

Planning & Zoning Department  
Stormwater Department

## Guidance: Exterior Site Requirements for Certificate of Occupancy

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In order to receive a Certificate of Occupancy (C of O), your project must meet and pass inspection for all City of Goshen Building Department requirements as well as exterior site requirements overseen by the Planning & Zoning and Stormwater Departments.

Your project's signed Zoning Clearance form and approved plans will contain site-specific requirements for landscaping, street trees, and pavement, but this document offers general guidance on Planning & Zoning and Stormwater Department expectations and timelines.

Before the Departments can sign-off on C of O issuance, your project must past inspection for the following:

Planning & Zoning Department

- ❖ The required number of street trees and approved tree species have been planted in the appropriate locations.
- ❖ The approved landscaping plan has been followed and all required landscaping has been planted (if applicable).
- ❖ All required pavement has been installed and meets Engineering requirements (e.g. driveway, parking lots, sidewalk, etc.).
- ❖ Completion of any other site-specific requirements.

Stormwater Department

- ❖ All disturbed areas have been seeded and covered with a temporary stabilization measure (e.g. erosion control blanket, hydromulch, sod, secured straw mulch, etc.).
- ❖ Erosion issues have been addressed and meet Stormwater requirements.
- ❖ All post-construction stormwater quality measures as identified in the approved Post-Construction Stormwater Management Plan (PCSMP) have been properly installed and are functional (if applicable).
- ❖ The PCSMP has been submitted and accepted by the Stormwater Board (if applicable).

**If the above items are satisfactory, each Department will notify the Goshen Building Department who will issue the C of O once their requirements have been satisfied through the final building inspection process.**

When weather conditions prevent certain site requirements from being met, 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 Planning & Zoning Department when requested in writing with specific dates for completion (via email to [planning@goshencity.com](mailto:planning@goshencity.com)).
- ❖ During cold season months, property owners may apply for a Completion Agreement (formally known as an Occupancy Permit Agreement) to allow for occupancy before weather-dependent Planning & Zoning and Stormwater requirements are met (note, project must still pass final building inspection). This legal agreement includes site-specific final requirements and may include a surety amount. See [Completion Agreement Guidance](#) and the [Application](#) for deadlines and details.

For questions about final exterior requirements, please contact:

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