

CITY OF SHELBYVILLE PLANNING
COMMISSION SITE PLAN REVIEW CHECKLIST

A required site plan shall be submitted to the Codes Department no later than ten 10 working days prior to the next regularly scheduled planning commission meeting.

1. At a minimum, all site plans shall include the following information:

- Site plans shall be drawn at a scale to allow adequate review;
- All existing and proposed right(s)-of-way, streets, curb cuts, drives and parking areas;
- Existing and proposed contours at a vertical interval not greater than 5 feet based on sea level;
- The location of all watercourses on or adjoining the tract;
- Flooding note, floodplain information from (FEMA) maps and studies;
- Stormwater drainage plan when required by city engineer or codes department;
- Proposed drainage retention or detention areas with engineered stamped calculations and the drainage calculations for all drainage structures;
- Landscaping and planting screen when applicable;
- Property lines enclosing the site, building setbacks;
- Type of activity proposed and number of employees;
- Location, size, height and arrangement of proposed and existing buildings;
- The existing zoning on the site and on adjoining properties;
- Location, dimensions and explanation of all easements;
- Location and size of all utilities, any change in size requires appropriate department approval.
- Acreage and/or size of lot, names of adjoining property owners or subdivisions;
- Location and dimensions of all signs;
- Locations, typical radius and intensity of proposed lighting;
- A vicinity map; north arrow; scale; tax map, group and parcel as recorded.

2. Changes to an approved site plan require approval of the appropriate department. Changes substantially affecting the original site plan, according to the appropriate department, require resubmittal to the planning commission with exception of the following changes that require automatic resubmittal to the planning commission, if:

- The density of the development is to be increased;
- The floor area ratio or number of stories is increased or changed;
- There is any change in plans for historical structures or sites.

3. For any lot where public sewer is not available the following shall be shown:

- Statement or illustration from the Health Department showing the area to be used for sewage disposal and;
- Approval from the Health Department.

4. Period of validity. Site plans are valid for eighteen (18) months- if construction has not begun within that time the approved site plan shall become invalid.