

PLAN COMMISSION CHECKLIST

COMMERCIAL and INDUSTRIAL FINAL PLAN REVIEW

- SUBMITTALS** - Along with the APPLICATION, Four (4) full-size, (one of which must be in COLOR) and seven (7) reduced copies unless waived by the department. The reduced set of copies should include the project location map showing a ½ mile radius, a COLORED landscape plan, COLORED building elevations, and exterior light fixture cut sheets.
- DIGITAL COPY** - One digital copy of all plans (JPG or PDF) including the colored plans.
- DETAILED GRADING PLAN** – An accurate plan at an engineer’s scale of at least 1”=40’ showing the following:
 - The precise locations and dimensions of all proposed structures including proposed first floor grades and garage floor grades. Distances between structures and from structures to property lines must be accurately shown.
 - The precise locations, dimensions, and grades of all other site details, including signs, lighting, trash enclosures, storage buildings, snow storage areas, storm sewer inlets, retaining walls, fences, and all existing trees proposed to be saved. Detailed spot grades must be shown at the top and bottom of all proposed retaining walls and along the bottom of all proposed drainage swales.
 - The precise location, dimensions, and detailed spot grades of all proposed roadways, driveways, parking areas and walks, including future sidewalks on public right-of-ways. Spot grades must be shown at the corners of all parking areas and walkways and along the top and bottom of curbing along all roads and drives.
 - Actual surveyed spot grades showing the existing grades wherever proposed development is proposed to blend with existing development, such as along any existing sidewalks, or along the property lines of adjoining properties.
 - All grades shall be referenced to City Datum.
- STORM WATER MANAGEMENT PLAN** – Detailed information as to how and where storm water will be handled.
- LANDSCAPING PLAN** – An accurate plan showing all proposed plant materials with location, type and size of all proposed plants and the location of all existing plants to be saved.
- UTILITY PLAN** – An accurate plan showing existing and proposed sanitary sewer, storm sewer, water lines, gas, telephone, and electric lines and transformer locations. Plans shall be precisely engineered including locations, grades, materials, and sizes and shall show connections to existing utilities. Plans shall include easements over utility lines as may be required.
- BUILDING PLANS** – Plans for every building shall include the following:
 - Precise floor plans of every floor of every building.
 - Precise elevation drawings of all exterior sides of buildings, indicating materials, finishes, and colors, and all exterior mechanical appurtenances such as heating or air conditioning equipment and vents and satellite dishes, along with the screening for these appurtenances; and
- OTHER PLANS** – Plans showing the exact design and dimensions of all other structures, such as trash enclosures, retaining walls, light fixtures, storage buildings, and fences.
- REVIEW FEE** – A review fee equal to \$200 plus \$10.00 per 1,000 square feet of building.