

**Shelby County, Kentucky**  
**Construction Plan Review Checklist - for Subdivisions**

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The purpose of this checklist is to expedite and facilitate the review process. These are the minimum requirements for review by Shelby County. 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.

**Submittals** (as appropriate)

- Digital Stamped and Locked Plans
- Detention Analysis (include Checklist)
- Letter of Permission of Offsite Work
- DOW COE approvals for work in Streams
- KYTC Approval
- Stormwater Maintenance Agreement
- Deed of Easement with exhibit or Amended Plat for all newly created easements
- Engineer’s quantities for bond estimate (125% of estimated cost for stormwater control measures)

**Cover Sheet/Title Block**

- Vicinity Map
- Registered Professional Stamp & Signature
- Registered Professional Name & Address
- Deed Book & Page No., Plat Cabinet
- Plan & Revision Date
- Owner Name, Address, & Phone Number
- Scale (Min. scale 1” = 100’)
- Sheet Name & Number

**Stormwater Management Plan**

- Scale
- Location of ex. Streams, ponds, channels
- Drainage Arrows
- Property Boundaries
- Lot Lines
- Street R/W & Name
- Drainage Areas w/ flows (on & off site)
- Min. Finished Floor or Opening Elev. For Lots
- Pipe Chart w/ inlet areas, flows, sizes, length, capacities
- Prop. Pipe slopes, types, location
- Downstream system has capacity
- Depth over curb inlet ≤ 3” (12’ spread across driving lane)
- Impervious Area
- Ex. & Prop. Contours
- Ex. & Prop. Easements
- Ex. & Prop. Drainage Structures
- 100 Year floodplain
- 100 Year High Water Elev.
- No adverse downstream impacts
- Location & Elev. Of Ex. Utilities
- Detention Checklist Complete
- Outlets & Channels w/ velocities are reinforced
- Unprotected channels non-erosive velocity
- Pipe design for sidewalksection with ditches
- Storm Details
- Inlet Drain Areas

**Storm Drainage Profiles**

<ul style="list-style-type: none"> <li>• Inlet Type</li> <li>• Inlet Grate &amp; Invert Elev.</li> <li>• Inlet Numbering/Stationing</li> <li>• Pipe Length, Size, Grade, Type, Number</li> <li>• Channel &amp; Pipe Calculations (Flow, Roughness, Velocity, 10 yr. &amp; 100 yr. flow depths, Design Depth)</li> </ul>	<ul style="list-style-type: none"> <li>• Headwater on Pipe Culverts (10 yr. &amp; 100yr.)</li> <li>• Depth of flow in drainage systems</li> <li>• Utility Crossings (location, size, elev.) – includes water &amp; sanitary</li> </ul>
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**Erosion Prevention and Sediment Control Plan**

- Ex. & Prop. Contours
- Lot Lines & Lot Numbers
- Property Boundary
- Area of Disturbance
- Ex. & Prop. Easements
- Ditches, streams, sinkholes, wetlands, lakes, and critical areas
- Limits of construction and areas of disturbance
- Trees to be preserved
- Construction entrances
- Location of soil stockpiles and borrow/fill areas
- Measures to prevent erosion at culvert outlets and in channels/ditches
- Good housekeeping measures for concrete waste and other materials
- Acres Disturbed
- Street R/W
- Legend
- Copy of NOI to KDOW
- Sediment basins and sediment traps
- Silt fence and other sediment barriers
- Diversion channels or berms upgradient of site
- Other BMPs to be used on site
- Inspection frequency, documentation and maintenance notes per county ordinances
- Notes for frequency of inspection (every 7 days or every 14 days – if 14-day cycle, then also after every rainfall of 0.5” or greater)

**Post-Construction Stormwater Management Plan**

- Stormwater Management Maintenance Agreement
- Water Quality Volume Calcs.
- Treat, Manage 80% Rain Event (0.6”)
- BMP Locations
- BMP Descriptions & Installation
- BMP Treatment Capacities
- BMPs meet efficiency criteria
- BMP Maintenance Schedule
- BMP Details
- BMP Maintenance Instructions
- Sensitive Areas Protected (Wetlands, Sinkholes, etc.)
- Note that BMP inspection reports be submitted annually to Shelby County
- BMPs are acceptable & meet requirements
- Buffer Areas
- Stream Use Designation Protected

<b>Road Profiles</b>	
<ul style="list-style-type: none"> <li>• Stations</li> <li>• All Utility, Sewer &amp; Storm Crossings (Locations, Size, Elev.)</li> <li>• Street Slopes</li> <li>• P.V.I., P.O.T., P.O.C.</li> </ul>	<ul style="list-style-type: none"> <li>• Sag Stations, Curve Length, and Site Number</li> <li>• Crest Stations, Curve Length, and Site Number</li> </ul>

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<b>Utility Layout &amp; Profiles</b>	
<ul style="list-style-type: none"> <li>• Ex. Water size, type, location</li> <li>• Prop. Water line size, type, length</li> <li>• Location &amp; call-out of all valves, taps, etc.</li> <li>• Fire hydrants</li> <li>• Ex. Sewer and location crossings shown on storm profiles</li> <li>• Ex. MH Invert &amp; Rim Elev. shown on storm profiles</li> </ul>	<ul style="list-style-type: none"> <li>• Prop. Sewer Size, Type, Location shown on storm profiles</li> <li>• Location of ex. And prop. Storm, gas, lines, electric, telephone, and any other utility crossings shown on storm profiles</li> <li>• Ex. Easements shown</li> <li>• Prop. Easements called out and dimensioned</li> <li>• Detail Sheet</li> </ul>

**Agreements & Permits**

Prior to issuance of the Land Disturbance Permit

1. All plans must be approved by Shelby County.
2. A Stormwater Management Facilities Maintenance Agreement assuring perpetual maintenance of privately owned stormwater management facilities for quantity & quality shall be signed by the owner, along with payment for recording at the Shelby County Clerk, and submitted to Shelby County.

Once Land Disturbance Permit is issued, the Zoning Compliance and Building Permits can be obtained.

Prior to approval of the Final Plat for recordation, the following must happen:

1. A Subdivision Agreement must be signed by the owner and Shelby County.
2. A Performance Bond must be provided to Shelby County for any improvements not complete or operational. All improvements must be installed within the timeframe within the Subdivision Agreement.
3. A digital file with USGS coordinates of all as-built improvements including streets, sidewalks, stormwater facilities, water, sewer, sidewalks, and lot lines.

All improvements must be installed & operational prior to issuing a Certificate of Occupancy; this includes sidewalks, utilities, grading, etc. All detention facilities must also be certified by the designer and submitted to Shelby County prior to issuing CO.

A certificate of occupancy will not be issued until the correct installation of post-construction BMPs is verified through the submittal of as-built plans which have been certified by a licensed engineer.

The undersigned acknowledges by signature that these documents meet or exceed the design standards of Shelby County 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.

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Engineer's Signature

Date

The undersigned acknowledges by signature that he/she is responsible for constructing and maintaining the improvements in accordance with Shelby County's ordinances and design criteria as submitted.

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Developer's / Owner's Signature

Date