

**LIMITED SUBMITTAL REQUIREMENTS FOR**  
**CERTAIN SITE PLAN ROUTING REVIEW PROJECTS.**

The limited submittal requirements listed below applies to projects which are not located in a special flood hazard area, for additions to existing structures and/or new accessory structures on development parcels where the existing primary structures will remain. 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 following items must be included on the submitted plans if applicable to the project unless otherwise determined by the Planning staff. 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.

<b>General Requirements</b>		<b>Office Verification</b>
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.		
<b>Page No.</b>	<b>Existing Site Conditions (Civil Engineering)</b> (15 sets required)	<b>Office Verification</b>
	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).	
	The width of any street and highway rights of way, including width of street adjacent to the proposed structure.	
	Existing encroachments including fences, structures, pavement and other improvements, either way across property lines.	
	Existing fences and walls located with respect to property lines.	
	Recorded or otherwise dedicated easements or similar rights of way including type of easement.	
	Existing lot or tract lines located within the development parcel.	
	Platted building setback lines.	
	Development parcel legal description.	
	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.	
	The location of any natural water features such as lakes, ponds, streams or drainage ways adjacent to the proposed structure.	
	The location of any Allen County regulated drain adjacent to the proposed structure, including existing statutory drain easements.	
	The location of existing vegetation adjacent to the proposed structure.	
	The location and size of all existing water lines.	
	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.	
<b>Page No.</b>	<b>Site Development Information (Civil Engineering)</b> (15 sets required. Includes site development, public right of way and site utility information)	<b>Office Verification</b>
	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 ramp 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.	
	Any common areas, including proposed recreation amenities (for residential projects).	
<b>Page No.</b>	<b>Building Information (Architectural)</b> (7 sets required. Includes structural information such as internal building plumbing, mechanical, electrical, and elevations)	<b>Office Verification</b>
	Internal plumbing plans including all piping and fixtures inside the building, isometrics, water meter, 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.	
<b>Yes/No</b>	<b>Other Verifications</b>	<b>Office Verification</b>
	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.	