



BUILDING DEPARTMENT

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**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](mailto:cbulot@southbendin.gov) and [rjames@southbendin.gov](mailto: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 <http://www.sjcindiana.com/352/Zoning-Ordinances>

**NO OFFICIAL FORM NEEDED**

(see attached Site Plan Checklist)

**NNDA**  
**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/COMMCHECK;
- \_\_\_\_\_ 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.