

# **HARD COPIES AVAILABLE AT CITY HALL AND ALSO TO BE POSTED ON THE CITY OF SHEPHERDSVILLE WEB PAGE**

## **Shepherdsville Plan Review and Approval Process**

In order to improve and streamline the plan review process for new development, the City is asking all developers and engineers to utilize the attached standardized review forms. All complete submittals for new development must be delivered to Shepherdsville City Hall (Attn: B. Weidekamp), in both electronic and paper format. The submittals will then be processed and reviewed in a timely manner by the City Engineer. Specifically, we ask that all plans/proposals for new development include the following forms; please note some exceptions for single family construction.

- 1. Plan Submittal Application Form** – this form contains all general information about the proposed project, including location, owner, engineer, type of submittal and type of approval being requested. This form allows the City to track progress of both simple and complex developments and to assist builders and developers in completing all required steps in the process. This form is required for ALL development, including single family homes; plans will be rejected without review if not accompanied by this form.
- 2. Site Plan Review Checklist** – While every development is slightly different, this checklist contains the most frequently required information for any development more complex than the construction of a single family home. For all development, this form should be completed and submitted to the City by the Engineer representing the Developer; individual single family homes are excluded from this requirement.
- 3. Sewer Capacity Request Form** – With just a few exceptions, most new development has the basic need for sanitary sewer service. In order to track existing and future sewer capacity needs, the City requires that any development which will require a connection(s) to the public sanitary sewer complete this form at the preliminary submittal stage. This will allow the City to ensure that adequate sewer capacity is available when needed, or to notify a developer of a potential capacity limitation.

While the City and our Engineer will make every effort to perform reviews as quickly as possible, Developers and Engineers should plan for a 1-2 week timeframe for reviews and receipt of comments on submittals; we would ask that you plan accordingly.