

DEVELOPMENT PLAN APPROVAL PROCEDURE CHECKLIST



A site plan submitted in pursuit of development plan approval shall include the following information:

- All items of information must be included. Any items marked "N/A" require written explanation of why the item is not applicable.

Site Plan Data

A. Application for Development Plan Approval Requirements

Yes N/A*

- 1. Submittal of Completed Application
- 2. Application Signed by Owner
- 3. Name and Address of Applicant
- 4. Proof of Ownership
- 5. Proposed Name of Development
- 6. Address of Site
- 7. Legal Description of Site
- 8. Zoning Classification of Site
Property and Adjoining Property
- 9. Paid Application Fee
- 10. Plans and Supplemental Documents
- 11. Signed copy of Development Plan
Approval Procedure Checklist
- 12. Plans collated, stapled and folded to 8.5"
x 11" or rolled when folding is not
possible.
- 13. Provide the quantities of plans and
separate them into groups by review
agencies as listed on the Meeting Dates
and Deadlines sheet.

B. Plan Requirements

Yes N/A*

1. Title Sheet showing Project Name, Owner, Engineer/Surveyor/Architect Name and Information, Certification Stamp, Location or Vicinity Map, address of site and legal description. If plans are for a section of a larger development, label adjacent sections (existing or future) to show how property fits into overall plan.

2. Additional Plan Sheets

(Existing/Proposed Site Plan, Grading, Utilities, Roads, Details) as necessary to illustrate and include the remaining requirements of the existing conditions and proposed improvements (Site Plan Data).

3. Plans Sheets are minimum of 11" x 17" and maximum of 24" x 36" in size.

4. Plans shall be drawn to a scale of not more than 1 inch equals 100 feet. Legend, North Arrow, Scale, Date of Printing, Date(s) of Revisions on all sheets, and relevant notes, conditions, covenants and specifications on appropriate sheet(s).

5. Plans are **certified** by licensed Professional Engineer or Land Surveyor.

C. Site Plan Data Requirements

Yes N/A*

Existing Conditions

Plat Information

1. Show **boundary** line of site indicated by a solid, heavy line including all bearings and dimension of the site, or lot number and plat name, instrument or deed record and page number where applicable

2. Label and dimension all **rights of way** for streets alleys and access easements on, fronting or adjacent to the site and within 200 feet of the side property lines. Show street names where applicable.

3. Show all existing **easements** across property, including type, dimensions and record or instrument number.

Improvements

4. Show all **sidewalks, drives, trails, handicap accessible ramps** including those along and across the street from the property, and within 100 feet of the side property lines.

5. Include location, dimensions and floor elevations of all **existing buildings** and/or structures including paved areas. Buildings or portions thereof to be razed shall be indicated as such.

6. Show all **existing utilities**, both overhead and underground, across and adjacent to property. To the extent the information is available; include pipe size, elevations and material for all utility lines/pipes/structures.

Natural Features

7. Include description or label of **land cover types** (grass, agriculture, meadow, etc.) including paved areas (i.e. gravel, asphalt, concrete).

8. Include location and identification of **natural streams**, regulated drains, 100-year floodplains and floodway, water courses, marshes, wooded areas, wetlands, historic features, dry wells,

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utility lines and poles, fences, fire hydrants, meters and all significant features upon the property.

___ ___ 9. Show the species and size (caliper at breast height) of all **trees** over 6 inches in caliper that are proposed to remain with the developed site. Where areas or groupings of trees exist, show outline of area and label as wooded area. Include all trees and shrubs that are to exist near entrance(s) or adjacent to the proposed rights of ways.

___ ___ 10. Show existing **topography**, at a minimum of 2 foot contour lines of subject site and adjacent properties, sufficient to view direction of existing surface drainage onto or away from site.

___ ___ 11. Include **benchmark** or datum used for survey elevations.

___ ___ 12. All noted **elevations** shall be in reference to sea level.

___ ___ 13. Show existing **drainage** information including drainage basin or watershed basin breakdown, directional arrows for surface drainage, and all existing storm sewers, ditches/swales and bodies of water.

___ ___ 14. **Soils** Map/Diagram with soil types and Hydrologic Soil Groups identified.

___ ___ 15. Include the outline of buildings and parking lots on **adjoining properties** within fifty (50) feet of the shared property line(s). Also, show the outline of any driveways across the street from the property and within 100 feet of the side property lines.

Yes N/A* **b. Proposed Conditions/ Improvements** **Plat Information**

___ ___ 1. Show **boundary** line of site indicated by solid, heavy line including bearings and dimensions and/or layout, numbers and dimensions of lots.

___ ___ 2. Label and dimension all proposed **rights of ways**, showing street names where applicable.

___ ___ 3. Show all parcels of land proposed to be dedicated or temporarily reserved for public use or set aside for use in the development such as park, recreation, conservation areas, **easements**, wetlands, etc., which shall be designated and labeled as such

(drainage, utility, landscape) including dimensions, legends and abbreviations.

___ ___ 4. Show any proposed or approved **variances**.

Improvements

___ ___ 5. Show all proposed **sidewalks and drives**, trails, handicap accessible ramps and dimensions/details for construction of same.

___ ___ 6. Include measurements for **curb radius** and/or tapers and details for curbs, gutters, transitions, etc.

___ ___ 7. Show location, dimensions and names for all proposed streets, alleys and improvements to the street system (for example, acceleration/deceleration lanes).

___ ___ 8. Include Plan Sheets for plan and profile of all **proposed streets** and alleys (public or private), designed to meet City's Development, Design and Construction Standards, and showing utility crossings under the streets.

___ ___ 9. Include **pavement specifications** and typical cross-section for both on-site and off-site paved areas, complying with City's required pavement standards for pavement within the City's rights of way.

___ ___ 10. For all **proposed entrance drives**, include taper segment (acceleration/ deceleration lanes), passing blisters, details (entrance blow-up detail) and specifications in compliance with City's Development, Design and Construction Standards.

___ ___ 11. Include location, dimensions and floor elevation of all **proposed buildings** and/or structures

___ ___ 12. Describe the **use of each building or structure** including parking labeled with approximate density or size. For example, number of parking spaces required/provided, gross floor area of office or retail space (labeling whether office or retail).

___ ___ 13. Show and label all **building setback** lines. Include the dimensioned distance of all buildings/structures including parking, from the front,

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rear and side lot lines. This distance is measured from the point where the structure is closest to the lot lines.

__ __ 14. Show location, description, dimensions of **dumpster** and type of screening to be provided.

__ __ 15. Proposed sites that will require any **traffic control** signs shall require a Traffic

__ __ 16. Control Plan, as directed by the County Engineer.

Natural Features

__ __ 17. Label all **proposed improvements** and ground cover types (grass, parking, etc), indicating paved areas with crosshatching.

__ __ 18. Show all **existing utilities** to remain, and new main lines, laterals, stubs and structures sufficient to illustrate how site will be served by such utilities. This may include separate sheets for water, storm and sanitary lines, with additional sheets for details including topography/grading above all new utilities. All new infrastructures shall comply with City's Development, Design and Construction Standards.

__ __ 19. Include all information regarding all **natural streams**, regulated drains, 100 year floodplains, floodway, water courses, marshes, wooded areas, wetlands, historic features or existing features that may be preserved within the proposed development, or may otherwise influence the design of the proposed improvements.

__ __ 20. Include the species and caliper size at breast height of all **trees** over 6 inch caliper and all flowering trees and shrubs over 6 feet in height (proposed or to remain).

__ __ 21. All **trees and/or shrubs to be preserved** shall be shown on the plans and indicated "Do Not Remove". Efforts should be made to preserve all trees with a caliper size of 24 inches (breast height) or greater. Show location of orange construction fencing that is required to be installed during construction around the drip line of each tree to be preserved that is marked "DNR" (Do Not Remove).

__ __ 22. All **wooded and shrub areas** at or near entrances must be shown and clearly identified as to whether they are to be removed or preserved. Any such proposed plantings or existing landscaping

shall comply with the requirements of Traffic Standards.

__ __ 23. Include proposed **grading plan**, including spot shot elevations and minimum 2 foot contour lines, showing transition into existing elevations and/or adjacent properties. Include benchmark or datum used for survey elevations.

__ __ 24. All plans should include sufficient detail regarding **drainage provisions** for the proposed site. This may include information or illustration of: direction of surface flow, side and/or rear yard swales (flow lines, elevations, slopes and details, storm sewers (length, slope, material, invert and top of casting elevations), and cross-section, normal pool and 10 year elevations, outlets and spillway information for wet and dry detention basins.

__ __ 25. Submit a **drainage report** showing pre-improvement 10 year return period storm runoff and post-improvement 100 year return period storm runoff.

__ __ 26. Erosion Control Plan – Does Rule 5 apply to the site (≥ 1 acre)? If so, provide required information. writing by the Plan Commission or the Planning Director.

D. Building Elevation Data

Yes N/A* a. **Proposed Conditions:**

__ __ 1. **Elevations** for each facade of the building

__ __ 2. Type of **building materials** to be used for all wall, window, roof and architectural features shall be specified.

__ __ 3. Proposed colors for all materials and features shall be specified.

__ __ 4. Any other information requested in writing by the Plan Commission or the Planning Director.

E. Sign Plan Data

Yes N/A* a. **Existing and Proposed Conditions:**

__ __ 1. A site plan indicating the location of any existing and proposed freestanding or ground signs

__ __ 2. Elevations of proposed signs including size, materials, color and illumination details

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___ ___ 3. Placement, size, color and illumination details for any existing or proposed wall, projecting or window sign.

___ ___ 4. Any other information requested in writing by the Plan Commission or the Planning Director.

___ ___ 5. Development Plan Approval does not include signage separate permit is required.

F. Lighting Plan Data

Yes N/A* **a. Existing and Proposed Conditions:**

___ ___ 1. Location and dimensions of all existing and proposed structures, parking areas, etc.

___ ___ 2. Type and location of all exterior lighting fixtures, including wattage [Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

and type of light

___ ___ 3. Intensity of lighting at base of light structure and at the lot line measured in foot candles. Measurements shall be given as if the light meter were facing the center of the property at a height of 6 feet

___ ___ 4. If building lighting is proposed, elevations for each facade of the building indicating the location, type and intensity of lighting at the lot line measured in foot candles. Measurements shall be given as if the light meter were facing the center of the property at a height of 6 feet.

___ ___ 5. Any other information requested in writing by the Plan Commission or the Planning Director.

G. Landscape Plan Data

Yes N/A* **a. Existing and Proposed Conditions:**

___ ___ 1. Size, species and spacing (on center) of all proposed landscaping material

___ ___ 2. Any other information requested in writing by the Plan Commission or the Planning Director.

H. Information Table Data

Yes N/A* List the following Information

___ ___ 1. Proposed lot coverage by buildings, paved areas and other impervious areas, and maximum permitted impervious area lot coverage.

___ ___ 2. Proposed main floor area in square feet and maximum permitted main floor area.

___ ___ 3. Proposed heights of buildings and structures and permitted heights.

___ ___ 4. The number of proposed and required parking spaces and handicap accessible spaces.

___ ___ 5. Sizes of all parking spaces.

___ ___ 6. The quantities of proposed and required landscaping trees, shrubs and other items.

Case No. _____ - A - _____

Date _____

On behalf of the owners of the submitted Site Plan for:

_____,
located at

Proposed Project Name _____

Address of Proposed Site _____

I certify that, to the best of my knowledge, the above information as included with and/or shown on the drawings is accurate and complete. The list of applicable items has been reviewed, and all items are included on the referenced plan(s) sheets.

Signature

Printed Name

Company

Address

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Phone Number _____

Email Address _____

I. Additional Requirements for Revised Plans

Yes N/A*

- ___ ___ 1. Submit cover letter describing any revisions to the plans and specifically addressing all comments of reviewers. No other revisions are permitted than described in the cover letter.
- ___ ___ 2. Add case number to all plans and correspondence.
- ___ ___ 3. Plans shall be collated, stapled and folded to 8.5" x 11" or rolled when folding is not possible.
- ___ ___ 4. Submit the number of Revised Plans copies to Plan Commission with cover letters as indicated on the "Howard County Plan Commission and Board of Zoning Appeals Meeting Dates and Deadlines". Separate and label the copies for each agency.

J. Approval From Other Agencies (As appropriate)

FOR OFFICE USE ONLY

Yes N/A*

- ___ ___ 1. Letter from Howard County Drainage Board (if needed)
- ___ ___ 2. Contact Howard County Dept. of Health for Food Service Plan
- ___ ___ 3. Indiana Department of Transportation
- ___ ___ 4. Other agencies as requested by Plan Commission or Planning Director
- _____ 5.

_____ 6.
