

Plan Review Process and Checklist

Phase I - Concept Plan Checklist

City of St. Joseph

Required for all Commercial and Subdivision plans

The purpose of the concept review meeting is to review the City's adopted ordinances and requirements with the applicant, discuss and review the expectations for site development and appearance, and to set project expectations on all sides before detailed construction plans are developed.

Concept Plan Requirements: To schedule your plan review, please submit two (2) copies of the graphic proposals to the Building Department one week prior to the review date. The pre-application plan will be reviewed according to the following criteria.

I. General Project Information

_____ 1. Vicinity map

_____ a) Scale

_____ b) North arrow

_____ c) Surrounding street names

_____ d) Tract boundaries

_____ e) Adjacent municipal boundaries, if applicable

_____ 3. Project narrative

_____ a) Purpose of project, with detailed description of operation

_____ b) Zoning District of the proposed site

_____ c) Zoning District of all the property within 200 feet of the proposed site

_____ d) Expected variances from standards

II. Design Considerations

_____ 1. Existing site topography (Minimum 2-foot contours or best available)

_____ 2. Predominate soils (Hydrologic Soil Group of infiltration/permeability)

_____ 3. Drainage boundaries

_____ a) Identification of natural streams

_____ b) Arrows showing direction of water flow

_____ 4. Stream buffers and flood plain limits

_____ 5. Wetlands

_____ 6. Watershed (receiving waterway)

_____ 7. Existing stormwater outfalls

III. Infrastructure

_____ 1. Existing roads and utilities including easements

_____ 2. Proposed lot lines-with lots consecutively numbered or building placement

_____ 3. Proposed road placement

Applicant: _____

Contact Name: _____

Phone Number: _____

Email: _____

Fax: _____

Project Name: _____

Location: _____

File Number: _____

Date of Submittal: _____

Concept Plan Review Meeting Date: _____

Attended By: _____

Notes from meeting:

ZONING NOTES:

PUBLIC WORKS NOTES:

Infrastructure

Floodplain

Stormwater

Land Disturbance

Wastewater/pretreatment

FIRE PROTECTION NOTES:

DEPT OF HEALTH NOTES:

LEGAL REQUIREMENTS:

Deeds, easements, agreements.

PLAN REVIEW PROCESS AND EXPECTATIONS:

Plan submittals needed:

Permits needed: