

City of Columbus – Bartholomew County Planning Department

Site Plan Checklist

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

All Zoning Compliance Certificate and Site Development Plan applications that involve physical alterations to the site (such as new construction, expansion of existing buildings, mineral extraction, etc.) shall be accompanied by a site plan that includes the following information, as applicable.

The applicants are responsible for contacting the Planning Department to mutually identify any information that is not applicable. This checklist is intended as a guide; for complete requirements please see Zoning Ordinance Section 12.9(D). The applicants are also required to provide any other information requested by the Planning Director, Chief Code Enforcement Officer, City/County Engineer of jurisdiction, and/or Plan Commission (in the case of site development plans) 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 proposed 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 area (including, for new driveways and parking areas, 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 proposed drive-through facilities, including vehicle stacking spaces and point of service;
13. _____ the location of any proposed loading areas;
14. _____ all existing and proposed sidewalks (public and private) including, for proposed sidewalks, construction details and accessible ramp details;
15. _____ the location of any required landscaping, with proposed 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 proposed fences or walls;
18. _____ a photometric plan and/or detailed specifications for all proposed exterior lighting fixtures;
19. _____ the location of any required intersection sight visibility triangles;
20. _____ the location of any proposed 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, and 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, if applicable; and
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).