

City of Valparaiso

Application For Site Review

To be completed by the applicant and submitted via email in PDF format to sitereview@valpo.us or to the office of the Clerk Treasurer along with the processing fee of \$100.00 payable to the City of Valparaiso. Applications not accompanied by the processing fee will be held until payment is received. Applications shall be submitted with 11 sets of project drawings and/or site plans to be reviewed by the Site Review Committee. Application and fee shall be received at least one week (five working days) prior to the meeting for which review is sought. Site Review takes place every Tuesday beginning at 9am on a first-come first-served basis. Call 462-1161 or sitereview@valpo.us for more information.

Property Address _____

Project Name _____

Business Name _____

Applicant Name _____ Relationship to Project _____

Company _____ Address _____

Phone _____ Email _____

Developer Information	Property Owner Information
Name _____	Name _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Phone _____	Phone _____
Email _____	Email _____

Description of project: _____

Has this project been reviewed by the Site Review Committee before? _____ If yes, when? _____

Has any element of the project changed? _____ Has any of the project contact information changed? _____

If yes, what changes have taken place? _____

Acknowledgement of Terms

The undersigned applicant, as representative for the aforementioned project, acknowledges the application requirements as outlined above, and understands the application will be held until proper receipt of complete application and application fee. Upon receipt of the application, fee, and required materials, the application will be processed and the applicant will be notified of the date and time of the review of the project as submitted. Site Reviews expire after a period of one year from date of meeting.

Applicant Signature X _____ Date _____

Printed Name _____

OFFICE USE ONLY:

Date Received _____ Payment Received _____ Receipt Number _____

SITE REVIEW CHECKLIST

Site reviews are scheduled on a first come first served basis every Tuesday from 9:00 a.m. through 10:30 a.m. Please review and complete the following checklist. Check all items that are applicable and provide the requested information.

APPLICATION AND CHECKLIST:

APPLICATION:

- Completed application, \$100 fee and 11 sets of site plans/floor plans submitted to Clerk Treasurer's Office by no later than 4:30 p.m. one week (five working days) prior to the site review date being sought.
- Application must include the business name.
- Application must include a written description of the project.

SITE PLANS/FLOOR PLANS SHOWING THE **EXISTING CONDITIONS** AND **PROPOSED CHANGES**, INCLUDING BUT NOT LIMITED TO:

- The Site Plan/Floor Plan must be to scale;
- Dimensions must be accurate and legible;
- Proposed grades;
- Utility connections;
- Internal plumbing plan;
- Drive access location(s) and width(s);
- Storm water management features;
- Existing/proposed hard surface area;
- Frontage improvements (sidewalk, curb and gutter, roadway widening, etc.);
- Erosion control measures;
- North arrow;
- Existing/proposed parking;
- Correct address (include suite number if applicable);
- All food/beverage establishments must contact the Porter County Health Department.

Some of the items listed above may not be required if only an interior build-out is being proposed.

NOTE: IF PLANS PROVIDED DO NOT MEET THE MINIMUM CRITERIA, THE APPLICANT WILL BE NOTIFIED AND THE PLANS MAY BE REJECTED. THIS WILL DELAY THE SITE REVIEW PROCESS. ADDITIONAL INFORMATION MAY BE REQUESTED PRIOR TO OR DURING THE SITE REVIEW PROCESS.