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PLANNING & ZONING DEPARTMENT, CITY OF
GOSHEN

204 East Jefferson Street, Suite 4 • Goshen, IN 46528-3405

MEMORANDUM

TO: Building Permit Holder

FROM: Jason Kauffman, Goshen Stormwater Coordinator
Rhonda Yoder, Goshen Planning & Zoning Administrator

RE: **REQUIREMENTS TO OBTAIN A CERTIFICATE OF OCCUPANCY**

DATE: April 17, 2018

You have a building permit and work on your project is about to begin. You are focused on the beginning of your project and what needs to be done, but the Goshen Stormwater Department and Goshen Planning and Zoning Department want to make sure you know what needs to be completed before a Certificate of Occupancy (C of O) will be issued.

First, please refer to the signed Zoning Clearance form for your project because it contains specific requirements in regards to landscaping, sidewalks, and street trees.

Second, a final site inspection by our two departments must be conducted, in addition to the Goshen Building Department's final inspection, before a C of O will be issued.

The items we inspect are as follows:

Planning and Zoning Department

- ❖ The required number of street trees and approved tree species have been planted.
- ❖ The approved landscaping plan has been followed and all required landscaping has been planted (if applicable).
- ❖ All required pavement has been installed (e.g. driveway, parking lots, sidewalk, etc.).

Stormwater Department

- ❖ All disturbed areas have been seeded and covered with a temporary stabilization measure (e.g. erosion control blanket, hydromulch, sod, straw mulch, etc.).
- ❖ Any signs of erosion, which will need to be fixed in order to meet the Stormwater requirements.

- ❖ All post-construction stormwater quality measures as identified in the approved Post-Construction Stormwater Management Plan (PCSMP) have been properly installed (if applicable).

If the above items are satisfactory, each Department will notify the Goshen Building Department so the C of O can be issued once their requirements have been satisfied as well.

There are times during the year when certain requirements of our two Departments cannot be met and the following allowances are made in order to release the C of O in a timely manner.

- ❖ During the summer months, if landscaping must be delayed due to hot weather, an extension can be approved through the Goshen Planning Department when requested in writing (via email to planning@goshencity.com).
- ❖ If you anticipate obtaining a C of O during the months of November to March, you may not be able to satisfactorily complete the above items for either Department. Therefore, you will need to obtain an Occupancy Permit Agreement. For more information, please see the Occupancy Permit Agreement Guidance Document, which can be obtained from the Goshen Stormwater Department webpage: <http://goshenindiana.org/guidance-documents>.

If there are any questions about the above requirements, please do not hesitate to contact us.