



City of Shelbyville

SITE PLAN REVIEW CHECKLIST

Project Name: _____ **Date:** _____

The purpose of this checklist is to expedite and facilitate the review process. These are the minimum requirements for review by the City of Shelbyville. This checklist shall be submitted for sites that disturb 0.5 acre or more and/or are part of a greater common development. All items shall be checked as included or marked N/A. ***The omission of required information may be cause for rejection of the submittal without review.***

Required Items (Stormwater)

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| <ul style="list-style-type: none"> _____ Vicinity Map _____ Registered Professional Stamp & Signature _____ Registered Professional Name & Address _____ Deed Book & Page No., Plat Cabinet _____ Owner Name, Address, & Phone Number _____ Scale (Min. scale 1" = 100') _____ Sheet Name & Number _____ Location of ex. streams, ponds, & channels _____ Ex. & Prop. Contours _____ Ex. & Prop. Utility & Drainage Easements _____ Drainage Arrows _____ Ex. & Prop. Drainage Structures _____ Property Boundaries _____ Street R/W & Name _____ Drainage Areas w/flows (on & off site) _____ 100 Year flood plain _____ 100 Year High Water Elevation _____ Downstream System has capacity | <ul style="list-style-type: none"> _____ Location of Ex. Utilities _____ Finished Floor Elev. _____ Pipe Chart w/inlet areas, flows, sizes, lengths, capacities _____ Ex. Pipe size, types, location. elev. _____ Headwall Type I.E. _____ Ex. & proposed impervious area defined _____ Outlets & Channels w/velocities over 5 ft/s are reinforced _____ Unprotected channels non-erosive velocity _____ Sidewalk meets ADA _____ Storm Details _____ Inlet Drain Areas _____ Inlet Type _____ Inlet Grate & Invert Elev. _____ Prop. Pipe length, size, grade, type, & number _____ Channel & Pipe Calculations (Flow, Roughness) _____ Velocity, 10 yr. & 100 yr. flow depths, design depth) _____ Headwater at culvert pipes (10 yr. & 100 yr.) _____ Pipe & Channel Profiles for through drainage |
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Stormwater Pollution & Prevention Plan/Erosion Control & Sediment Prevention

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| <ul style="list-style-type: none"> _____ Area of Disturbance _____ Detailed SWPPP Checklist Items _____ Standard Erosion Control Notes _____ Acres Disturbed _____ Legend | <ul style="list-style-type: none"> _____ Copy of Preliminary SWPPP (final submitted with Land Disturbance permit) _____ Public Right-of-Ways, adjoining property owners & ex. drainage ways protected from sediment |
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Post-Construction Stormwater Management Plan

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| <ul style="list-style-type: none"> _____ Water Quality Volume Calcs. _____ Treat Manage 80% Rain Event (0.6") _____ BMP Locations _____ BMP maintenance schedule _____ BMP details _____ Sensitive Areas protected (Wetlands, Sinkholes, etc.) _____ Green Infrastructure Utilized _____ Runoff Reduced _____ BMP description & installation | <ul style="list-style-type: none"> _____ BMP treatment capacities _____ BMP's meet efficiency criteria _____ Stream Use Designation Protected _____ Standard Note that BMP inspection reports be submitted to City of Shelbyville _____ BMP's are acceptable & meet requirements in design manual. _____ Buffer Areas |
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Submittals/Additional Information (if applicable)

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| _____ (2) Stamped & signed copies of all Plans | _____ Deed of Easement with Exhibit or Amended Plat for newly created easements |
| _____ Detention Analysis (include checklist) | _____ KYTC Approval |
| _____ Letter of Permission for Offsite Work | _____ Stormwater Maintenance Agreement |
| _____ DOW approval | _____ Engineer's Estimated Bond Amount |
| _____ Detailed SWPPP Checklist | |

Agreements & Permits

All plans must be approved by the City of Shelbyville Engineer prior to issuance of the Land Disturbance Permit.

For sites dedicating easements for utility extensions, stormwater facilities, or access, a deed of easement with exhibit must be recorded. A Stormwater Management Facilities Maintenance Agreement assuring perpetual maintenance of privately owned stormwater management facilities for quantity and quality shall be signed by the owner, along with a check in the amount of \$20 written to the Shelby County Clerk for recordation, and submitted to the City Engineer.

A digital file with USGS coordinates of all as-built improvements including streets, sidewalks, stormwater facilities, and property lines.

Once the Land Disturbance Permit is issued, the City of Shelbyville Building Permit can be obtained. All improvements for individual site plans must be installed & operational prior to issuing a Certificate of Occupancy and/or releasing any bond retained by Triple S. Planning & Zoning; this includes sidewalks, utilities, grading, etc. Certification of all detention/post construction facilities by the design engineer must be submitted to the City Engineer prior to releasing any bond retained by Triple S. Planning & Zoning.

The undersigned acknowledges by signature that these documents meet or exceed the design standards of the City of Shelbyville and that they were prepared under my supervision. The undersigned further acknowledges that to the best of my knowledge and belief, the products resulting from these documents will function as intended.

Engineer's Signature	Print Name	Date
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The undersigned acknowledges by signature that he/she is responsible for constructing and maintaining the improvements in accordance with the City of Shelbyville's ordinances and design criteria, as submitted.

Owner's Signature	Print Name	Date
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