

Encroachments in the public right-of-way are discouraged and efforts should be made to prevent any installations in the public right-of-way during site planning. If a proposed installation that encroaches into the public right-of-way cannot be avoided, an Encroachment Permit is required through the Board of Public Works. The Encroachment Permit Application can be found at <https://southbendin.gov/board/public-works/>. The encroachment review and approval process can take four to six weeks, depending on the complexity of the request. Applications are submitted to the Board of Public Works and will be distributed to other City departments for review as necessary. Once other departments have reviewed and commented, it will be sent to the Board of Public Works for approval or denial at their next meeting. The Board of Public Works meets every second and fourth Tuesday of the month and agenda items are due one week prior to the meeting.

SECTION 7– PROJECT DEVELOPMENT TOOLS

7-1 Subdivisions and Rezoning

Zoning information, including the zoning map, zoning ordinance, applications, and other pertinent information can be found on the City’s Zoning website southbendin.gov/zoning.

The Subdivision Ordinance can be found on the City’s website [via the Zoning website](#).

How to use the Subdivision Ordinance Code (Also found on Page IV of the Subdivision Ordinance):

1. **Find your Property on the Zoning Map** - Identify which zoning district applies to your lot or best matches the character, use, and intent of your project. The Zoning Map may be found on the City of South Bend website.
2. **Review and Comply with the Development Standards** - Understand the character and intent of the zoning district and comply with all the regulations specific to your district.
 - a. **21-02: Definitions and Measurements**
 - i. Review this section for definitions of terms found throughout the Ordinance and for explanations of dimensional regulations or measurements that are found in each zoning district.
 - b. **21-03: Standard Districts or 21-04: Special Districts**
 - i. Apply all development standards for the applicable zoning district.
 - c. **21-05: Overlay Districts**
 - i. If your development is within a Historic Preservation district or the Northeast Neighborhood, comply with the provisions of this section in addition to the standards of the zoning district. Review the following sections for further information on the development standards.
 - d. **21-06: Uses**
 - i. Review this section for all principal and accessory uses that are permitted in your zoning district and identify any additional standards that may apply to the applicable use or uses.
 - e. **21-07: Access & Parking**
 - i. Review this section for additional regulations related to pedestrian access, bicycle parking and access, vehicle parking and access, off-street loading, and private streets and alleys.
 - f. **21-08: Building Standards**

- i.* Review and apply this section for additional building design regulations. If your building is within a Standard District, you must select which building type applies.
 - g. 21-09: Site Development**
 - i.* Review this section for additional regulations related to landscape, fences and walls, stormwater, outdoor lighting, and performance standards.
 - h. 21-10: Signs**
 - i.* Review this section for additional regulations related to signs, including exempt signs, prohibited signs, temporary signs, on-premise signs, off-premise signs, and special use signs.
- 3. Seek Additional Approvals as Necessary** - Follow the applicable approval process to prepare all required application materials.
 - a.* Are you subdividing a lot?
 - i.* If you want to subdivide a lot, comply with the requirements, and follow additional procedures in Section 21-11.02 and Section 21-12.06.
 - b.* Does your project reconfigure an existing or create a new block or street?
 - i.* If your development reconfigures the dimension of a block, creates a new block, or includes the addition of a new public or private street, comply with the provisions of Section 21-11.03.
 - c.* Is your project greater than 3 acres?
 - i.* If your project results in modification of any lot(s) by a single property owner with an aggregate area of 3 acres or more within any 5-year period, comply with the provisions of Section 21-11.03.
 - d.* Does your project require a change in a zoning district?
 - i.* If your project requires a change to the official zone map, file a petition per the requirements of Section 21-12.07(f)(2).
 - e.* Does your project require a Special Exception?
 - i.* If your project requires a special exception, file a petition per the requirements of Section 21-12.07(f)(3)
 - f.* Does your project require a Variance?
 - i.* If your project requires a deviation from the development standards, file a petition per the requirements of Section 21-12.07(f)(5)
 - g.* Does your project fall within a floodplain or wetlands?
 - i.* If your lot is located within a FEMA designated floodplain, comply with the provisions of Section 21-14.
- 4. Improvement Location Permit**
 - a.* Once your project meets all the requirements of this Zoning Ordinance and has received any additional review or approvals, submit your permit application to the Building Department.

7-2 Site Plan Review Fees

Engineering has the following review fees for Site Development Projects:

- Final Site Plan Review: \$50 – collected by the Building Department
- Drainage Review: \$150 – collected by the Building Department
- ESCP Filing Fee: \$100 – collected by Engineering with the submission of the Erosion and Sediment Control Plan Application (see section 3-1 of this Development Guide)
- ESCP Permit Review Fee: \$100/acre rounded up to the nearest acre – collected by Engineering with the submission of the Erosion and Sediment Control Plan Application (see section 3-1 of this Development Guide)
- Utility Verification Form: \$50 – collected by Engineering (see section 4-3 of this Development Guide)
- System Development Charge: calculated based on use – collected by Engineering (see section 4-4 of this Development Guide)

Zoning has the following review fees for Site Development Projects:

- Limited ILP: \$50 – collected by the Building Department
- Detailed ILP: \$100 – collected by the Building Department

Additional review fees may be charged depending on the project type. Reach out to the Building Department to verify.

7-3 Engineering Review Checklist

Engineering reviews site plans for utilities, access, and drainage. Below is a checklist of basic requirements for each category. **This list is not exhaustive.**

General:

- ☐ Utility and drainage plans need to be stamped by a Professional Engineer licensed in Indiana
- ☐ Plans need to include a North Arrow and Scale
- ☐ Plans need to show any existing and proposed easements

Utilities

- ☐ Show existing and proposed water and sewer mains
- ☐ Show location of water and sewer taps
- ☐ Show water and sewer connections to the building
- ☐ Include City of South Bend Standard Details for water and sewer connections
- ☐ Include a note that the Contractor shall coordinate with City of South Bend Water Works for the water connection
- ☐ Minimum sewer lateral size is 6 inch
- ☐ Water services are required to be 1 inch, 2 inch, etc. (1.5 inch, 2.5 inch, etc. are not allowed)
- ☐ Street patches for utility cuts need to be to the center line or all the way across the road for asphalt roads. Concrete roads must be patched to the nearest joint.
- ☐ If any public sewer or water mains are on private property, easements will need to be recorded
- ☐ If it is a redevelopment, Engineering will need to know the existing water meter size and the proposed water meter size to determine if a System Development Charge is required (see section 4-4)
- ☐ If it is a new development, provide a System Development Charge calculation (see section 4-4)

Access:

- ☐ A minimum of 5' sidewalk is required along the frontage of the property
- ☐ A minimum of 5' tree lawn is required between the curb and sidewalk
- ☐ If there is not enough right-of-way for a tree lawn and sidewalk, additional right-of-way will need to be dedicated
- ☐ If it is a corner lot, ADA curb ramps are required at the corner of the intersection. Curb ramps will need to meet City Standards. Include City of South Bend Standard Details for curb ramps.
- ☐ Drive approaches need to meet City Standards (material, width, radii, distance from intersection, etc.)
- ☐ Include Applicable City of South Bend Standard Detail for Drive Approaches
- ☐ Include note that Contractor shall coordinate with ROW Permits Office for work in the right of way, including sidewalks, ADA ramps, and drive approaches

Drainage:

- ☐ Is any portion of this site located along a stream with a drainage area of greater than one square mile? Verify using the [IDNR Floodplain Information Portal](#)
 - If yes, delineate the floodplain on the plans
 - If yes, a Construction in a Floodway Permit will be required. Add a note to the plans that the contractor shall be responsible for obtaining this permit
- ☐ Is the site located within a Wellhead Protection Area? Verify using the [IDEM Source Water Proximity Determination Tool](#)

- If yes, a Wellhead Protection Permit will be required from the St. Joseph County Health Department. Add a note to the plans that the contractor shall be responsible for obtaining this permit.
- Is the site a Brownfield Redevelopment Site? Verify using the [South Bend Brownfields Coalition Data Portal](#)
 - If yes, a Phase 1 Environmental Investigation is required. Provide this for review. A Phase 2 may be required depending on the results of the Phase 1.
- Is the site adjacent to a Brownfield Redevelopment Site? Verify using the [South Bend Brownfields Coalition Data Portal](#)
 - If yes, a Phase 1 Environmental Investigation is recommended.
- Above ground retention is not allowed in areas zoned U1, U2, U3, UF, NC, or DT or within an Airport Approach Surface as determined by the Federal Aviation Administration. Verify zoning using the [Zoning Map](#).
- Direct connections to the City storm sewer system are not allowed.
- Plans need to include topography (proposed tying into existing)
- Plans need to include the roof drains and how they are tied into the onsite stormwater storage system.
- Plans need to show the lowest finished floor elevation.
- On site stormwater storage is required for the 25-year, 24-hour storm plus 6% for siltation.
- Plans need to show flood routing for storm events exceeding the design storm.
- Include a brief memo summarizing how drainage is being handled.
- Include calculations for stormwater storage volume required and storage volume provided.
- Provide the geotechnical report with infiltration rates.
- Provide calculations showing that the storage facility will drain down within 48 hours of the design storm.
- Above ground stormwater storage requirements:
 - Maximum storage depth is 4 ft
 - 1 ft of freeboard is required
 - Sideslopes shall not exceed 4:1
 - If the basin is wet, a maintenance ledge and a safety ledge are required
 - If the basin is wet, fencing or a barrier is recommended
 - Wet basins are not allowed along roadways without fencing or a barrier around the perimeter
 - Basins along roadways are required to meet AASHTO Roadside Design Guide requirements for clear zone and recoverable slope
- Underground stormwater storage requirements:
 - 24-inch inspection ports are required for all underground stormwater storage systems
 - Maximum void ratio for gravel storage is 35%
- If disturbances are greater than 1 acre, submit an Erosion and Sediment Control Plan Application. See section 3-1 for details.

Applicable Municipal and State Code Sections for Utilities

South Bend Municipal Code: [Ordinance No. 10865-22](#)

Indiana Administrative Code: [326 IAC 3-6-11](#)

Other References for Utilities

[IDEM Drinking Water Permits Section](#)

[IDEM Wastewater Treatment Facility and Sanitary Sewer Construction Permit Program](#)