

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 \$50 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 _____ No _____

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 11/14/19

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 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: _____

Lot of Record Date: _____

Subdivision Approval Needed: _____

Road Access Permit Obtained: _____

Zoning Classification: _____

Flood Zone: Yes _____ No _____ Panel # _____

Office Use Only

Application #: _____ Date Received: ____ - ____ Fee: _____ Released for Construction: Yes No