

FULL SITE PLAN ROUTING REVIEW SUBMISSION REQUIREMENTS.

The full site plan routing review submission requirements apply to those projects located in a special flood hazard area and new primary structures. All projects submitted for site plan routing review shall contain the items listed below if applicable to the project unless otherwise determined by the Planning staff. Additional information may be required by a reviewing department or agency for individual projects in order to evaluate compliance with applicable regulations and standards. The Planning staff reserves the right to not accept incomplete submissions, or to accept the submission but defer routing the plans until it is complete.

General Requirements		Office Verification
Certification by the appropriate licensed architect, engineer or land surveyor.		
Date, north arrow, scale and proposed name of the development.		
Name, address, and phone numbers of the developer(s), and the land surveyor, architect or engineer who prepared the plans.		
Page No.	Existing Conditions Surveys (14 copies required. Boundary and Topographical/Utility Survey Information)	Office Verification
	A boundary survey of the property prepared and certified by a licensed land surveyor , which complies with Title 865 Rule 12 of the Indiana Administrative Code. The survey shall have been performed within two (2) years of the submission of the project and reflect the current conditions of the site absent of new development information . The following items shall be included on the boundary survey:	
	1. Property boundary lines, giving length and bearing (including reference or basis) on each straight line; and interior angles, radius, point of tangency and length of curved 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. The width of all adjoining street and highway rights of way, and the street width.	
	3. Existing sidewalks on or adjacent to the development parcel.	
	4. Existing encroachments, including fences, structures, pavement and other improvements, either way across property lines.	
	5. Existing fences and walls located with respect to property lines.	
	6. Recorded or otherwise dedicated easements or similar rights of way, including type of easement.	
	7. Existing lot or tract lines within the development parcel.	
	8. Addresses of existing structures.	
	9. Current zoning of the development parcel.	
	10. Existing platted building setback lines.	
	11. Development parcel legal description.	
	A topographic/utility survey of the property, prepared and certified by a licensed land surveyor , which complies with Title 865 Rule 12 of the Indiana Administrative Code. The survey shall have been performed within two (2) years of the submission of the development plan project and reflect the current conditions of the site absent of new development information . The following items shall be included on the topographic/utility survey:	
	1. Benchmarks in USGS datum.	
	2. Existing site contours at 1 foot intervals based on USGS datum unless the Planning staff determines that the slope of the property requires a different contour interval.	
	3. Location of all existing structures on the development parcel and all off-site structures within 10 feet of the property lines, if the off-site structure locations can be determined from the subject property.	
	4. If applicable, the location of the special flood hazard area of the regulatory flood as mapped by scale on the Flood Insurance Rate Maps for Allen County, including all on-site established base flood elevations, and the base flood elevation at the property lines. If the elevations on the topographic/utility survey indicates an area subject to inundation by the regulatory flood which lies outside of the floodplain identified on the Flood Insurance Rate Map, the information on the topographic/utility survey shall govern and that area shall be considered a special flood hazard area subject to the regulations the Floodplain Regulations section of the Zoning	

	Ordinance.	
	5. Existing finished floor elevations of the lowest floor of all structures located within a special flood hazard area.	
	6. The approximate location of all wetlands on the development parcel according to the current National Wetland Inventory Maps.	
	7. The location of any natural water features such as lakes, ponds, streams or drainage ways.	
	8. The location of any Allen County regulated drain(s) on or immediately adjacent to the development parcel, including existing statutory drain easement(s).	
	9. The location of existing vegetation including the perimeter of all wooded areas, other significant vegetation, and individual trees at and above 2 inches in trunk caliper (measured in accordance with standard horticultural practices).	
	10. The location and size of all existing water facilities, including the location of all meters, valves and fire hydrants on or serving the development parcel.	
	11. The location, size, depth, and direction of flow of all existing sanitary sewers, combination sewers, storm drains and culverts on and/or immediately serving the development parcel, including the location of catch basins and manholes with rim elevations and inverts of each pipe.	
	12. The location and size of existing natural gas distribution facilities on the development parcel.	
	13. The location and size of existing communication systems on the development parcel, including the location of all poles, towers, and equipment.	
	14. Names of the utility service providers.	
Page No.	Site Development Information (Civil Engineering) (15 sets required. Includes site development, public right of way and site utility information)	Office Verification
	Any proposed subdivisions of individual parcels, showing proposed lot, tract or development parcel numbers and dimensions, if applicable.	
	Proposed structures within the development parcel.	
	Dimensions showing the distances from the proposed structures and/or parking areas to property and right-of-way lines.	
	Proposed easements, showing widths and types. and	
	Details and specifications for proposed off-street parking areas, service areas, loading areas, and points of access to public or private rights-of-way.	
	Areas to be used for the outdoor storage or display of materials, merchandise, machinery, or other such items.	
	Proposed sidewalk and curb ramps locations, widths, and details.	
	Proposed public or private streets, including plan profiles and cross sections, names, and traffic control devices (signals, signs, and/or pavement markings).	
	Proposed auxiliary street lanes (passing turning, deceleration and recovery) according to the current Fort Wayne - New Haven - Allen County Access Standards Manual.	
	Grading, drainage and erosion control plans which include location of building roof drains, storm drainage flow lines, location of swale and/or retention/detention areas, calculations, elevations and pipe materials.	
	Location of proposed public sanitary sewer, storm sewer, and water lines, showing sizes, elevations, materials, and sewer rim and invert elevations of each manhole.	
	The point of connection to existing sanitary sewer, storm sewer, and water facilities.	
	Proposed water and/or sewer main line extension plans and profiles, if applicable	
	Proposed street, site and building lighting plans including fixture locations, pole types, fixture types (including wattage), service source, and photometrics.	
	A detailed landscape plan meeting the requirements of §157.122 and §157.143 which includes provisions for perimeter screening and buffering, parking area screening and buffering, shade tree and greenspace locations and fencing proposals.	
	Proposed street tree locations if required.	
	The location, size, and type of proposed freestanding and building signage.	
	The location, size and type of proposed fencing.	
	Any common areas, including proposed recreation amenities (for residential projects).	

Page No.	Building Information (Architectural) (7 sets required Includes structural information such as internal building plumbing, mechanical, electrical, and building elevations.)	Office Verification
	Internal plumbing plans including all piping and fixtures inside the building, isometrics, water meter location, the location and height of the back flow preventor, and expected flows of the proposed land use(s).	
	A floor plan showing placement of all exits and exit and emergency lighting.	
	Proposed building elevation drawings.	
Page No.	Additional submittal requirements. In addition to the required plan documents, the following information shall be submitted, if applicable to the project:	Office Verification
	For projects within a special flood hazard area, an analysis of the proposed effect of the project on the floodplain certified by a registered professional engineer with expertise in water resources engineering shall be submitted. This analysis may be subject to review by an engineering consultant chosen by the Plan Commission or other applicable City department.	
	Finished floor elevations of the lowest floor of all proposed structures located within a special flood hazard area.	
	For multiple tenant or multiple unit structures the location and square footage of individual units or tenant spaces.	
Yes/No	Other Verifications	Office Verification
	Does the site utility plan match the plumbing plan with regard to pipe sizes and locations?	
	Additional certificates of compliance for tenant space finishes.	
	If applicable, a note stating that there is no water or sewer in the project.	