

## FINAL SITE PLAN APPROVAL INFORMATION

All applications shall be submitted to the Department of City Planning on or before the Site Plan Filing Deadline. The following are the requirements for Site Plan Approval:

- (1) Site plan drawings must be to scale not less than 1 inch = 100 feet and submitted in standard drawing format of not less than 18" x 24" or greater than 24" x 36".
- (2) For **Plan Commission** Site Plan Approval, six (6) copies of the site plan shall be filed  
- *OR* -  
For **Administrative** Site Plan Approval, six (6) copies shall be filed

Once the plan has been submitted, both Plan Commission and Administrative site plans are routed to the Fire, Water, Electric and Engineering Departments for their comments. After the plans have been reviewed, all comments are forwarded by the Department of City Planning to the developer (or designated representative) so that all corrections can be made.

After all corrections have been made and comments addressed, the **FINAL** site plan must be resubmitted to the Department of City Planning on the Thursday before the Plan Commission meeting at which the site plan is to be reviewed. The following items must be submitted to the Department of City Planning:

- (1) For Plan Commission Final Site Plan Approval:
  - (a) Six (6) copies of the site plan
  - (b) Electronic version of the site plan via email or a flash drive
  - (c) \$500.00 Cash or Check made payable to the City of Mishawaka
- (2) For Administrative Final Site Plan Approval:
  - (a) Six (6) copies of the site plan
  - (b) Electronic version of the site plan via email or a flash drive
  - (c) \$300.00 Cash or Check made payable to the City of Mishawaka