

**SHELBY COUNTY PLAN COMMISSION  
25 West Polk Street, Room 201  
Shelbyville, IN 46176**

**PHONE : (317) 392-6338**

**FAX:(317)421-8365**

## **Site Plan Class 2 Application Packet**

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 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. Most projects are classified as Class 2 Development. Class 2 Site Plans shall be drawn and certified by a Registered Engineer or Land Surveyor.

**SITE PLANS MUST BE SUBMITTED BY 12:00 PM ON TUESDAY TO BE ELIGIBLE FOR REVIEW ON THE FOLLOWING THURSDAY.**

### **Site Plan Requirements**

The following information must be submitted with the application. Applications shall be filed at the Office of the Shelby County Plan Commission for review by the Site Plan Committee. Currently, the Site Plan Committee for Class 2 Development meets every Thursday. Some Class 2 Developments also require Shelby County Plan Commission public hearing review and approval; therefore, the Site Plan Committee will meet in a timely manner to properly review the plans prior to Plan Commission review. No Site Plan will be considered submitted until all 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.
- **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.
- **Fee.** A non-refundable \$60 filing fee payable to the Shelby County Plan Commission must be submitted.

### **Technical Committee Review Process**

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

- A) The Shelby County Plan Commission.

- B) The Shelby County Surveyor's Office**
- C) The Shelby County Inspector's Office.**
- D) The Shelby County Health Department.**
- E) A Representative of the Shelby County Drainage Board.**

**The Shelby County Plan Commission Office serves as the central "clearinghouse" for applications and handles any questions or corrections that are needed on the Site Plan.**

**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 no later than the Tuesday following the Site Plan Meeting. When the Site Plan Committee has approved the Site Plan, the applicant will be notified, and all necessary permits may then be obtained. The Drainage Board shall hear and decide appeals where it is alleged that there is error in any order, decision, or determination made by the Site Plan Committee, the staff of the Plan Commission, or the Shelby County Surveyor in administering the Storm Drainage, Erosion and Sediment Control Ordinance.**

#### **Site Development Inspection**

**Upon completion of the development, the Planning Director will inspect the site to verify that the development complies with the approved Site Plan. A Final Certificate of Occupancy will not be issued until the development passes the site inspection.**

**-NOTE-**

**If during 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 modification to the drainage system or constructing a pond.**

# SITE DEVELOPMENT AND DRAINAGE PLAN APPLICATION

Shelby County Plan Commission  
25 West Polk Street, Room 201  
Shelbyville, IN 46176  
P: 317.392.6338 F: 317.421.8365

APPLICATION NUMBER: \_\_\_\_\_

Date: \_\_\_\_\_

## 1. Owner/Surveyor:

### Owner:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Surveyor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## 2. Location Information:

Address of Property: \_\_\_\_\_

Township: \_\_\_\_\_

Located on the: \_\_\_\_\_ side of the road between Roads \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Size of Lot: \_\_\_\_\_ feet by \_\_\_\_\_ feet

Subdivision & Lot#: \_\_\_\_\_

Section: \_\_\_\_\_

Flood Zone: Yes \_\_\_\_\_ No \_\_\_\_\_ Panel # \_\_\_\_\_

Area of Lot: \_\_\_\_\_ square feet/acreage

## 3. Use of Property/Structure:

Existing Use of Building and/or Land: \_\_\_\_\_

Other Existing Structures on the Property (if any)? \_\_\_\_\_

Included on site plan? \_\_\_\_\_

Other additional structures planned? \_\_\_\_\_

Included on site plan? \_\_\_\_\_

## 4. Type of Construction Activity:

### CLASS 1:

- Major/Minor Subdivision
- Planned Unit Development (PUD)

- Development requiring an Indiana Department of Natural Resources (IDEM) Permit.

### CLASS 2:

- Individual Site-Single Family Residential
- Individual Site-Multi Family Residential
- Other

- Individual Site-Church/School/Institution
- Individual Site-Commercial/Industrial

### CLASS 3:

- Individual Site-Residential within a PUD or Platted Subdivision and not served by a septic system

## 6. Required Supplemental Information:

(please fill out all applicable information)

### ALL DEVELOPMENT

Proposed Use(s): \_\_\_\_\_

Floor Area: Gross \_\_\_\_\_ Basement \_\_\_\_\_ First Floor \_\_\_\_\_ Second Floor \_\_\_\_\_

Additional Floors \_\_\_\_\_ Attached porches/decks: \_\_\_\_\_

Access:  Public Road  Shared Driveway/Easement Instrument #: \_\_\_\_\_

Legal Drain: Yes/Name \_\_\_\_\_ No \_\_\_\_\_ Watershed: \_\_\_\_\_

### ADDITIONS/REMODELS

Date(s) of original construction: \_\_\_\_\_

Septic System:  Utilizing Existing  Updating Existing  Installing New  Public water/sewer

Driveway/Parking:  Utilizing Existing  Updating Existing  Installing New

Amended 1/29/20

SINGLE FAMILY HOMES

Type:  Site Built  Modular  Manufactured  Mobile

Number of Bedrooms: \_\_\_\_\_

Height: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Existing Home on Property: Yes \_\_\_\_\_ No \_\_\_\_\_

Garage:  Attached  Detached How many vehicles? \_\_\_\_\_

Basement:  Full  Partial  Walkout  Crawl Space Bathrooms in basement: \_\_\_\_\_

Accessory Structures (if applicable): Proposed Use: \_\_\_\_\_

Floor Area: Gross Enclosed \_\_\_\_\_ Porches/Decks \_\_\_\_\_

Electric: Yes \_\_\_\_\_ No \_\_\_\_\_ Plumbing: Yes \_\_\_\_\_ No \_\_\_\_\_

I have read the information above and hereby agree that any construction commenced at the address indicated by me or my agent shall be in accordance with specifications given hereto. I further agree that as a consideration of an Improvement Location Permit, I will be governed by such Zoning and Building Ordinances of Shelby County Indiana, as are now in effect. I further declare that the information contained on this form is complete and accurate and the required supplemental information listed above has been provided.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by Plan Commission Office**

Parcel Number: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_ Flood Zone: Yes \_\_\_\_\_ No \_\_\_\_\_

**Plan Commission Approval**  Yes Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Building Inspector Approval**  Yes Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Health Department Approval**  Yes Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**County Surveyor Approval**  Yes Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Drainage Rep. Board Approval**  Yes Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ - \_\_\_\_\_ Fee: \_\_\_\_\_ Released for Construction: Yes Date: \_\_\_\_\_

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.