



BUILDING DEPARTMENT

**NORTHEAST NEIGHBORHOOD DEVELOPMENT AREA (NND)
OVERLAY DISTRICT SUBMISSION REQUIREMENTS**

A. SINGLE- & TWO-FAMILY HOMES:

- a. Site Plan *drawn to scale* showing all buildings, mechanical equipment & utilities, parking/drives, fences, landscape, dimensions from property lines/each building, lighting & topography; (the roof configuration must be shown for each building)
- b. Exterior elevations *drawn to scale* of all building facades indicating colors
- c. Digital street view pictures of properties adjacent to the site (if applicable)

B. MULTI-FAMILY HOUSING & TOWNHOMES (ROWHOMES) COMMERCIAL & MIXED-USE DEVELOPMENTS

- a. All of the requirements in “A”
- b. Exterior color & material boards (max. 30”x40”)
- c. Overall color elevations of all buildings in the block (min. 1/32”=1’-0”) either digitally or graphically represented
- d. Complete set of drawings & specifications

***Please submit electronically in PDF format if possible to cbulot@southbendin.gov and rjames@southbendin.gov**

Review fee due at submittal- \$160

Development standards and regulations may be found in Section 21-06.03 of the South Bend Zoning Ordinance at <https://southbendin.gov/department/community-investment/planning-community-resources/zoning/>

NO OFFICIAL FORM NEEDED, but New House Application must also be submitted before permit issuance.

(see attached Site Plan Checklist)



BUILDING DEPARTMENT

NDA RESIDENTIAL/COMMERCIAL
Site Plan Checklist

*A Site Plan drawn to scale of not more than 1"=100' shall include the following items:

- 1. Cover Page that includes:
a. North arrow and scale;
b. Address of the site;
c. Proposed name of the development;
d. Contact information of architect, engineer or owner including phone and fax number.
e. Summary Sheet from RESCHECK/COMM CHECK;
2. Area map insert showing the general location of the site referenced to major Streets and section lines;
3. Legal description of the real estate;
4. Boundary lines of the site including all dimensions of the site;
5. Names, center-lines and Right-of-Way widths of all Streets, Alleys and easements;
6. Layout, number and dimension of all Lots and Out Lots with zoning Setback Lines or Building Setback Lines;
7. Location and dimensions of all existing Structures, including paved areas;
8. Location and dimensions of all proposed Structures, including paved areas, and indicated by cross-hatching;
9. Location and name of all existing and proposed Public or Private Streets, Access easements and Rights-of-Way within two-hundred (200) feet of the real estate;
10. Location of all floodway and floodway fringe areas within the boundaries of the site;
11. Location of all existing and proposed utility facilities and easements, including, but not limited to: sanitary sewer, water, storm water management, electric, gas, telephone and cable;
12. Use of each Structure by labeling including approximate density or size of all proposed uses and Structures on the site (e.g. parking - # of Parking Spaces required and provided, residence - # of Dwelling Units per acre, office - Gross Floor Area);

_____13. Structures proposed for demolition should be indicated as such;

_____14. Distance of all Structures from Front, Rear and Side Lot Lines. (This distance is measured as a line from the point where the Structure is closest to the Lot Line. This line is perpendicular to the Lot Line.);

_____15. Location of any proposed or existing Driveway and its width at the Lot Line. (Any connection to an Alley must also be indicated);

_____16. All Improvements to Street system on-site and off-site;

_____17. Sidewalk plan or alternate plan for pedestrian ways;

_____18. Measurement of curb radius and/or taper;

_____19. Names of legal ditches and streams on or adjacent to the site;

_____20. Location, dimensions, and type (e.g. ground, pole, wall) of all Signs on the site. Include separate elevations of proposed Sign Structures with all dimensions drawn to scale;

_____21. Location, size and species of all proposed and existing trees over six (6) inches in caliper at four and one-half (4 - 1/2) feet above Grade and all proposed and existing landscaping;

_____22. Areas reserved for park, recreation, conservation, wetland, common area, lake or other similar uses;

_____23. Building elevations, including Building materials and **COLOR RENDERING**;

_____24. Sewer/Water permit

_____25. Grading Plan (existing and new)

_____26. Lighting Plan (including ext. lights on building and indication that spillage will not occur on adjacent properties

_____27. Elevations of homes within same block face as site including proposed site elevation. (digital photo submissions are acceptable)

*Once the Site Plan is reviewed, a stamped copy will be returned to the Owner/Builder/Developer to be used as an on-site copy of site building requirements.

Building Commissioner in his/her sole discretion may waive or relax any of the Site Plan requirements or require additional items as circumstances dictate.

*A Plan Review Fee of \$160 is required for review of new houses in the NNDA/NNZO/Overlay district.