

HAMMOND SITE REVIEW CHECKLIST

Owner/Developer of Project: _____

Project Address: _____

Today's Date: _____

All site plans submitted with residential, industrial, institutional, or commercial property must have the following items shown on the plans unless they are not applicable. Please **check off** those items below that are included on the plans and put an “X” on those items missing. Write “NA” next to items that do not apply to single family housing review.

C = commercial, including multi-family, churches, schools, or institutional

R = residential

- Pay proper permit fees
- C R 1. Plans are dated
- C R 2. Name of owner and/or developer on plans shown
- C R 3. At least 2 sets of plans submitted
- C R 4. North arrow shown
- C 5. Architectural, civil engineering or surveyors seal
- C R 6. Existing buildings on site
- C R 7. Does the lot require subdividing before approving building plans?
- C R 8. Check zoning compliance for the property involved. Does the zoning allow the activity or type of business involved?
- C R 9. Dimensions of all buildings, lots, and all set backs shown
- C R 10. Are buildings or units within building numbered (street or unit number)?
- C R 11. Adjacent street names shown
- C 12. Landscaping plans included, with proposed plant types stated (*not required for single family use*)
- C 13. Fifteen foot wide green area in front of building shown. Side yard green areas shown where required.
- C 14. Plans show how green areas to be automatically watered (commercial, institutional and multi-family only). *Not required for single family.*
- C 15. Indication of dumpster locations and how they are accessed. (Dumpster permit required). Indicate type of paving material to access dumpster so that surface can hold up to garbage trucks. (*not required for single family use*).
- C 16. Parking lot lighting focused downward. Locations of light poles shown.
- C 17. Proposed locations of commercial signage not attached to buildings. (signage permit required)
- C 18. Locations and wording of on-site traffic control signage, such as “no entry”, “one-way”, “no left turn”, etc.
- C R 19. Location and widths of sidewalks, where proposed.
- C R 20. Location and size of proposed fencing or buffer zones.
- C R 21. Number of parking spaces shown versus number required. Paved parking indicated.
- C 22. Handicapped parking spaces shown.
- C 23. “No parking zones” or “fire lanes” indicated. Fire hydrants shown.
- C 24. Loading zones shown with dimensions, where required.
- C 25. Interior lot lanes widths shown.
- C 26. Parking lot curbing indicated.
- C R 27. Locations of out-buildings, coolers, air-conditioning units, or other structures not located within the primary building.
- C 28. Traffic signals shown, both existing or proposed
- C R 29. Square footage of building (s) indicated
- C 30. Fire Marshall’s letter received and Health Dept. letter, where applicable.
- C R 31. How will site be drained? Culvert, catch basin locations shown. Is neighboring property protected from an excessive amount of run-off? Drainage swales shown.
- C R 32. Existing and finished elevations on survey.
- C R 33. Place for signature and date reviewed by Building Department
- C R 34. Highway-drainage plans to DOTD if a State highway involved?
- C R 35. Land Clearing permit, if commercial, multi-family, or in a flood zone.