

# Shelby County, Kentucky

## Construction Plan Review Checklist - for Sites

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

The purpose of this checklist is to expedite and facilitate the review process for a **Stormwater Quality Management Permit (SWQMP)**. These are the minimum requirements for review by Shelby County. This checklist shall be submitted for sites that disturb 1.0 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 Submittals

- Stamped & signed copies of all Plans
- Detention Analysis (Include Checklist)
- Letter of Permission of Offsite Work
- DOW approval
- 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)

The following Items are items that the Design Engineer is to address as part of their design.

### Construction Plans: Layout, Composite Grading, Profiles and Details

- 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
- 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/ flow (on & off-site)
- 100 Year floodplain
- 100 Year High Water Elevation
- Downstream System has capacity
- Location & Elev. of Ex. Utilities
- Min. Finished Floor or Opening Elev.
- Pipe Chart w/ inlet areas, flow, sizes, lengths, capacities
- Ex. Pipe size, types, location, elev.
- Headwall Type & I.E.
- Ex. & Proposed Impervious Area defined
- Outlets & Channels reinforced for velocity protection
- Unprotected channels non-erosive velocity
- Sidewalks meet ADA
- Storm Details
- Inlet Drain Areas
- Inlet Type
- Inlet Grate & Invert Elev.
- Prop. Pipe Length, Size, Grade, Type, Number
- Channel and Pipe Calculations (Flow, Roughness, Velocity, 10 yr. & 100 yr. flow depths, design depth)
- Headwater at Culvert Pipes (10 yr. & 100 yr.)
- Pipe and Channel Profiles for through drainage
- Proposed Water Main location
- Proposed Sewer location

## Shelby County, Kentucky Construction Plan Review Checklist - for Sites

### Erosion Prevention and Sediment Control

- Area of Disturbance
- Detailed SWPPP Checklist Items
- Standard Erosion Control Notes
- Acres Disturbed
- Legend
- 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
- Inspection frequency, documentation and maintenance notes per county ordinances
- Notes for inspection frequency (every 7 days or every 14 days – if 14-day cycle, then also after every rainfall of 0.5" or greater)
- Copy of NOI to KDOW (If 1 acre or larger)
- Public Right-of-Way, adjoining property owners & ex. Drainage ways protected from sediment
- Sediment basins and sediment traps
- Silt fence and other sediment barriers
- Diversion channels or berms upgradient of site
- Measures to prevent erosion at culvert outlets and in channels/ditches
- Good housekeeping measures for concrete waste and other materials
- Other BMPs to be used on site

### Post-Construction Stormwater Quality Management

- Water Quality Volume Calcs.
- Treat Manage 80% Rain Event (0.6")
- BMP Locations
- BMP Description & Installation
- BMP treatment capacities
- BMPs meet efficiency criteria
- Green Infrastructure Utilized
- BMP maintenance schedule
- BMP details
- BMP maintenance instructions
- Sensitive Areas protected (Wetlands, Sinkholes, etc.)
- Standard Note that BMP inspection reports be submitted annually

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

**Agreements & Permits**

All plans must be approved by Shelby County before a Stormwater Quality Management Permit (SWQMP) is issued.

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 & quality shall be signed by the owner, along with payment for recording at the Shelby County Clerk and submitted to the County.

A digital file (identify the coordinate system used) of all as-built improvements including streets, sidewalks, stormwater facilities, water, sewer, sidewalks, and lot lines.

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.

Once the Permit is issued, the Zoning Compliance and Building Permits can be obtained. All improvements for individual site plans must be installed & operational prior to issuing a SWQMP Release; this includes sidewalks, utilities, grading etc. Certification of all detention facilities by the design engineer must be submitted to Shelby County prior to issuing SWQMP Release.

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.

**Engineer's Signature** \_\_\_\_\_ **KY PE #:** \_\_\_\_\_ **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.

**Developer's / Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_