

AREA PLAN COMMISSION - SITE PLAN CHECKLIST

All Improvement Location Permit Applications for Site Review that involve change of use or physical alterations to the site, i.e. new construction, addition to existing building, parking lot, etc. shall be accompanied by a site plan that includes the following information, as applicable. The applicants are responsible for contacting the Area Plan Commission to mutually identify any information that is not applicable.

_____ Base area (footprint) of existing building (sq. ft.)
_____ Base area (footprint) of new building or addition (sq. ft.)
_____ Gross area of existing building (sq. ft.)
_____ Gross area of new building or addition (sq. ft.)
_____ Height of building (ft.)
_____ # of stories
_____ # of employees per largest shift
_____ # of company vehicles
_____ # of seats if restaurant or church

YES/ NO – Does the restaurant serve alcohol?

- All site drawings shall be drawn to engineer's scale and shown accordingly. (i.e. 1":10', 20', 30', 40', 50', 60');
- A site location map showing the subject property, adjacent streets, and the nearest intersection.
- North arrow.
- Address of the parcel(s) or parcel ID #'s if an address has not been assigned per the Assessor's website.
- Indicate accurate lot dimensions and overall size of lot;
- Indicate height of all proposed structures measured from ground level to peak of roof;
- Show all street and/or alley right-of-way widths from centerline and physical center of pavement;
- Indicate all required setbacks for front, rear, and side yards including thoroughfare, if applicable;
- Indicate existing and proposed easements and their widths located within or adjacent to lot including legal drains, if applicable;
- Include dimensions and location from property lines on all existing structures and all proposed additions or structures;
- Show sidewalk and street pavement width and location;
- Include size and location of proposed curb cuts or access drives;
- Show size and location of existing drives within 50 feet of the property (same or opposite side of street) and nearest intersecting street(s);
- Show parking and location of dumpster;
- Include aisle widths, typical parking stall dimensions, angle of parking proposed, bumper blocks, if required, and landscaped island dimensions including sq. ft. of each;
- Show the location of any proposed drive-thru facilities, including vehicle stacking spaces and point of service;
- Show location and identify common name of trees to be planted in landscaped islands-include tree size, i.e. small, medium, large;
- Show loading areas. Include location of overhead doors and loading patterns for size of loading vehicles expected;
- Indicate proposed and existing areas of pavement, curb, gravel and/or green space with corresponding square footages indicated;
- Show location, type, and height of existing and proposed fences including dimensions to lot lines from the edge of fence;
- Show location of any areas proposed for permanent or occasional outdoor storage, sales, and/or display.
- For apartments, indicate number of bedrooms per unit and number of units per building;
- Indicate square footage per floor and number of stories in the proposed structure;
- Show size and location of existing or proposed sanitary sewers, storm sewers, water mains, fire hydrants, septic systems, and/or wells;
- Show all public trees. The removal of public trees requires Tree Board approval;
- After final approval for all apartment/condo complexes, an electronic AutoCAD drawing is required;
- **Certificate of Occupancy: Once construction has been completed, a Certificate of Occupancy must be issued by the Building Commission prior to the building being occupied and open for business or fines will be issued accordingly. The building may not be occupied before the Certificate of Occupancy is issued.**

Note: If the development of the site involves unplatted property – evidence that the property lines and other property information serving as the basis for the site plan has been developed by a land surveyor licensed in the State of Indiana.