Site Review – Improvement Location Permit (ILP) Application Instructions

Note: A preliminary meeting prior to the submittal of the application to go over any questions, etc. with members of the Site Review Committee regarding the project may be requested at the following: contactus@evansvilleapc.com or 812-435-5226.

Application Types:

Site Improvement/Foundation Only

- Applicant is requesting the Site Review Committee to review and approve the plans for a Site Improvement/Foundation Only ILP (includes items 5' outside the building footprint, i.e. earthwork, utilities, drainage facilities, etc. and the foundation only). **The applicant will need to reapply for a Final ILP along with the filing fee requesting the Site Review Committee to review and approve the plans, allowing the APC to issue a Final ILP prior to the start of any construction beyond the site improvement/foundation only stage of the project, i.e. building construction;**

Final

- Applicant is requesting the Site Review Committee to review and approve the plans for a Final ILP. **The applicant will need to submit an application for a Final ILP along with the filing fee requesting the Site Review Committee to review and approve the plans, allowing the APC to issue a Final ILP. The Final ILP will allow for site improvements to take place and the building permits to be pulled.**

Note – If all of the construction plans (i.e. site and building) are complete, applicants only need to apply for a Final ILP.

- Application Filing Fee: $200.00 per application. Note: After the completed application and plans have been submitted on-line, an APC staff member will email a link to pay the fee.

The completed application and plans shall be submitted electronically in .pdf format to the following email address: SiteReview@evansville.in.gov . The subject line on the email will need to state the address as found on the Assessor's website and the project name (If no address has been assigned, the parcel ID#, lot number, etc. will need to be shown).

Applications must be complete and fees paid at the time of filing to be placed on the meeting agenda.

Application and fees submitted by **Monday at 4:00 p.m.** will be placed on the agenda and reviewed the next Monday morning at 10:00 a.m. via telephone/video conference, or the next scheduled meeting if there is a holiday. An email will be forwarded to the representative's email provided on the application regarding meeting instructions which will include the call in number for the Site Review telephone/video conference.

A representative for the applicant must be present at the meeting for the application to be heard by the Site Review Committee. Approval, if given, is valid for 6/12 months (City/County) from the original meeting date and an ILP is required to be issued prior to the start of any construction or the approval shall become void. For Clarity – the ILP is NOT a building construction permit. You are required to go to the Building Commission after an ILP has been issued to acquire Building Permits prior to the start of construction.

Note: An ILP is required to be issued prior to the start of any construction (An approved erosion control plan will allow for earthwork activities, i.e. moving of dirt only, no utilities, piping, etc. allowed). The permit fee, which shall be paid for when the ILP for the Site Improvement/Foundation Only is issued, is $200 + $0.05 per building sq.ft. (includes the total gross area of any new building, addition to an existing building, or existing building area for a change of use). If the total gross area of the building sq. ft. is increased from the time the Site Improvement/Foundation Only ILP was issued, the difference will need to be paid prior to issuance of the Final ILP. If any construction begins prior to the procurement of the ILP, a stop work order shall be placed on the property along with any applicable fines.

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.

SITE REVIEW APPLICATION – FILING PROCEDURE SUMMARY CHECKLIST

STEP 1:
DETERMINE IF SITE REVIEW IS NECESSARY

IN PERSON
Area Plan Commission
Civic Center Complex, Rm 312
1 NW MLK, Jr. Blvd, Evansville

BY PHONE OR EMAIL
812-435-5226
SiteReview@evansville.in.gov

Monday – Friday 8:00 AM – 4:30 PM

STEP 2:
DETERMINE TYPE OF APPLICATION
SITE IMPROVEMENT/FOUNDATION ONLY
OR
FINAL
(If all plans are complete, need only Final)

SITE IMPROVEMENT/FOUNDATION ONLY

- items 5' outside of building footprint, i.e. earthwork, utilities, drainage facilities
- and foundation only (must have foundation CDR from State)

FINAL

- Allows site improvements to take place AND building permits to be pulled

STEP 3:
FILE REQUIRED DOCUMENTS

FILING DEADLINE:
4:00 EACH MONDAY TO BE ON THE FOLLOWING MONDAY'S AGENDA

ITEMS NEEDED TO FILE CHECKLIST:

- ☐ **1** $200 filing fee (to "Area Plan Commission" or online)
- ☐ **2** Completed application
- ☐ **3** 24"x36" scaled site plan + supporting information found on pg. 2 of application under "Supporting Information for all Applications"
- ☐ **4** May be submitted in person or by email to:

SiteReview@evansville.in.gov

STEP 4:
ATTEND MEETING

SITE REVIEW MEETING:

10:00 AM – TELEPHONE/ VIDEO CONFERENCE

- ❖ AFTER THE APPLICATION, DOCUMENT(S) & FEE HAVE BEEN RECEIVED, AN EMAIL WILL BE FORWARDED REGARDING MEETING INSTRUCTIONS
- ❖ YOU AND/OR YOUR DESIGNATED REPRESENTATIVE MUST ATTEND
- ❖ BE PREPARED TO ANSWER QUESTIONS REGARDING YOUR PROJECT
- ❖ **IF NO REPRESENTATIVE IS PRESENT AT THE MEETING, IT WILL BE CONTINUED TO THE NEXT REGULAR MEETING**

This document is a summary of instructions, provided as a "check off" list only. If you have any questions, refer to the Site Review – Improvement Location Permit Application Instructions then contact APC staff or appropriate department.

AREA PLAN COMMISSION
EVANSVILLE - VANDERBURGH COUNTY
1 NW Martin Luther King Jr. Blvd. Evansville, IN 47708
Room 312 Civic Center Complex |Phone: (812) 435-5226

IMPROVEMENT LOCATION PERMIT APPLICATION – SITE REVIEW

Submit applications and plans by e-mail to SiteReview@evansville.in.gov. If questions, please call: 812-435-5226.
Submittal instructions available at the Area Plan Commission's Site Review website.

Property / Location Information:

Property Address: _____
(number) (street)

OR General Location (if no address has been assigned provide the parcel ID #, a street corner, subdivision lot number, etc.):

_____

Property Size:_____acres *or*_____square feet

Jurisdiction: ☐ Inside City Limits ☐ Outside City Limits Application Type: ☐ Final ☐ Site Only/Foundation

Development Activity / Change Proposed:

Please select all that apply.

☐ Change of Use ☐ New Structure(s) ☐ Expansion of an Existing Structure or Use ☐ Change of Business ☐ Commercial Food
☐ Site Feature Change (Landscaping, Parking, Etc.) ☐ Temporary Use: from_____to _____
(start date) (end date)

Use / Structure Information (if applicable):

Proposed New or Expanded Building Area:_____gross square feet Height of Proposed Structure: _____

Current/Prior Permitted Use:_____Proposed Use: _____

Project Description: _____

Name of Business: _____

Project Owner Information:

The business, institution, apartment complex, land developer, property owner, etc. that is proposing the change – NOT the contractor, surveyor, or other representative (see next page).

Company, Business, Institution, Etc. Name: _____

Company, Business, Institution, Etc. Contact Person Name: _____

Mailing Address: _____
(number) (street) (city) (state) (zip)

Phone No.:_____E-mail Address:_____

To be Completed by the Planning Department APPLICATION #_____

Filing Date:_____**Meeting Date:**_____**_ by (initials):**_____

☐ Fee Paid

Business CID:_____

Applicant CID:_____

Supporting Information for all Applications

Please note the following which must be provided with the application (if applicable). Click on individual Site Review Contact Agency's below to see checklist requirements:

☐ **Site Plan** ☐ **Site Utility Plan** ☐ **Building Construction Plans** ☐ **Interior Plumbing Plans** ☐ **Floor Plan Sketch**
☐ **Life Safety Fire Protection Plans** ☐ **Drainage and Erosion Control Plans** ☐ **Flood Zone Grading Plan and Engineering Analysis**

Site Review Contacts:

- Area Plan Commission: Joel Wiegand 812-435-5226 jwiegand@evansvilleapc.com
- Building Commission: Shannon Begeman 812-436-7818 snbegeman@evansville.in.gov
- Health Department: Carol Coudret 812-435-5616 ccoudret@vanderburghcounty.in.gov
- Fire Department: Larry Wildt 812-436-4453 lwildt@evansvillefiredepartment.com
- Evansville Water & Sewer Utility: Doug Ohning 812-708-0652 djonohning@ewsu.com
- City Engineer's Office: David Brantley 812-436-4984 dwbrantley@evansville.in.gov
- County Engineer's Office: John Stoll 812-435-5773 jstoll@vanderburghgov.org
- County Surveyor's Office: Mike Ward 812-435-5117 msward@vanderburghsurveyor.com

Representative or Authorized Agent / Notification Information:

The contractor, surveyor, owner's representative, or other person authorized to act on behalf of the project owner and to whom all correspondence regarding this application should be directed, or the project owner's contact person if no other representative.

Representative Person's Name: _____

Representative's Company Name: _____

Mailing Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ E-mail Address: _____

All correspondence will be by e-mail unless another method has been agreed upon by the Area Plan Commission.

Representative's or Authorized Agent's Signature / Acknowledgement:

The information included in and with this application is completely true and correct to the best of my knowledge and belief.

_____ _____
(Representative's Signature) (Date)

_____
(Representative's Printed Name)

Project / Property Owner's Signature / Acknowledgement:

I, the undersigned project owner and property owner of record affirm, under penalties for perjury, that the foregoing representations on this application are true and correct, and that the required site, utility, building construction, life safety fire protection, etc., plans submitted are in conformance with all applicable laws or ordinances. I will take responsibility for all work that is allowed by the permits granted under this application. I understand that the issuance of the Improvement Location Permit does not eliminate the need to obtain other permits that may also be required by applicable laws or ordinances. I further agree to hold harmless and indemnify the City of Evansville and Vanderburgh County for any claim against the City and/or County as a result of any act of commission or omission on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier.

In addition, I understand that prior to the business opening to the public, I am required to have a Certificate of Occupancy issued for the project. I understand that a Building Final is not a Certificate of Occupancy and that I must contact the Building Commission specifically to have a Certificate of Occupancy inspection scheduled for all Site Review Agencies to complete and approve. I understand that fines will be issued accordingly if this is not completed and that the business or use may be ordered to cease and desist temporarily until such time all approvals have been provided and the Certificate of Occupancy has been issued.

_____ _____ _____
(Project Owner's Signature) **(Project Owner's Printed Name)** **(Date)**

_____ _____ _____
(Property Owner's Signature, if different) (Property Owner's Printed Name) **(Date)**

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 for the entire business
_____ # of company vehicles
_____ # of seats if restaurant or church
YES/NO – Does the restaurant serve alcohol? (Circle One)

☐ 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.