

MAJOR DEVELOPMENT REVIEW CHECKLIST

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Date: _____

Project Name: _____

Project Address: _____

The purpose of this checklist is to give the minimum requirements needed to expedite the City's review process. **All items shall be checked as included or marked N/A.** The omission of required items may be cause for a delay in approval or rejection of the submittal without review.

Major Development Review Checklist Items Required Pursuant to Chapter 156.075: A Major development plan is a development having a structure or combined structures greater than 5,000 square feet and/or disturbing 1 acre or more and/or requiring street or utility extensions. A combination of structures and impervious areas 10,000 square feet or more (rooftops, paved/graveled areas, patios, etc.) will be required to submit a stormwater management plan. Major development plans having a structure or combined structures greater than 20,000 square feet require approval from the Hopkins County Joint Planning Commission (a \$200 review fee required made payable to the HCJPC).

<input type="checkbox"/> Review Fee	<input type="checkbox"/> Location & Type of Refuse Container (Concrete Dumpster Pad Required) & Type of Screening
<input type="checkbox"/> North Arrow, Vicinity Map, Drawn to Scale (Scale Not to Exceed 1" = 60'), if more than 2 Pages, an Index Sheet is Required (24 x 36 Plan Sheets Preferred)	<input type="checkbox"/> Location, Intensity, Type, Size & Direction of Existing/Proposed Lighting
<input type="checkbox"/> Developer/Property Owner's Name, Address, Phone & Email	<input type="checkbox"/> Location & Size of Existing/Proposed Utility Extensions
<input type="checkbox"/> Plan Date & Legend	<input type="checkbox"/> Grading Plan with Existing & Proposed Contours, Including 100' Outside of Property Boundary
<input type="checkbox"/> Property Address, PVA Map & Parcel #	<input type="checkbox"/> Existing & Proposed Inlet Drainage Areas
<input type="checkbox"/> Names of Adjacent Property Owners	<input type="checkbox"/> Existing & Proposed Drainage Structures
<input type="checkbox"/> Copy of Deed & Recorded Plat	<input type="checkbox"/> Storm Profiles (Pipe & Channels)
<input type="checkbox"/> Adjacent Street Names, Pavement Width & Right-of-Way	<input type="checkbox"/> 100 Year FEMA Floodplain Limits
<input type="checkbox"/> Property Boundary, Dimensions, Setbacks, Size & Esmts	<input type="checkbox"/> Detention Basin Details
<input type="checkbox"/> Dimensions & Use of Existing & Proposed Structures, Area in Sq. Ft., Distance from Property Lines & from other Structures	<input type="checkbox"/> Standard Details
<input type="checkbox"/> Off-street Parking, Maneuvering & Loading Spaces, Interior Circulation, Parking Spaces & Size, Driving Lane Widths & Handicap Details	<input type="checkbox"/> BMP Facilities Agreement
<input type="checkbox"/> Size, Type & Location of Existing & Proposed Signs	<input type="checkbox"/> Pipe Length, Size, Slope, Type & Number
<input type="checkbox"/> Driveway Entrance Location, Elevations, Width & Distance to Intersection	<input type="checkbox"/> Pipe Chart
<input type="checkbox"/> KY Registered Professional Engineer Signature & Stamp	<input type="checkbox"/> Inlet Type, Grate & Invert Elevations
<input type="checkbox"/> Direction of Stormwater Run Off	<input type="checkbox"/> Headwall Type & Invert Elevations
<input type="checkbox"/> Existing & Proposed Impervious Areas (Sq. Ft.)	<input type="checkbox"/> Headwater Depths, 10 Yr. Design, 100 Yr. Check
<input type="checkbox"/> Total Area to be Disturbed (Acres)	<input type="checkbox"/> Stormwater Management Plan
<input type="checkbox"/> Landscape Plan	<input type="checkbox"/> Existing & Proposed Details within Right-of-Way
<input type="checkbox"/> Location & Type of Screening (Required Between Residential & Commercial Properties)	<input type="checkbox"/> Standard Underground Utility Note
	<input type="checkbox"/> Standard Floodplain Note
	<input type="checkbox"/> Standard Silt Control Note

(CONTINUED ON REVERSE SIDE)

Erosion Prevention and Sediment Control Plan is Required Pursuant to City Ordinance Chapter 160.09:

<input type="checkbox"/> EPSC Construction Sequence/Phasing	<input type="checkbox"/> Copy of Notice of Intent (NOI)
<input type="checkbox"/> Completed Site Disturbance Permit Application	<input type="checkbox"/> Property Owner Certification & Signature
<input type="checkbox"/> SWPPP In Accordance with KYG100000	<input type="checkbox"/> Project Narrative
<input type="checkbox"/> Label All EPSC BMPs	<input type="checkbox"/> Sensitive Features Shown
<input type="checkbox"/> Ky Registered Professional Engineer Signature & Stamp	<input type="checkbox"/> Standard Details of EPSC BMPs

Three (3) days before construction, **Kentucky 811** must be contacted for utility marking. All potential erosion shall be controlled in such a manner so as to prevent any displacement of silt to the adjacent property owners, streams, and/or right-of-way. This control shall be implemented through proper installation of silt fence during the construction duration and maintained until proper ground cover has been established.

The City reserves the right to require other information integral to the review and approval of the development plan. The Engineer that stamped the submitted plans must sign this checklist and include with submittal.

Signature: _____ Date: _____

A predevelopment meeting shall be held with the applicant and the Administrative Official(s) prior to the preparation and formal submission of a development plan. The intent of the predevelopment meeting is to enable the applicant to inform the Administrative Official(s) of the basic site design, concept, advise the applicant as to potential issues or concerns and to generally determine the information to be included on the development plan. In order to accomplish these objectives, the applicant shall provide a rough sketch showing the location and dimensions of all structures, parking areas, points of ingress/egress, signs, landscaping and any anticipated changes in the site's natural features. Two copies of the sketch are required; one to be retained by the Administrative Official and the other returned to the applicant with any comments. The Administrative Official will determine the number of copies required for the formal submission of a development plan.

Meeting Date: _____

Notes/Comments: _____

