

**ARTICLE 9
FORMS AND CHECK LISTS**

9.100 On preliminary layout & final subdivision plat

CERTIFICATION OF THE APPROVAL OF WATER AND SEWERAGE SYSTEMS

I hereby certify that the (...type: private or public...) water supply and (...type: private or public...) sewage disposal system installed, or proposed to be installed in the subdivision entitled: (...name of subdivision...) fully meets the requirements of the Health Department, and hereby is approved as shown.

Date County Health Officer

9.150 On preliminary layout and final subdivision plat

CERTIFICATION OF AVAILABILITY OF WATER SERVICES

I hereby certify that the proposed subdivision shown hereon lies within the service area of (...name of water company...) and that said utility has the capacity to supply water to the proposed subdivision, subject to the water distribution system being installed within said subdivision according to the requirements of this Agency and all other requirements that may apply, then water service shall be supplied by this agency.

Date Authorized Representative

9.200 On preliminary layout & final subdivision plat

CERTIFICATION OF THE AVAILABILITY OF SEWAGE DISPOSAL SERVICES

I hereby certify that (...name of agency or company...) has capacity to Serve (...name of subdivision...) with sewage disposal services subject to the sewer system of said subdivision meeting the requirements of this agency and being installed according to those requirements, then sewer disposal services shall be supplied by this agency.

Date Authorized Representative

9.350 On final subdivision plat

HEALTH DEPARTMENT CERTIFICATION

I hereby certify that this subdivision shown hereon is situated in an area generally suitable for on site sewage disposal with each tract requiring an on site evaluation test to determine the exact location and type of system to be installed.

Date Shelby County Health Officer

9.450 On final subdivision plat

ROADWAY ENTRANCE CERTIFICATE

I hereby certify that an entrance from the proposed development will be granted onto the city street, county road, or state highway on the plat described hereon. However, an entrance permit for each lot will be required after structure location is established.

Date City Street, County Road, or State Highway Official

9.500 On final subdivision plat

FIRE PROTECTION CERTIFICATE

I hereby certify that the subdivision show hereon lies within the service area of this Fire Department or Fire District and will be serviced by this agency. Additionally, the subdivision hereon meets or exceeds fire protection requirements for the City of Shelbyville and the County of Shelby. The current ISO fire rating of this subdivision shown hereon is _____.

Date Fire Department Fire Chief

9.550 CERTIFICATE OF APPROVAL BY UTILITY COMPANIES

I (we) hereby certify the subdivision show hereon lies within the service area and will be served by the Utility Company and that the easements are approved as shown with restrictions listed thereon:

Kentucky Utilities Co. Date South Central Bell Date

Shelby R.E.C.C. Date Western Kentucky Gas Date

Water Company Date Sewer Company Date

Telecommunications Date Developer Date

The spaces indicated by dashed lines and marked utility easements are hereby reserved for the use of Utility Companies listed above for utility purposes and South Central Bell Telephone Company for telephone utility purposes, which include: 1. The right to construct maintain, operate, replace, or rebuild pole lines and/or underground cable systems, 2. The right of ingress and egress over all lots to and from said easements indicated, 3. The right to trim or remove any trees necessary to maintain proper service, and 4. The right to keep said easements free of any structures or obstacles that may create a hazard to the said pole, cables, or lines. It is understood that a part of this reservation the owners, their heirs, or assigns hereby agree that no excavation will be attempted within five (5) feet of any buried cables installed within the easement herein defined. The easement shall include the area required, if any, for placement of anchors and downguys outside of the originally described easement area, as such placement may be deemed necessary by the utilities for the initial construction and any future upgrades. Property owners are to use and enjoy the said lands included in the easement strips shown hereon but such use shall not interfere with the right and privileges herein reserved.

CERTIFICATES FOR DEVELOPMENT PLAN

Only for subdivision's approved after March, 1994.

9.600 FIRE PROTECTION CERTIFICATE

I hereby certify that the Development Plan hereon meets requirements of this agency and is approved.

Date Fire Agency Official

9.601 CERTIFICATE OF APPROVAL

I hereby certify that this Development Plan has been approved by the Triple S Planning Commission based on compliance with the required certifications.

Date Commission Chairman Triple S Planning Commission

9.602 CERTIFICATE FOR DRAINAGE DESIGN APPROVAL

I hereby certify that the proposed drainage design, as shown on this Development Plan, is adequate for proper drainage without causing any adverse affects to the adjoining properties.

Date Engineer

9.603 CERTIFICATE OF OWNERSHIP

I (we) hereby certify that I (we) are the owners of the property shown hereon and that I (we) adopt this development plan with our free consent and assure compliance with the LIGHT, NOISE AND ODOR Ordinance of Shelby County.

Date Owner/Owner's

THE FOLLOWING CHECKLISTS ARE FOR THE PURPOSE OF LISTING
INFORMATION ON THE APPLICABLE PLAT AND MUST BE ON SAID PLAT BEFORE
CONSIDERATION BY THE TRIPLE S PLANNING COMMISSION

SUDDIVISION PRELIMINARY PLAT CHECK LIST (to be filed with Planning Commission)

Name of Subdivision _____
 Location _____
 Owner(s) _____
 Address _____
 Developer _____
 Address _____

- _____ Fee Paid
- _____ Present Zoning of property being subdivided shown
- _____ Certificate of Approval by County Health Officer
- _____ Certificate of Approval by Water Service
- _____ Certificate of Approval by Sewer Service
- _____ Certificate of Utility Easements
- _____ Certificate of Fire Protection
- _____ Certificate of Approval of Street Plans
- _____ Certificate of Approval for Entrance to Highway
- _____ Thirteen Copies Submitted
- _____ Drawing Size of 24" x 36" Maximum
- _____ Scale of 1" = 100' or less, as applicable
- _____ Name and Location of Subdivision on Plat
- _____ Vicinity Map
- _____ Name and Address of Developer
- _____ Name and Address of Owner
- _____ Name and Seal of Engineer or Surveyor on Plat
- _____ Acreage of Tract being Subdivided
- _____ Date and Graphic Scale
- _____ North Arrow
- _____ Adjacent Property Owners and addresses identified, as well as on separate sheet
- _____ Contour Lines at 5 Feet Intervals or Less
- _____ Boundary Lines of the tract being subdivided
- _____ Existing or Proposed Streets on or adjacent to the proposed Subdivision with dimensions and grades
- _____ Existing or Proposed Easements on or adjacent to the proposed subdivision with dimensions
- _____ Existing and Proposed utilities on or adjacent to the proposed subdivision with proposed connections shown
- _____ Lot Lines and Lot Numbers
- _____ Sites for Public Dedication Other Than Streets
- _____ Setback Lines
- _____ Protective Covenants submitted *(See page 85)
- _____ Larger Tract Shown if portion only being subdivided
- _____ Location of pertinent natural features

- _____ Location of existing drainage structures
- _____ Location of right of ways for streets/roads
- _____ Traffic Impact Study attached to this submittal
- _____ Erosion Control and Sediment Plan review comments attached to this submittal
- _____ Lighting Plan
- _____ Hydraulic/Study Analysis

Check list prepared by: _____ Date: _____

FINAL SUBDIVISION PLAT CHECK LIST (to be filed with Planning Commission)

Name of Subdivision _____

Location _____

Developer _____

Address _____

Owner(s) _____

Address _____

- _____ Construction of Improvements Security Bond Posted
- _____ Fee Paid
- _____ Certificate of Ownership and Dedication
- _____ Certificate of Accuracy, name and seal of Surveyor
- _____ Certificate of Approval of County Health Department
- _____ Certificate of Approval of Water System and specs
- _____ Certificate of Approval of Sewerage System and specs
- _____ Certificate of Approval for Recording
- _____ Certificate of utility easement by utility companies
- _____ Certificate of Fire Protection
- _____ Certificate of Early Warning System
- _____ Thirteen Copies Submitted
- _____ Drawing Size of 24" x 36" maximum
- _____ Scale of 1" = 100' or Less as applicable
- _____ Name of Subdivision on Plat
- _____ Name and Address of Owner(s) on Plat
- _____ Acreage of Tract for Subdivision
- _____ Adjacent property owners and addresses identified, as well as on separate sheet
- _____ Date, graphic scale and north arrow
- _____ Boundary Lines with bearings and distances
- _____ Vicinity MAP
- _____ Existing and proposed Easements shown and dimensioned
- _____ Existing and proposed Streets shown and dimensioned
- _____ Lot Lines with Bearings and Dimensions
- _____ Building Lines Shown
- _____ All curves defined with adequate information
- _____ Streets named
- _____ Lot Numbers and area shown
- _____ Sites for public dedication, other than street shown
- _____ Protective Covenants submitted *(See page 85)
- _____ Identification of Monuments shown on plat
- _____ Street Plans submitted with grades, profiles, drainage
- _____ Street Right-of-Ways shown and dimensioned
- _____ Street cross sections submitted
- _____ Existing utilities identified as to size and type
- _____ Location of pertinent natural features
- _____ Lighting Plan

_____Hydraulic Study/Analysis

Checklist prepared by: _____ Date: _____

ZONING CHANGE PLAT CHECKLIST (to be filed with Planning Commission)

Owner: _____
Address: _____
Current Zoning: _____
Proposed Zoning: _____
Proposed Used: _____

- _____ Fee paid
- _____ Present and proposed zoning of the property
- _____ Name and seal of Surveyor preparing the plat
- _____ Name and address of adjacent property owners, as well as on separate sheet
- _____ Name and address of property owner
- _____ Certificate of Ownership
- _____ Present zoning of all adjacent property
- _____ Certificate of Approval to be signed by Chairman
- _____ Acreage of Tract or Tracts
- _____ Any division of the property, existing or planned
- _____ Intended use of the property indicated on the plat
- _____ Existing buildings, driveways and parking
- _____ Proposed buildings, driveways and parking
- _____ Distance to the nearest street or road intersection
- _____ Vicinity Map
- _____ Copy of the deed attached
- _____ Date and Graphic scale
- _____ North Arrow
- _____ Boundary lines with bearings and distances
- _____ Existing and/or proposed set back lines
- _____ Existing Streets
- _____ Thirteen Copies submitted
- _____ Scale 1" = 100 or less as applicable
- _____ Drawing size 24" x 36" maximum, smaller as applicable
- _____ Buffer Zones Shown
- _____ Existing utilities show and identified
- _____ Traffic Impact Study attached with this submittal
- _____ Lighting Plan

Checklist prepared by: _____ Date: _____

MINOR SUBDIVISION or ACREAGE TRACT CHECKLIST (To be filed with Planning Commission)

Name of Owner _____

Address _____

Name of Subdivision _____

- _____ Fee Paid
- _____ Name and address of owner and developer
- _____ Thirteen Copies
- _____ Certificate of County Health Department
- _____ Certificate of Water Service
- _____ Certificate of Utility Easements
- _____ Certificate of Entrance
- _____ Certificate of Fire Protection
- _____ Certificate of Ownership and Dedication
- _____ Certificate of Availability of Sewer Service
- _____ Certificate of Approval for Recording
- _____ Certificate of Early Warning System
- _____ Present Zoning
- _____ Name of Subdivision
- _____ Name, seal and certificate of accuracy by Surveyor
- _____ Drawing size 24" x 36" maximum
- _____ Scale 1" = 100' or less as applicable
- _____ Vicinity Map
- _____ Date, Graphic Scale, and North Arrow
- _____ Acreage of tract being subdivided
- _____ Remaining acreage of parent tract shown
- _____ Adjacent property owners and addresses identified, as well as on separate sheet
- _____ Lot lines with bearing and dimensions
- _____ Lots numbered and areas shown
- _____ Existing and proposed right-of-way shown and dimensioned
- _____ All curves defined with adequate information
- _____ Building lines shown
- _____ Location of existing utilities shown, size and type
- _____ Location of pertinent natural features shown
- _____ Existing drainage shown
- _____ Identification of Monuments shown on plat
- _____ Protective Covenants Submitted *(See page 85)
- _____ Agricultural Note

Checklist prepared by _____ Date _____

PUD and DEVELOPMENT PLAN PRELIMINARY CHECKLIST (To be filed with Planning Commission)

Owner _____
Address _____
Developer _____
Address _____

- _____ Fee paid
- _____ Present Zoning of property being developed
- _____ Name of Development
- _____ Name and Address of Owner
- _____ Name and Address of Developer
- _____ Present Zoning of adjoining property
- _____ Name and seal of surveyor and/or engineer
- _____ Certificate of Fire Protection
- _____ Certificate of approval of Street or Road plans
- _____ Certificate of approval for Entrance to Highway
- _____ Certificate of approval by County Health Department
- _____ Certificate of availability of Sewer Service
- _____ Certificate of availability of Water Service
- _____ Certificate of availability of Electric Service
- _____ Certificate of Utilities Easement
- _____ Certificate of street approval
- _____ Thirteen copies submitted
- _____ Drawing size 24" x 36" maximum
- _____ Scale 1" = 100' or less as applicable
- _____ Acreage of tract being developed
- _____ Vicinity Map
- _____ Date and Graphic Scale
- _____ North Arrow
- _____ Adjoining property owners and address identified, as well as on separate sheet
- _____ Existing contour lines at 5 foot intervals or less
- _____ Boundary line of the tract being developed
- _____ Existing and proposed streets on or adjacent to the proposed development with dimensions and grades
- _____ Existing and proposed easements on or adjacent to the proposed development with dimensions
- _____ Existing and proposed utilities on or adjacent to the proposed development with proposed connections shown
- _____ Lot lines shown
- _____ Lots numbered
- _____ Sites for public dedication other than street shown
- _____ Set back lines
- _____ Open spaces shown

- _____ Larger tract shown if portion only being Developed
- _____ Location of pertinent natural features
- _____ Location of existing drainage structures
- _____ Phasing or Stages of Development
- _____ Overall density calculations
- _____ Parking Requirements
- _____ Loading and or Unloading areas shown
- _____ Access points shown
- _____ Buffer Zones shown
- _____ Street and Parking Lighting
- _____ Existing topography
- _____ Floor Areas
- _____ Ratio of floor space to land area
- _____ Buildable area shown
- _____ Yard lines
- _____ Distance between buildings
- _____ Height of structures
- _____ Proposed Signage
- _____ Traffic Impact Study attached to this submittal
- _____ Erosion Control and Sediment Plan attached to this submittal
- _____ Lighting Plan
- _____ Hydraulic Study/Analysis
- _____ Protective Covenants Submitted *(See page 85)

Checklist Prepared by: _____ Date _____

PUD and DEVELOPMENT PLAN FINAL PLAT CHECKLIST (To be filed with Planning Commission)

Name of Owner _____
Address _____
Name of Development _____
Name of Developer _____

- _____ Fee Paid
- _____ Bond Posted
- _____ Name of Development
- _____ Name and address of adjoining property owners identified on plat as well as on separate sheet
- _____ Present zoning of adjoining property
- _____ Name and address of owner and developer
- _____ Name, seal and certificate of accuracy by Surveyor
- _____ Certificate of Fire Protection
- _____ Certificate of approval for Entrance to Highway
- _____ Certificate of approval for County Health Dept.
- _____ Certificate of approval of Water plans and specs.
- _____ Certificate of approval of Sewer plans and specs.
- _____ Certificate of approval of Street plans
- _____ Certificate of Ownership and Dedication, if required
- _____ Certificate of Approval
- _____ Certificate of Early Warning System
- _____ Approval of Utility Easements by utility companies
- _____ Thirteen copies submitted
- _____ Drawing size 24" x 36" maximum
- _____ Scale 1" = 100' maximum
- _____ Vicinity map
- _____ Date, graphic scale and north arrow
- _____ Acreage of tract being developed shown
- _____ Boundary lines of tract with bearings and distances
- _____ Existing and proposed street shown and dimensioned
- _____ Existing and proposed easements shown and dimensioned
- _____ Lot lines with bearings and easements
- _____ All curves defined with adequate information
- _____ Lots numbered and area shown
- _____ Sites for public dedication, other than street shown
- _____ Building lines shown
- _____ Protective covenants submitted *(See page 85)
- _____ Streets named
- _____ Identification of monuments shown on the plat
- _____ Street plans submitted with grades, profiles and drainage
- _____ Street cross sections submitted
- _____ Existing utilities identified as to size and type

- _____ Street right-of-ways shown and dimensioned
- _____ Location of pertinent natural features
- _____ Phasing or stages of development
- _____ Overall density calculations
- _____ Parking Areas on and off street
- _____ Loading and unloading areas
- _____ Access points
- _____ Buffer Zones shown
- _____ Lighting for street and parking
- _____ Existing topography
- _____ Floor areas
- _____ Ratio of floor space to land areas
- _____ Buildable area shown
- _____ Yard lines
- _____ Distance between buildings
- _____ Height of structure
- _____ Proposed signage
- _____ Lighting Plan
- _____ Erosion Control Plan
- _____ Hydraulic Study/Analysis

Checklist prepared by: _____ Date _____

COMMERCIAL/INDUSTRIAL DEVELOPMENT PLAN CHECKLIST (To be filed with Planning Commission)

Only for subdivision's approved after March, 1994

Name of Owner _____

Address _____

Name of Record Plat, Plat cabinet and slide number _____

_____ Fee Paid

_____ Subdivision name and lot number

_____ Name and address of owner

_____ Name and seal of surveyor

_____ Certificate signed by engineer for lighting, noise and odor

_____ Certificate of approval for Fire Protection

_____ Certificate for Drainage Design and engineer's stamp

_____ Certificate of Ownership

_____ Certificate of Roadway Entrance

_____ Certificate of Early Warning System

_____ Thirteen copies submitted

_____ Drawing size 24" x 36" maximum

_____ Scale 1" = 100' maximum

_____ Vicinity map

_____ Date, graphic scale and north arrow

_____ Acreage of tract being developed

_____ Boundary lines of tract with bearings and distances

_____ Existing and proposed street shown and dimensioned

_____ Existing and proposed easements shown and dimensioned

_____ All curves defined with adequate information

_____ Building lines shown

_____ Identification of monuments shown on the plan

_____ Existing utilities identified as to size and type

_____ Street right-of-ways shown and dimensioned

_____ Location of pertinent natural features

_____ Parking areas identified

_____ Loading and unloading areas

_____ Access points

_____ Buffer areas shown

_____ Lighting, noise and/or odor identified on plan

_____ Existing topography

_____ Floor areas

_____ Ratio of floor space to land areas

_____ Yard lines

_____ Distance between buildings

_____ Height of structure

_____ Proposed signage

_____ Drainage plan with engineer's stamp

_____ Erosion Control and Sediment Plan attached to this submittal
_____ Lighting Plan
_____ Hydraulic Study/Analysis

Checklist prepared by: _____ Date _____

***PROTECTIVE COVENANT GUIDELINES**

The following are minimum requirements that should be submitted with the application.

1. Minimum square footage of dwellings.
2. Any prohibited activities or uses.
3. Permitted accessory structures, if any.
4. Stipulation that restrictions run with the land.
5. Restrictions on usage of any tracts, if any.
6. Specific duties of landowners, if any.
7. Architectural restrictions, if any.
8. Statement of enforcement provisions.