City of Goshen
Technical Review Process
Site Plan Submittal Checklist

Project Name_____ **Project Address**_____

The checklist below must be completed at the time site plans are submitted. Please indicate the page number or "Not Applicable" (N/A) for each item.

Page No.	N/A	I	General Requirements
		1.1	Plan must be based on a survey, showing platted easements, etc. Survey must be submitted.
		1.2	Certification by the appropriate licensed architect, engineer or land surveyor
		1.3	Date, north arrow, scale, proposed name of the development
		1.4	Type of plan – PUD, PUD amendment, final site plan, plat, subdivision, etc.
		1.5	Name, address and phone numbers of the developers, land surveyor, architect or engineer who prepared the plans
		1.6	Complete legal description with copy of recorded deed
		1.7	Location map
		1.8	Signage (signs should be shown on the site plan; however, please note that a separate sign permit must be issued for all signs)
		1.9	Completed, signed zoning clearance form submitted
Page No.	**N/A**	**2**	**Site Development Information** ****** Identify all existing structures (buildings, Signs, drives, parking, etc.) and note whether they will remain or be removed***
		2.1	Property boundary lines, the perimeters of the property shall be dimensioned in feet and decimals as accurately as possible to the nearest one hundredth (0.01)
		2.2	FIRM floodplain boundaries with FIRM map number
		2.3	The width of any street and highway rights-of-way, including width of street adjacent to the proposed structure, with right of way line labeled
		2.4	Building dimensions
		2.5	Building area
		2.6	Building height
		2.7	Building setbacks
		2.8	Fencing location and height
Page No.	**N/A**	**3**	**Parking and Storage**
		3.1	Parking Lot Layout, including: • Number of spaces • Dimensions of spaces and driving aisles • Angle of spaces
		3.2	Parking and driving aisle setbacks
		3.3	Square footage of outside storage areas (for industrial properties)
		3.4	Proposed and existing surfaces (asphalt/concrete/gravel/grass)
		3.5	Seating capacity
		3.6	Number of employees on largest shift
Page No.	**N/A**	**4**	**Traffic and Access**

		4.1	Street Type: Arterial_☐_ Collector_☐_ Local_☐_ Public_☐_ Private_☐_
		4.2	Sidewalks and pedestrian walkways
		4.3	Loading dock and onsite maneuvering
		4.4	Curbing plan (required in Commercial, Multi-Family and Institutional projects)
Page No.	**N/A**	**5**	**Landscape Plan**
		5.1	Streetside landscaping
		5.2	Parking lot landscaping
		5.3	Bufferyard landscaping
		5.4	Species list (botanical and common names)
		5.5	Size (at planting and maturity)
		5.6	Location of overhead utility lines (i.e. electric, telephone, cable)
Page No.	**N/A**	**6**	**Fire Information**
		6.1	Location of Fire Department connection (FDC), *5 inch STORTZ connection is required* for commercial projects
		6.2	Location of knox box (key box)
		6.3	Location of fire lanes
		6.4	Location of fire pump house.
		6.5	Will ESFR sprinkler heads be used?
		6.6	Location of all new fire hydrant(s), *one is required within 150 feet of any FDC.*
		6.7	Location of fire apparatus access road(s), *20 feet minimum width and hard surface required.*
		6.8	Location, size, and contents of any above-ground or below-ground storage tanks
		6.9	Location of any dust collection systems
		6.10	Location of any flammable liquid dispensing operations
		6.11	Location of fire department access switch for mechanical smoke and heat ventilation equipment. *Switch shall be on the exterior of building and shall be ordered from the Knox Box Company.*
Page No.	**N/A**	**7**	**Utility Plan**
		7.1	Location of water lines showing size and type of pipe
		7.2	For multiple tenant projects, location of separate tap for each meter
		7.3	Location of sewer lines showing size and type of pipe
		7.4	Location and size of existing utilities lines (i.e. water, sanitary and storm)
		7.5	Location of manhole cleanouts
		7.6	Location of overhead utility lines – i.e. electric, telephone, cable
		7.7	Vicinity/location map showing the location of the project and surrounding streets
		7.8	Location, size and slope of the proposed sewer lines with rim and invert elevations at the sanitary manholes. Per City Ordinance 4333, a minimum of 3' of burial depth is required at the foundation wall and is stated on the plans
		7.9	Low pressure air test specification provided on plans
		7.10	Location and size of existing and proposed water main lines
		7.11	Interior plumbing sheets with isometric
		7.12	Water fixture count
		7.13	Type and quantity of all internal and external fixtures provided for meter and service sizing
		7.14	Pretreatment questionnaire
		7.15	Food service application
		7.16	Backflow determination

		7.17	Separate fire protection and domestic water service line provided
		7.18	Separate water services provided for each metered water service in multi-use facilities
		7.19	Location of existing and proposed fire hydrants intended to serve the property
		7.20	Hydrostatic pressure testing (AWWA C600) and bacteria testing (AWWA C651) specification provided on the plans for new water mains City to determine whether water line is a service or a main
Page No.	**N/A**	**8**	**Drainage Plan**
		8.1	Retention facilities
		8.2	Proposed grading (i.e. - Flow Arrows/Spot Elevations)
		8.3	Drainage sub-basins identified
		8.4	Drainage calculations
		8.5	Fence or landscaping if required
		8.6	Site contours or grades to show existing drainage patterns
		8.7	Site contours or grades to show proposed drainage patterns
		8.8	Proposed permeable and impervious areas shown, including area calculations
		8.9	Runoff calculations to address 3 inch rain event (1 hour – 100 year storm)
		8.10	Soil and Water Conservation District (SWCS) soil types identified
		8.11	Retention pond – certification it will be dry bottom
		8.12	Retention pond – freeboard provided (0.5' to 1')
		8.13	Class V injection wells being proposed – Definition – well that has depth greater than its largest surface dimension, emplaces fluids into subsurface and does not meet definition of Class I through Class IV wells as defined by 40 CRF 146 5
		8.14	Filing fee of $50 for a stormwater clearance, per City Ordinance 4328
		8.15	Area of soil disturbed (calculation)
		8.16	Erosion Control Plan approved by Soil and Water Conservation District (if area of soil disturbed by construction is 1 acre or more)
		8.17	Post construction Storm Water Plan submitted in accordance with City Ordinance 4329 if area of soil disturbed by construction is 1 acre or more)
		8.18	County Drainage Board permit
Page No.	**N/A**	**9**	**Post Construction Plan**
		9.1	Post Construction Plan submitted
		9.2	Description of pollution sources from proposed development
		9.3	Description of structural and nonstructural pollution prevention measures to be instituted to prevent or minimize adverse impacts to water bodies
		9.4	Location, dimension and details for the post-construction storm water quality measures, riparian habitat, and the groundwater aquifer
		9.5	Sequence of when each post-construction storm water quality measure will be installed
		9.6	Narrative of maintenance guidelines for all post-construction storm water quality measures to facilitate their long term function
		9.7	Description of how post-construction plan will be maintained for future responsible parties to review, administer and update
		9.8	Description of funding mechanism and financial plan for administering the maintenance of the post-construction features
		9.9	Identification of the entity or entities responsible for the long-term maintenance of the post-construction plan improvements
Page No.	**N/A**	**10**	**Driveway / Right-of-Way Permit Issues**
		10.1	Driveway(s) and approach(es) include dimensions for width, length, angle of

			intersection, radii, and any other measurement necessary to show the geometrics of the driveway(s) and approach(es)
		10.2	Rate of slope or grade of pavement for approach(es) and driveway(s)
		10.3	Type of approach and driveway pavement material, including depths and lifts
		10.4	Width dimension of road right-of-way
		10.5	Width and type of road pavement
		10.6	Road right-of-way and development site's property lines
		10.7	Development site plan showing parking, interior drives, buildings, and other improvements
		10.8	Distance to intersecting roads, streets, railways or crossovers within one hundred (100) feet in each direction on both sides of highway from the applicants property lines
		10.9	The posted speed limit on the public street and all traffic control equipment serving the street, including, but not limited to, signalization devices, lighting, pavement markings, guardrails and sign structures
		10.10	Proposed treatment of right-of-way area adjacent to and between approaches
		10.11	Appropriate symbols such as north arrow, direction of lane travel and direction of drainage flow, and a legend defining abbreviations and graphic representations of existing and new conditions, objects, materials, etc.
		10.12	INDOT Permit
Page No.	**N/A**	**11**	**Foundation Permits - (If applying for a separate foundation permit prior to a building permit) Three sets of fully designed foundation plans showing**
		11.1	All Construction materials and methods specified
		11.2	Accompanying calculations for the design of each element of the foundation
		11.3	Building occupancy classification
		11.4	Types of construction
		11.5	Address all structural requirements, soil conditions/analysis, design loads, wind loads, finished floor elevations, and building height in stories and feet
		11.6	Three sets of fully designed plans that will be integral to the foundation showing plumbing, electrical or other trade work plans for any piping, wiring, or other systems that will be installed below the slab or in conjunction with the footing and foundation
		11.7	If no mechanical, plumbing or electrical work is to be performed in conjunction with the footing and foundation, state this clearly on the plans
		11.8	Fire Department connection (FDC)