

COMMERCIAL REVIEW APPLICATION

City of Evansville-Vanderburgh County Area Plan Commission

1 N.W. Martin Luther King Jr. Blvd. Room 312

Evansville, IN 47708

(812) 435-5226 FAX:(812) 435-5237

PROJECT ADDRESS: _____ **APPLICATION DATE:** _____

BUSINESS NAME: _____

DESCRIPTION OF PROJECT: _____

<u>APPLICANT INFO</u>		<u>OWNER INFO</u>
_____	NAME	_____
_____	COMPANY NAME	_____
_____	ADDRESS	_____
_____	CITY/ST/ZIP	_____
_____	PHONE #	_____
_____	E-MAIL	_____

APPLICATION FEE: \$50.00 per application. Make checks payable to the Area Plan Commission. Plans submitted by Wednesday 12:00 p.m. noon will be reviewed the next Monday morning at 9:30 a.m. in Room 318, or the next scheduled meeting if there is a holiday. Erosion control plans are required to be submitted to the City or County Engineers office two weeks prior to an application being taken to a site review meeting. After review, contact the Area Plan Commission and Building Commission concerning permit requirements, changes, and permit fees (812-436-7867). Site Review approval, if given, is good for 6 months.

If you have questions on a line in the application, the numbers in the parenthesis () correlate to the appropriate contact (names and phones numbers on the bottom of checklist).

GENERAL INFORMATION:

- | | |
|---|---|
| _____ Height of Building (feet) | _____ Number of Stories |
| _____ Number of Employees per shift | _____ Number of Company Vehicles |
| _____ Number of seats, if restaurant | _____ Current zoning classification |
| _____ Total sqft of new building/addition | _____ Base area of addition (sqft) |
| _____ Area of added parking space (sqft) | _____ Flood zone (A, B or C) (2) |
| _____ Existing City water or sewer facilities (12) | _____ Center City/Redevelopment area (3,11) |
| _____ Existing septic or well water facilities (9b) | _____ Preservation area (10) |
| _____ Existing private water or sewage service | _____ Changes, closes, or adds curb cuts |
| _____ New or added City water or sewer facilities (12) | _____ This project abuts a residence |
| _____ New or added private sewer or water service | _____ Building or addition exceeds 300 sqft |
| _____ New or added well or septic facilities (9b) | _____ Modifies or adds loading area |
| _____ New or added hard surface over 5,000 sqft (4 or 6) | _____ Public trees removed requires tree board approval (14) |
| _____ New or added hard surface over 10,000 sqft (requires engineered drainage plan) (4 or 6) | |
| _____ Will this project discharge hazardous wastes into the sewer system? (12) | |
| _____ Will this project be installing equipment which will emit an air contaminant to the outside air? (7) | |

Subdivision, Block #, Lot # or attach legal description _____

Applicant's signature _____

FOR OFFICE USE ONLY

COMMENTS: _____

FEES:
\$ _____

COMMERCIAL REVIEW APPLICATION CHECKLIST

If you have questions on the checklist, the numbers in the parenthesis () correlate to the appropriate contact at the bottom of this page.

SITE PLAN (8 plans required) (1)

- All site drawings should be drawn to engineer's scale. (i.e. 1:10, 20, 30, 40, 50, 60)
- Name, address, phone number and company name (if applicable) of person certifying site plan accuracy.
- Indicate accurate lot dimensions.
- Show scale; north arrow; subdivision name, section, block and lot number(s) or attach a legal description; and address.
- Show all street and/or alley right-of-way widths from centerline and physical center of pavement. (4 or 5)
- Indicate existing easements and their widths.
- Show sidewalk and street pavement width and location.
- Include dimensions and location from property lines on all existing structures.
- Show dimensions and location from property lines on all proposed additions or structures.
- Indicate distances between all structures.
- Include size and location of proposed curb cuts or access drives. (4 or 5, & 8)
- Show size and location of existing drives within 50 feet of the property and nearest intersecting street(s). (4 or 5 & 8).
- Show parking and location of dumpster.
- Include aisle widths, typical parking stall dimensions, angle of parking proposed, and landscaped island dimensions.
- Show location and identify common name of trees to be planted in landscaped islands.**
- Indicate height of all proposed structures measured from ground level to peak of roof.
- Indicate proposed and existing areas of pavement, gravel and/or green space.
- For apartments, indicate number of bedrooms per unit and number of units per building.
- Indicate square footage per floor and number of stories in the proposed structure.
- Show loading areas. Include location of overhead doors and loading patterns for size of loading vehicles expected.
- Show size and location of existing or proposed sanitary sewers, storm sewers, water mains, septic systems, and/or wells. (12)
- Show existing or proposed water and sewer services.
- Show all public trees. The removal of public trees requires tree board approval (14).
- AFTER FINAL APPROVAL FOR ALL APARTMENT/CONDO COMPLEXES, AN ELECTRONIC AUTOCAD DRAWING IS REQUIRED.**

CONSTRUCTION PLANS (3 complete sets) (2, 12, & 13)

- Show floor plan (interior and exterior walls, doors, and window size and location).
- Indicate use of each area and square footage of each floor.
- Show all plumbing, electrical, HVAC changes or new installations.
- Include truss diagram.
- Handicap access and toilet facilities are required and must be shown on the plan.
- Fire rating of all exterior walls shall be indicated.
- If multiple unit project, indicate number of units/building; number of bedrooms/building; square footage/unit.
- All commercial additions over 300 sq.ft. must be approved by Indiana Dept. of Fire and Building Services.

DRAINAGE PLANS (4 plans) (4 or 6)

- For improvements with new hard surface areas over 5,000 sq.ft., connecting to the combination sewer system, a drainage plan must be included showing surface and roof water disposition and retention.
- For improvements with new hard surface areas over 5,000 sq.ft., but not connecting to existing combination sewer system, contact appropriate office, City Engineer or County Surveyor, for requirements.
- Improvements over 10,000 sq.ft. require a certified, engineered drainage plan.

FLOOD ZONE GRADING PLAN and ENGINEERING ANALYSIS (2)

If the site is located in a floodplain area where the limits of the floodway & floodway fringe have not been determined and the drainage area upstream of the site is less than one square mile, the applicant shall provide 4 copies of an engineering analysis showing the limits of the floodway, floodway fringe and 100-year elevation for the site.

Four copies of a site grading and drainage plan should be submitted for any new construction or when any one of the following conditions exist using the following checklist:
a) Lot is located within 75 feet of a "Regulated Drain"; b) Lot is in or partially in the 100 year floodplain; c) Lot is within 50 feet of a natural drain or watercourse; d) Lot is within an area of localized flooding indicated by flood protection grades (FPG) on the subdivision plat or as determined by the Building Commissioner.

- Show original ground contours (dashed) at 2.5 foot or closer intervals on and within 100 feet of the lot to be built upon.
- Show final contours (solid) at 1 foot intervals on and within 50 feet of lot to be built upon.
- Show location, size and invert elevation of drainage structures within 100 feet of the site.
- Show centerline elevation of road and sidewalk elevations adjacent to the lot opposite lot corners and at high or low points.
- Show present and proposed drainage ditches crossing or adjacent to the site with flow line elevations opposite lot lines including high points of swales between lots and flow direction arrows.
- Show minimum allowable Flood Protection Grade (FPG) from floodplain map, subdivision plat or drainage study.
- Show proposed grades of lowest floors (includes garages or basements). Grades must be based on USGS datum.
- The Grading Plan must be prepared and certified by a Professional Engineer or Professional Land Surveyor, registered in the State of Indiana.
- If a retaining wall over 6 feet high will be used, attach detailed drawings, certified by a Professional Engineer, of the wall structure.

(1) Area Plan Commission 435-5226

(2) Building Commission 436-7879

(3) Downtown Evansville, Inc. 424-2986

(4) City Engineer 436-4990

(5) County Engineer 435-5773

(6) County Surveyor's Office 435-5210

(7) Environmental Protection Agency, EPA 435-6145

(8) Transportation Study, EMPO 436-7833

(9) Health Department

a) Food Sanitation 435-5695

b) Septic and/or well permits 435-5695

(10) Preservation Commission 435-6030

(11) Redevelopment Commission 436-7823

(12) Water and Sewer Department 421-2120 x2211

(13) Fire Department, Chief Inspector 435-6235

(14) Urban Forestry, Shawn Dickerson 436-5752