Columbus – Bartholomew County Planning Department

Site Development Plan Application

Planning Department Use Only:

Jurisdiction: ☐ Columbus ☐ Bartholomew County ☐ Joint District

Docket No.: _____

Site Development Plan Application:

Application Type: ☐ Initial Site Development Plan ☐ Minor Modification ☐ Major Modification

Project Title / Facility Name: _____

Type of Activity:

☐ New Structure ☐ Change of Use ☐ Expansion of an Existing Structure and/or Use

☐ Site Feature Modification (Landscaping, Parking, Etc.)

☐ New Telecommunications Facility ☐ Temporary Use: from _____ to _____
(start date) (end date)

Total Number of Signs Requested _____ **(please attach a separate worksheet for each sign)**

Applicant Information (the person or entity that will own and/or execute what is proposed):

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Property Owner Information (the "owner" does not include tenants or contract buyers):

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Tenant / Lessee Information (if applicable):

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Notification Information **(list the person to whom all correspondence regarding this application should be directed):**

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

How would you prefer to receive information? (please check one): ___ E-mail ___ Phone ___ Fax ___ Mail

Property Information:

Property Size: _____ acres *or* _____ square feet

Zoning: _____

Address: _____
(number) (street) (city) (state) (zip)

or General Location (if no address has been assigned provide a street corner, subdivision lot number, etc):

_____

Use & Structure Information **(if applicable):**

Proposed Building Area: _____ square feet

Current Use: _____ Proposed Use (if different): _____

For multiple use buildings, please indicate the square footage of each use (attach an additional sheet if necessary):

Use: _____ square feet: _____

Use: _____ square feet: _____

Use: _____ square feet: _____

Use: _____ square feet: _____

Supporting Information **(please note the following which must be provided with the application):**

☐ 5 initial copies of a site development plan (required based on the type of ZCC requested – see attached checklist). The site development plan must also show the location of any types of freestanding signs proposed (including the sign location, the proposed sign setback from all rights-of-way, the landscaping at the base of the proposed sign, and all sight visibility triangles).

☐ A completed worksheet for any proposed waiver or modification of the development standards mandated by the Zoning Ordinance (see attached form).

☐ A completed sign worksheet for each sign proposed (see attached form).

☐ A dimensioned drawing showing the size of each sign face and indicating each sign's proposed location (either on the face of a structure, or elsewhere on the property).

Applicant's Signature / Acknowledgement:

The information included in and with this application is completely true and correct to the best of my knowledge and belief.

☐ I understand that 20 copies of a revised Site Development Plan will be required for distribution to the Plan Commission.

_____ _____
(Applicant's Signature) (Date)

Property Owner's Signature (the "owner" does not include tenants or contract buyers):

I authorize the filing of this application and will allow the Planning Department staff to enter this property for the purpose of analyzing this request. Further, I will allow a public notice sign to be placed and remain on the property until the processing of the request is complete.

_____ _____
(Owner's Signature) (Date)

_____ _____
(Owner's Signature) (Date)

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Site Development Plan
Development Standards Waiver / Modification Worksheet

(Attach a separate worksheet for each requested waiver and/or modification.)

Waiver or Modification Requested:

I am requesting a waiver or modification from Section _____ of the Zoning Ordinance to allow the following:

_____

_____

Waiver or Modification Request Justification:

The Columbus & Bartholomew County Zoning Ordinance [Section 12.8(E)] establishes specific criteria that must be met in order for a waiver or modification to be approved with a site development plan. The requested waiver or modification must meet one of the following criteria. Please describe how the waiver or modification request meets each of the following criteria.

The requested waiver or modification will better serve the intent of the development requirement.

_____

_____

_____

_____

The requested waiver or modification will better serve the intent of the zoning district in which the property is located.

_____

_____

_____

_____

The requested waiver or modification will better serve the general standards listed by Zoning Ordinance Section 12.8(E)(2) and repeated as follows: The proposed development (1) will be consistent with the comprehensive plan; (2) will not be detrimental to or endanger the public health, safety, convenience, or general welfare; (3) will not be injurious to the use and enjoyment of the surrounding property; (4) will not impede the efficient, orderly, and normal development of the surrounding property; (5) provides adequate access, utilities, landscaping, buffering, and other improvements; (6) provides pedestrian and vehicle ingress, egress, and circulation in a manner that maintains adequate public safety and efficient movement.

_____

_____

_____

_____

Columbus – Bartholomew County Planning Department

Zoning Compliance Certificate Site Plan Checklist

(Columbus & Bartholomew County Zoning Ordinance Section 12.9(D))

All Zoning Compliance Certificate applications that involve alterations to the site (such as new construction, expansions of existing buildings, mineral extraction, change of use, etc.) shall be accompanied by 5 copies of a site plan.

Some items listed below may not apply to certain applications. The applicant is responsible for contacting the Planning Department to mutually identify any information that is not applicable. The applicant is also required to provide any other information requested by the Planning Director, Chief Code Enforcement Officer, or City/County Engineer of jurisdiction to demonstrate compliance with the requirements of the Zoning Ordinance.

1. _____ a site location map showing the subject property, adjacent streets, and the nearest intersection.
2. _____ the address of the parcel;
3. _____ all property boundaries, including dimensions;
4. _____ the drawing scale and a north arrow;
5. _____ all rights-of-way (with street name and classification labeled), easements, and required buffer yards and setbacks;
6. _____ all existing and proposed structures or other site improvements with the dimensions of such improvements;
7. _____ the height of all structures (in feet from ground level);
8. _____ the distances from all proposed structures to the property lines;
9. _____ any known cemeteries or burial sites;
10. _____ the location of any existing or proposed septic field;
11. _____ the location of any existing or proposed driveway and/or parking areas (including parking space dimensions, driving aisle widths, intersection radii, pavement materials, curb locations, driveway widths at the property line, and distances to the nearest drives on the same and opposite side of the street);
12. _____ the location of any drive-through facilities, including vehicle stacking spaces and point of service;
13. _____ the location of any loading areas;
14. _____ all sidewalks (public and private) including construction details and accessible ramp details;
15. _____ the location of any required landscaping, with plant materials labeled according to size at planting and species;
16. _____ any areas proposed for permanent or occasional outdoor storage, sales, and/or display;
17. _____ any fences or walls;
18. _____ a photometric plan and/or detailed specifications for all exterior lighting fixtures;
19. _____ the location of any required intersection sight visibility triangles;
20. _____ the location of any waste containers and a detail demonstrating how they are to be enclosed;
21. _____ the location, type, and dimensions of any storm water structures, conduits, or detention/retention ponds that are located on, cross, or adjoin the subject property;
22. _____ all sanitary sewer, storm sewer, and water utility connections and infrastructure located on or immediately adjacent to the subject property;

23. _____ any flood hazard areas, including the finished floor elevation, base flood elevation, and flood protection grade for all structures;

24. _____ general grades on-site sufficient to determine positive drainage

25. _____ a septic system permit from the Bartholomew County Health Department (if a septic system is to be used).

26. _____ a description of the existing or proposed uses of the property.

27. _____ an indication of the number of dwelling units, or tenant spaces, the building is designed to accommodate.

28. _____ the seal of a design professional (land surveyor, civil engineer, architect, or landscape architect licensed in the State of Indiana) who is primarily responsible for the site plan drawing.

29. _____ evidence that the property lines and other property information serving as the basis for the site plan has been developed by a land surveyor licensed in the State of Indiana (if the site involves the development of unplatted property).

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Sign Worksheet

(Attach a separate sign worksheet for each sign to the ZCC or Sign Application)

Use of the Sign (check only one):

☐ Permanent ☐ Temporary: from _____ to _____
(start date) (end date)

Type of Sign (check only one):

☐ Wall Sign ☐ Development Entry Sign ☐ Freestanding Sign ☐ Interstate Oriented Sign
☐ Awning Sign ☐ Projecting Sign ☐ Pedestrian Entry Sign ☐ Directional Sign
☐ Directory Sign ☐ Window Sign ☐ Suspended Sign ☐ Flag Sign (commercial message)
☐ Banner Sign ☐ Inflatable Sign ☐ Beacon Sign ☐ Other: _____

Sign Features (check all that apply):

☐ Multiple Use Sign – Number of Secondary Elements (ie. tenant signs): _____
☐ Changeable Copy: _____ square feet
☐ Time & Temperature: _____ square feet

Sign Area:

Sign Area (total): _____ square feet (_____ feet tall X _____ feet wide)

Freestanding Sign Information (complete as applicable):

Sign Height (from ground level): _____ feet

Sign Area (primary element): _____ square feet (_____ feet tall X _____ feet wide)

Sign Area (secondary element #1): _____ square feet (_____ feet tall X _____ feet wide)

Sign Area (secondary element #2): _____ square feet (_____ feet tall X _____ feet wide)

Sign Area (secondary element #3): _____ square feet (_____ feet tall X _____ feet wide)

Wall Sign Information (complete as applicable):

Area of Structure Front Walls: _____ square feet

Front Wall #1: _____ square feet (_____ feet tall X _____ feet wide)

Front Wall #2: _____ square feet (_____ feet tall X _____ feet wide)

Window Sign Information (complete as applicable):

Area of Windows: _____ square feet

Windows on Wall #1: _____ square feet (_____ feet tall X _____ feet wide)

Windows on Wall #2: _____ square feet (_____ feet tall X _____ feet wide)