

**CITY OF BARDSTOWN**  
**Site Plan Review Checklist**



**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The purpose of this checklist is to expedite and facilitate the review process. These are the minimum requirements for review by the City of Bardstown. This checklist shall be submitted for sites that disturb 0.5 acre or more and/or are part of a greater common development. All items shall be checked as included or marked N/A. The omission of required information may be cause for rejection of the submittal without review.

Required Items (Stormwater & Utility)

- |  |  |
|--|--|
| <input type="checkbox"/> Vicinity Map  | <input type="checkbox"/> Outlets & Channels w/ Velocities over 5 ft/s are reinforced   |
| <input type="checkbox"/> Registered Professional Stamp & Signature                   | <input type="checkbox"/> Unprotected channels non-erosive velocity   |
| <input type="checkbox"/> Registered Professional Name & Address                      | <input type="checkbox"/> Sidewalks meet ADA  |
| <input type="checkbox"/> Deed Book & Page No., Plat Cabinet                          | <input type="checkbox"/> Storm Details   |
| <input type="checkbox"/> Plan & Revision Date  | <input type="checkbox"/> Inlet Drain Areas   |
| <input type="checkbox"/> Owner Name, Address, & Phone Number                         | <input type="checkbox"/> Inlet Type  |
| <input type="checkbox"/> Scale (Min. scale 1" = 100')                                | <input type="checkbox"/> Inlet Grate & Invert Elev.  |
| <input type="checkbox"/> Sheet Name & Number   | <input type="checkbox"/> Prop. Pipe Length, Size, Grade, Type, Number  |
| <input type="checkbox"/> Location of ex. Streams, ponds, channels                    | <input type="checkbox"/> Channel & Pipe Calculations (Flow, Roughness, Velocity, 10 yr. & 100 yr. flow depths, design depth)       |
| <input type="checkbox"/> Ex. & Prop. Contours  | <input type="checkbox"/> Headwater at Culvert Pipes (10 yr. & 100 yr.)   |
| <input type="checkbox"/> Ex. & Prop. Utility & Drainage Easements                    | <input type="checkbox"/> Pipe & Channel Profiles for through drainage  |
| <input type="checkbox"/> Drainage Arrows   | <input type="checkbox"/> Proposed Water Connection location & size   |
| <input type="checkbox"/> Ex. & Prop. Drainage Structures                             | <input type="checkbox"/> Proposed Sewer Connection location & size   |
| <input type="checkbox"/> Property Boundaries   | <input type="checkbox"/> Fire Protection Vault if sprinklers (detail)  |
| <input type="checkbox"/> Street R/W & Name   | <input type="checkbox"/> Domestic, Fire, Irrigation Meter Sized  |
| <input type="checkbox"/> Drainage Areas w/ flow (on & off-site)                      | <input type="checkbox"/> If main extension required, fill out Subdivision Review Checklist for Utility Plan & Profile requirements |
| <input type="checkbox"/> 100 Year floodplain   | <input type="checkbox"/> Grease trap sized   |
| <input type="checkbox"/> 100 Year High Water Elevation                               | <input type="checkbox"/> Dumpster pad adequate for dumpster size   |
| <input type="checkbox"/> Downstream System has capacity                              |  |
| <input type="checkbox"/> Location & Elev. of Ex. Utilities                           |  |
| <input type="checkbox"/> Min. Finished Floor or Opening Elev.                        |  |
| <input type="checkbox"/> Pipe Chart w/ inlet areas, flow, sizes, lengths, capacities |  |
| <input type="checkbox"/> Ex. Pipe size, types, location, elev.                       |  |
| <input type="checkbox"/> Headwall Type & I.E.  |  |
| <input type="checkbox"/> Ex. & Proposed Impervious Area defined                      |  |

Stormwater Pollution & Prevention Plan/Erosion Control & Sediment Prevention

- |   |  |
|---|--|
| <input type="checkbox"/> Area of Disturbance            | <input type="checkbox"/> Copy of SWPPP   |
| <input type="checkbox"/> Detailed SWPPP Checklist Items | <input type="checkbox"/> Copy of NOI (If 1 acre or larger)   |
| <input type="checkbox"/> Standard Erosion Control Notes | <input type="checkbox"/> Public Right-of-Way, adjoining property owners, & ex. Drainage ways protected from sediment |
| <input type="checkbox"/> Acres Disturbed                |  |
| <input type="checkbox"/> Legend                         |  |

Post-Construction Stormwater Management Plan

- |   |  |
|---|--|
| <input type="checkbox"/> Water Quality Volume Calcs.        | <input type="checkbox"/> BMP maintenance schedule                              |
| <input type="checkbox"/> Treat Manage 80% Rain Event (0.6") | <input type="checkbox"/> BMP details   |
| <input type="checkbox"/> BMP Locations                      | <input type="checkbox"/> BMP maintenance instructions                          |
| <input type="checkbox"/> BMP Description & Installation     | <input type="checkbox"/> Sensitive Areas protected (Wetlands, Sinkholes, etc.) |
| <input type="checkbox"/> BMP treatment capacities           | <input type="checkbox"/> Payment in Lieu (Regional Facility)                   |
| <input type="checkbox"/> BMPs meet efficiency criteria      |  |

**CITY OF BARDSTOWN**  
**Site Plan Review Checklist**



- |  |   |
|--|---|
| <input type="checkbox"/> Green Infrastructure Utilized             | <input type="checkbox"/> be submitted annually to City of Bardstown |
| <input type="checkbox"/> Runoff Reduced                            | <input type="checkbox"/> BMPs are acceptable & meet requirements    |
| <input type="checkbox"/> Stream Use Designation Protected          | <input type="checkbox"/> in design manual                           |
| <input type="checkbox"/> Standard Note that BMP inspection reports | <input type="checkbox"/> Buffer Areas                               |

Submittals/Additional Information (if applicable)

- |   |   |
|---|---|
| <input type="checkbox"/> (2) Stamped & signed copies of all Plans | <input type="checkbox"/> KYTC Approval                          |
| <input type="checkbox"/> Detention Analysis (Include Checklist)   | <input type="checkbox"/> Stormwater Maintenance Agreement       |
| <input type="checkbox"/> Letter of Permission of Offsite Work     | <input type="checkbox"/> Commercial-Industrial Water & Sewer    |
| <input type="checkbox"/> DOW approval                             | <input type="checkbox"/> Connection & System Development Charge |
| <input type="checkbox"/> Detailed SWPPP Checklist                 | <input type="checkbox"/> Form & Fees (Engineer's Certified      |
| <input type="checkbox"/> Deed of Easement with Exhibit or Amended | <input type="checkbox"/> estimated monthly usage)               |
| <input type="checkbox"/> Plat for all newly created easements     |   |

Agreements & Permits

All plans must be approved by the City of Bardstown Engineering Department prior to issuance of the Land Disturbance Permit.

For sites dedicating easements for utility extensions, stormwater facilities, or access, a deed of easement with exhibit must be recorded. A Stormwater Management Facilities Maintenance Agreement assuring perpetual maintenance of privately owned stormwater management facilities for quantity & quality shall be signed by the owner, along with payment for recording at the Nelson County Clerk, and submitted to the City Civil Engineer.

A digital file with USGS coordinates of all as-built improvements including streets, sidewalks, stormwater facilities, water, sewer, sidewalks, and lot lines.

Once the Land Disturbance Permit is issued, the Zoning Compliance and Building Permits can be obtained. All improvements for individual site plans must be installed & operational prior to issuing a Certificate of Occupancy; this includes sidewalks, utilities, grading etc. Certification of all detention facilities by the design engineer must be submitted to the City Civil Engineer prior to issuing CO.

The undersigned acknowledges by signature that these documents meet or exceed the design standards of the City of Bardstown and that they were prepared under my supervision. The undersigned further acknowledges that to the best of my knowledge and belief, the products resulting from these documents will function as intended.

---

Engineer's Signature	Date
----------------------	------

The undersigned acknowledges by signature that he/she is responsible for constructing and maintaining the improvements in accordance with the City of Bardstown's ordinances and design criteria as submitted.

---

Owner's Signature	Date
-------------------	------