

SITE PLAN-CLASS 2 APPLICATION PACKAGE



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Site Plan Approval Procedures

A Site Development and Drainage Plan (more simply called a Site Plan) is a detailed drawing of a new development which must be submitted to county officials for review and approval prior to beginning of construction. This submittal is required by the Shelby County Storm Drainage, Erosion and Sediment Control Ordinance (Ordinance #2000-10 adopted on November 13, 2000 and effective on January 1, 2001). This Ordinance divides all development into four categories, each with different standards for drainage review.

These categories are as follows:

Class 1-Residential, commercial or industrial subdivisions and planned unit developments (PUD's), and individual site development which requires a Department of Natural Resources permit (generally a development which affects more than five acres of land.)

Class 2-Any individual site development that is not a Class 1 development or Class 3 development (Most individual home sites are in this category).

Class 3-Any individual site residential development that is within a platted subdivision or PUD that has been previously approved under the standards of the Shelby County Storm Drainage, Erosion and Sediment Control Ordinance.

Class 4-Any addition to an existing structure which does not increase the area of the existing structure by more than 50% or 1000 square feet, whichever is smaller, or any accessory structure which does not qualify as a principal structure.

Class 1,2, and 3 site plans shall be drawn and certified by a Registered Engineer or Land Surveyor. Class 4 site plans may be hand drawn.

This hand out explains the procedures for Class 2 Development. This process consists of the following steps:

1. Site Plan Submittal
2. Site Plan Committee Review Process
3. Issuance of Permits
4. Inspections
5. Certificate of Occupancy

Each step is discussed in greater detail on the following pages.

1. Site Plan Submittal

The following information must be submitted with the application. Applications shall be filed at the Plan Commission Office, in the Courthouse Annex, for review by the Site Plan Committee. An application (or re-submittal of a revised site plan) should be filed by **4:00 pm on Monday** before the Thursday Site Plan Meeting. No Site Plan will be considered submitted until the items below are completed.

- ❑ Application: A signed Site Development and Drainage Plan application with all questions answered must be filed. This application form is attached on page 5.
- ❑ Deed: A copy of the last recorded deed of transfer for the site plan property must be filed. This deed may be obtained at the applicant's expense from the Shelby County Recorder's Office, located in the Courthouse Annex. If the applicant is not the property owner, both the last recorded deed of transfer and the attached Notarized Letter of Consent must be filed giving the applicant permission from the current property owner to file the Site Plan.
- ❑ Site Plan: Six copies of the Site Plan, which includes all of the information specified on the attached Site Plan Requirement List, must be submitted. An additional copy of the Site Plan should also be provided to the appropriate electrical utility provider (Rush Shelby or Duke Energy) for their review in order to expedite issuance of the electrical permits. **No electrical permits will be issued until the utility company has faxed in proper paperwork.**
- ❑ Erosion Control Plan: An Erosion Control Plan in accordance with Article 13 of the Storm Drainage, Erosion and Sediment Control Ordinance shall be filed for review by the Shelby County Soil and Water Conservation District and approval by the Site Plan Committee.
- ❑ Fee: A non refundable filing fee (cash, check or money order: payable to the Shelby County Inspectors/Plan Commission) must be submitted. The Fee Schedule is attached, (page 9).

2. Technical Committee Review Process

The following five (5) departments or agencies are represented on the Site Plan Committee and must approve the site plan:

- ❑ The Shelby County Plan Commission
- ❑ The Shelby County Inspector
- ❑ The Shelby County Surveyor
- ❑ The Shelby County Health Department
- ❑ The Shelby County Drainage Board

The Site Plan Committee will initially review all plans and provide the applicant with notice of its decision and any changes that are necessary for approval. When the Site Plan Committee has approved the Site Plan, the applicant will be notified and all necessary permits may then be obtained. In order to obtain all necessary permits the applicant will need to obtain an approved copy of the Site Plan from the Plan Commission Office.

3. Issuance of Permits

- ❑ Access Permit: This permit is obtained from the Shelby County Highway Department in the Courthouse Annex Building, Room 206 (317-392-6330). On state highways, the access permit must be obtained from the Greenfield District Office of the Indiana Department of Transportation, 32 South Broadway Street, Greenfield, Indiana 46140 (317-462-7751). You will need an approved copy of your site plan to obtain this permit.
- ❑ Septic Permit: This permit is obtained from the Shelby County Health Department, 1600 East State Road 44, Suite B, Shelbyville, Indiana (317-392-6470). This permit is for the private sewage system as shown on the approved Site Plan.
- ❑ Improvement Location (Zoning) Permit: This permit is obtained from the Shelby County Plan Commission, Courthouse Annex, Room 201 (317-392-6338). This permit is required by the Shelby County Zoning Ordinance and is issued when all standards of the zoning ordinance are met as shown on the approved Site Plan.
- ❑ Building, Plumbing, and Electrical Permits: These permits are obtained from the Shelby County Inspector's Office, Courthouse Annex, Room 201 (317-392-6480). These permits are necessary to allow inspection of new construction to ensure that they comply with all codes.
 - For certain larger commercial/industrial/non-single family construction, a permit from the Plan Release Division of the State Department of Fire and Building Services (317-232-6422) must also be obtained prior to county permits.
 - Plumbing Permits can only be obtained by state licensed plumbing contractors.
 - Electrical Permits will only be obtained after the applicant has had a meeting with their proper electrical utility company (Rush Shelby or Duke Energy). The electrical company is responsible for faxing over paperwork before the permit can be obtained. (The electrical company will need a copy of the site plan during this meeting.)

4. Inspections

It is the responsibility of the permit applicant to call all applicable departments and agencies to request necessary inspections at the appropriate times. You may be required to contact some of the following offices for inspections:

Building Inspector: 317-392-6480

Plan Commission: 317-392-6338

Health Department: 317-392-6470

Site Plan Engineer: (whoever designed your site plan)

All erosion control devices shall be placed in accordance with the approved Erosion Control Plan approved with the Site Plan.

5. “As-Built” Plans and Certificate of Occupancy

□ Subdivisions:

Upon completion of the project construction and before final acceptance of all improvements is made, five professionally prepared and certified “as built” sets of plans of the completed storm drainage and erosion control systems shall be submitted to the Plan Commission Office for review. “As built” plans shall be reviewed for compliance within 45 days after submission. If the “as built” plans do not differ from the Site Plan approved by the Site Plan Committee, the Plan Commission Office may allow the engineer/surveyor to file the attached Certificate of Compliance, in lieu of new sets of plans.

□ All homes:

As a final step before the structure may be occupied, the Shelby County Zoning Ordinance requires that a Certificate of Occupancy be issued by the Shelby County Plan Commission. This Certificate will automatically be issued upon notification from all departments and agencies that necessary inspections have been completed.

- After the Shelby County Inspector’s Office conducts the final inspection on the building, the paperwork will be forwarded to the Plan Commission. The Plan Commission will contact the Health Department to assure the septic system has been inspected and approved. The home will then be inspected one final time by the Shelby County Plan Commission. After the final inspection a Certificate of Occupancy will be mailed to the homeowner after a Certificate of Compliance has been received. To obtain a Certificate of Compliance the homeowner will need to contact the registered surveyor or engineer.

-Note-

If during the construction, there is any deviation from the approved Site Plan, a revised Site Plan must be filed. This includes, but is not limited to, such changes as altering the location or size of the structure, adding other structures or a basement, changing the design or location of the septic system, or making modifications to the drainage system or constructing a pond.

Site Plan Number _____

Date Filed _____

Class 1 _____

Class 2 _____

Class 3 _____

Class 4 _____

Site Development & Drainage Plan Application

Owner:

Name: _____

Address: _____

Phone Number: _____

Surveyor:

Name: _____

Address: _____

Phone Number: _____

Location Information:

Address of Property: _____

Township: _____

Located on the: _____ side of the road between Roads _____

Zoning Classification: _____

Size of Lot: _____ feet by _____ feet

Subdivision: _____

Section: _____

Flood Zone: ___ Yes ___ No Panel # _____

Area of Lot: _____ square feet/acreage

Type of Construction Activity:CLASS 1:

- Major/Minor Subdivision
- PUD
- Commercial/Industrial
- Individual Site-Commercial/Industrial

- Multi-family Residential
- Church/School/Institution
- Pond
- Other

CLASS 2:

- Individual Site-Commercial/Industrial
- Single/Two-family Residential
- Other

- Church/School/Institution
- Pond

CLASS 3:

- Single/Two-family Residential

CLASS 4:**Required Supplemental Information:**

Current use of property _____

Are there any existing structures on the property? _____ Is it noted on the site plan? _____

Are there any existing homes on the property? _____

Is there any business use planned/existing on the property? _____

If yes, what kind of business? _____

Are there any other structures currently planned in addition to those shown on the site plan, which are going to be built on the property during the coming year? _____

Access directly onto County Road _____ Access by shared private access easement _____

Electrical Utility Company _____ (applicant must provide them a site plan)

Are drainage and sewage disposal plans and all legal easements shown on the site plan? _____

Name of Watershed _____ Are there any wetlands on the property? _____

Part of a Legal Drain _____ Name of Legal Drain _____

For Single Family Residential Only:

- Site Built Home
- Number of Bedrooms: _____
- Height: _____
- Decks
- Ponds
- Existing home on property
- Basement
 - Full Partial
 - Walk-out
 - Bathrooms in Basement _____
- Manufactured Home (must be built on permanent foundation)
- Number of Stories: _____
- Porches
- Swimming Pool
- Hot tub or spa (inside or outside)
- Business use planned or existing on the property
- Garage
 - Attached Detached
 - How many vehicles?: _____

Type of Home? Siding _____ Brick _____ Wood _____ Mixed _____ Other _____

I hereby certify that the above information is true and correct.

Signature of Applicant _____

Revised 5-21-01			Site Plan Requirements-Class 2, 3, & 4 Developments
Development Classification			
2	3	4	
X	X	X	1. The Site Plan shall contain the landowner or developer's name and address and the date of the plan's latest revision.
X	X		2. The Site Plan must be drawn and certified by a Registered Engineer or Land Surveyor licensed by the Indiana Professional Licensing Agency and shall be drawn to a scale not to exceed 1 inch = 100 feet.
X	X	X	3. The Site Plan shall include a North arrow.
X	X		4. The Site Plan shall be submitted on 18" x 24" plan sheets.
X	X	X	5. The Site Plan shall contain an area map showing the location of the proposed site and the county roads and streets in the vicinity of the site.
X			6. The watershed area affecting the site shall be shown on the Site Plan.
X	X		7. The Site Plan shall contain a legal description of the land involved.
X	X		8. All elevations used in the Site Plan shall be referenced to USGS datum with a temporary bench mark set on or near the point of construction and expressed in feet above Mean Sea Level (M.S.L.). The proposed and existing topography shall be shown with contour lines at no greater than one-foot intervals. Contour lines should be shown within 100 feet of all areas of disturbed earth.
X			9. The Flood Zone in which the development is located, per the FEMA Flood Insurance Rate Maps, shall be stated on the site plan. All Federal Flood Hazard Areas shall be delineated on the Site Plan with the 100-year flood event elevation line shown on the plan and expressed in feet above Mean Sea Level (M.S.L.).
X		X	10. The Site Plan shall show the location of any proposed individual septic systems and an adequate repair area. It should also include septic tank size; length and cross section of absorption trenches with bottom of trench elevation shown, subsurface drain size and location, and location of dosing chamber if an elevated or pressure system is required.
X	X		11. Location, type, and size of any surface and subsurface drainage outlet for the subject property. An animal guard shall be noted where required.
X	X		12. The finished floor elevations of the basement or crawl space, first floor, and garage of the proposed building(s) shall be shown on the Site Plan.
X	X		13. The Site Plan shall show the locations of existing and proposed driveways, parking and loading areas, right-of-way, set back lines, etc. to be placed on the site.
X	X		14. The Site Plan shall show the location of all existing and proposed easements on the site and on adjoining properties.
X	X		15. The Site Plan shall include the locations of existing and proposed wells.
X			16. The Site Plan shall include the flow line elevation of open ditches and invert elevations of all drainage tiles, sanitary lines, manholes, storm sewer pipes and culverts located on the site or within 300 feet of the subject property.
X	X	X	17. The Site Plan shall include a statement on the plans that all existing subsurface drain tiles that are disturbed during construction will be repaired and rerouted to maintain their existing flow.
X			18. The Site Plan shall show the location of the soil test borings.
X	X		19. The Site Plan shall show the elevations of the proposed finished yard grades at the corners of proposed buildings showing a minimum positive slope away from the building of six (6) inches in the first ten (10) feet.
X			20. The Site Plan shall show trees located within the septic field that are 4 inches or larger in diameter; fences; lakes; ponds; surface swales; wetlands; springs; etc.
X	X	X	21. The Site Plan shall show the dimensions of the parcel in feet and the orientation and outside dimensions of the proposed buildings on the site.
X	X		22. All utilities located on the site or in adjacent right-of-way or easement must be shown on the Site Plan, including but not limited to power, telephone, and cable television.
X			23. Drainage calculations for and design drawings of retention/detention basins, lakes, ponds, inflow pipes; outflow structure; etc. showing inflow and outfall pipe invert elevations; acre feet of storage below proposed outfall elevation; normal pool elevation of retention basin, etc. shall be shown on the Site Plan.
X	X		24. The Site Plan shall contain a statement that the plan complies with all State and County regulations and that any changes that may be made to the plan must first be approved by the appropriate agency.
X			25. The Site Plan shall contain a note stating that the contractor shall provide erosion control measures as required in Article 10 of the Shelby County Storm Drainage, Erosion and Sediment Control Ordinances.

Classification Definitions: Class 2- residential, commercial, and industrial developments and any other non-agricultural land disturbing activity that is not defined as a Class 1, 3, or 4. Class 3- residential development in a platted subdivision approved under this ordinance and not served by a septic system. Class 4- residential additions or accessory buildings.

Certificate of Compliance
With the Shelby County
Storm Drainage, Erosion and Sediment Control Ordinance

As provided for by Section 14.1 of the Shelby County Storm Drainage, Erosion and Sediment Control Ordinance (Ordinance #2000-10, adopted on November 13, 2000, and effective on January 1, 2001), I, _____, the registered surveyor or
(surveyor/engineer)
engineer who certified Site Plan # _____ for _____
(applicant's name)
for construction located at _____,
(address of property)
further certify that all improvements constructed on the property comply with the approved Site Plan.

Surveyor/Engineer

License Number

Date

Site Plan Review Fee Schedule

Class 1

- Commercial/Industrial/Non-Residential:
 - \$500.00 fee per application fee per Application plus \$35.00 per acre of developed land over five acres.
- Subdivisions/PUD/Multi-Family (Preliminary/Primary Approval):
 - \$300.00 fee per application up to 5 lots or unit plus
 - \$35.00 fee per lot or unit for next 19 (6 to 25), plus
 - \$25.00 fee per lot or unit for next 25 (26 to 50), plus
 - \$15.00 fee per lot or unit for all lots/units over 50.00
- Subdivisions/PUD/Multi-Family (Final/Secondary Approval):
 - \$150.00 fee per application

All filing fees are subject to additional review and permit fees as required.

Class 2

- Subdivisions/PUD/Multi-Family:
 - \$150.00 fee per application for up to three subdivision lots plus \$50.00 for each additional lot.
- All Other Applications:
 - \$50.00 fee per application plus additional review and permit fees as required.

All filing fees are subject to additional review and permit fees as required.

Class 3

- All Applications
 - \$50.00 fee per application plus additional review and permit fees as required.

Class 4

- No Fee Charge per application plus additional permit fees as required.

Should additional cost be incurred by the County of Shelby for additional review of any Class application, said costs shall be paid by the property owner and/or developer.

Should any developer request preliminary review of engineering or drainage plans prior to formal filing, said cost shall be paid by the property owner and/or developer, but said amount paid shall be subtracted from the filing fee upon formal filing of any class application.

Any applicant may request a waiver of any fee to the Shelby County Board of Commissioners.

Quality Control- \$75.00 per hour and/or the additional direct cost incurred by the County of Shelby for field observation as required for compliance to the approved site plan and/or development plans.

Copying – Copy of Drainage Ordinance-\$10.00 per copy.