

CITY OF BARDSTOWN
Subdivision 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 Bardstow. 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.

Cover Sheet/Title Block

- | | |
|--|--|
| <input type="checkbox"/> Vicinity Map | <input type="checkbox"/> Plan & Revision Date |
| <input type="checkbox"/> Registered Professional Stamp & Signature | <input type="checkbox"/> Owner Name, Address, & Phone Number |
| <input type="checkbox"/> Registered Professional Name & Address | <input type="checkbox"/> Scale (Min. scale 1" = 100') |
| <input type="checkbox"/> Deed Book & Page No., Plat Cabinet | <input type="checkbox"/> Sheet Name & Number |

Stormwater Management Plan

- | | |
|---|---|
| <input type="checkbox"/> Scale (1" = 100' min.) | <input type="checkbox"/> Ex. & Prop. Contours |
| <input type="checkbox"/> Location of ex. Streams, ponds, channels | <input type="checkbox"/> Ex. & Prop. Easements |
| <input type="checkbox"/> Drainage Arrows | <input type="checkbox"/> Ex. & Prop. Drainage Structures |
| <input type="checkbox"/> Property Boundaries | <input type="checkbox"/> 100 Year floodplain |
| <input type="checkbox"/> Lot Lines | <input type="checkbox"/> 100 Year High Water Elev. |
| <input type="checkbox"/> Street R/W & Name | <input type="checkbox"/> No adverse downstream impacts |
| <input type="checkbox"/> Drainage Areas w/ flows (on & off site) | <input type="checkbox"/> Location & Elev. Of Ex. Utilities |
| <input type="checkbox"/> Min. Finished Floor or Opening Elev. For Lots | <input type="checkbox"/> Detention Checklist Complete |
| <input type="checkbox"/> Pipe Chart w/ inlet areas, flows, sizes, length, capacities | <input type="checkbox"/> Outlets & Channels w/ velocities over 5 ft./s are reinforced |
| <input type="checkbox"/> Prop. Pipe slopes, types, location | <input type="checkbox"/> Unprotected channels non-erosive velocity |
| <input type="checkbox"/> Downstream system has capacity | <input type="checkbox"/> Pipe design for sidewalk section with ditches |
| <input type="checkbox"/> Depth over curb inlet $\leq 3"$ (12' spread across driving lane) | <input type="checkbox"/> Sidewalks meet ADA |
| <input type="checkbox"/> Impervious Area | <input type="checkbox"/> Storm Details |
| | <input type="checkbox"/> Inlet Drain Areas |

Storm Drainage Profiles

- | | |
|--|--|
| <input type="checkbox"/> Inlet Type | <input type="checkbox"/> Headwater on Pipe Culverts (10 yr. & 100 yr.) |
| <input type="checkbox"/> Inlet Grate & Invert Elev. | <input type="checkbox"/> Hydraulic Grade Line for through drainage systems |
| <input type="checkbox"/> Inlet Numbering/Stationing | <input type="checkbox"/> Utility Crossings (location, size, elev.) – includes water & sanitary |
| <input type="checkbox"/> Pipe Length, Size, Grade, Type, Number | |
| <input type="checkbox"/> Channel & Pipe Calculations (Flow, Roughness, Velocity, 10 yr. & 100 yr. flow depths, Design Depth) | |

Erosion Prevention & Sediment Control Plan

- | | |
|--|--|
| <input type="checkbox"/> Ex. & Prop. Contours | <input type="checkbox"/> Acres Disturbed |
| <input type="checkbox"/> Lot Lines & Lot Numbers | <input type="checkbox"/> Street R/W |
| <input type="checkbox"/> Property Boundary | <input type="checkbox"/> Legend |
| <input type="checkbox"/> Area of Disturbance | <input type="checkbox"/> Copy of SWPPP |
| <input type="checkbox"/> Detailed EPSC Plan Checklist Items | <input type="checkbox"/> Copy of NOI |
| <input type="checkbox"/> Ex. & Prop. Easements | |



Post-Construction Stormwater Management Plan

- | | |
|--|--|
| <input type="checkbox"/> Stormwater Management Maintenance Agreement | <input type="checkbox"/> Sensitive Areas Protected (Wetlands, Sinkholes, etc.) |
| <input type="checkbox"/> Water Quality Volume Calcs. | <input type="checkbox"/> Note that BMP inspection reports be submitted annually to City of Bardstown |
| <input type="checkbox"/> Treat, Manage 80% Rain Event (0.6") | <input type="checkbox"/> BMPs are acceptable & meet requirements in Design Manual |
| <input type="checkbox"/> BMP Locations | <input type="checkbox"/> Buffer Areas |
| <input type="checkbox"/> BMP Descriptions & Installation | <input type="checkbox"/> Green Infrastructure Utilized |
| <input type="checkbox"/> BMP Treatment Capacities | <input type="checkbox"/> Runoff Reduced |
| <input type="checkbox"/> BMPs meet efficiency criteria | <input type="checkbox"/> Stream Use Designation Protected |
| <input type="checkbox"/> BMP Maintenance Schedule | |
| <input type="checkbox"/> BMP Details | |
| <input type="checkbox"/> BMP Maintenance Instructions | |

Road Profiles

- | | |
|--|--|
| <input type="checkbox"/> Stations | <input type="checkbox"/> Sag Stations, Curve Length, and Site Number |
| <input type="checkbox"/> All Utility, Sewer & Storm Crossings (Locations, Size, Elev.) | <input type="checkbox"/> Crest Stations, Curve Length, and Site Number |
| <input type="checkbox"/> Street Slopes | |
| <input type="checkbox"/> P.V.I., P.O.T., P.O.C. | |

Utility Plan

- | | |
|--|---|
| <input type="checkbox"/> Ex. Water size, type, location | <input type="checkbox"/> Note on plan @ vacuum testing MHs |
| <input type="checkbox"/> Prop. Water line size, type, length | <input type="checkbox"/> All standard City of Bardstown Water & Sewer Notes @ Testing of Lines, Material Requirements, etc. |
| <input type="checkbox"/> Location & call-out of all valves, taps, etc. | <input type="checkbox"/> All Water & Sewer Calc. turned in |
| <input type="checkbox"/> Fire hydrants, 500 ft. apart | <input type="checkbox"/> Water & Sewer Main Ext. sent to KDOW |
| <input type="checkbox"/> Main extensions looped if > 1800 ft. | <input type="checkbox"/> Location of ex. And prop. Storm, gas, lines, electric, telephone, and any other utility |
| <input type="checkbox"/> Fire Protections Vault if Sprinklers | <input type="checkbox"/> Ex. Easements shown |
| <input type="checkbox"/> Ex. Sewer size, type, location | <input type="checkbox"/> Prop. Easements called out and dimensioned |
| <input type="checkbox"/> Ex. MH Invert & Rim Elev. | <input type="checkbox"/> Detail Sheet |
| <input type="checkbox"/> Prop. Sewer Size, Type, Location | <input type="checkbox"/> Pump Station Details & Calculations |
| <input type="checkbox"/> Prop. MH Stationing | |
| <input type="checkbox"/> Domestic, Fire, Irrigation Meter Sized | |
| <input type="checkbox"/> Prop. MH Rim & Invert Elev. | |
| <input type="checkbox"/> Capacity of Ex. System Checked | |
| <input type="checkbox"/> Prop. Pipe angle in MH | |

Utility Profiles

- | | |
|--|--|
| <input type="checkbox"/> Rim & Invert Elev. | <input type="checkbox"/> <18" between |
| <input type="checkbox"/> Stationing | <input type="checkbox"/> Min. Cover maintained |
| <input type="checkbox"/> Location and Elev. of Ex. & Prop. Utility Crossings | <input type="checkbox"/> Sanitary service size and elev. |
| <input type="checkbox"/> Casing pipe shown where min. cover under roadways | <input type="checkbox"/> Backflow preventer on service notated as required |
| <input type="checkbox"/> Min. 6" concrete caps where utilities cross | <input type="checkbox"/> Min. slope maintained |
| | <input type="checkbox"/> No more than 400 ft. between sanitary MHs |

CITY OF BARDSTOWN
Subdivision Review Checklist



Submittals

- | | |
|---|--|
| <input type="checkbox"/> (2) Stamped & signed copies of all Plans | <input type="checkbox"/> Letter requesting Utility Service |
| <input type="checkbox"/> Detention Analysis (Include Checklist) | <input type="checkbox"/> Encroachment Permit |
| <input type="checkbox"/> Letter of Permission of Offsite Work | <input type="checkbox"/> KYTC Approval |
| <input type="checkbox"/> DOW approval | <input type="checkbox"/> Stormwater Maintenance Agreement |
| <input type="checkbox"/> Detailed EPSC Checklist | <input type="checkbox"/> Deed of Easement with exhibit or Amended Plat for all newly created easements |
| <input type="checkbox"/> Subdivision Agreement | |
| <input type="checkbox"/> SWPPP | |

Agreements & Permits

Prior to issuance of the Land Disturbance Permit

1. All plans must be approved by the City of Bardstown Engineering Department.
2. 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.

Once Land Disturbance Permit is issued, the Zoning Compliance and Building Permits can be obtained.

Prior to approval of the Final Plat for recordation, the following must happen:

1. A Subdivision Agreement must be signed by the owner and the City of Bardstown.
2. A Performance Bond must be provided to the City of Bardstown for any improvements not complete or operational. All improvements must be installed within the timeframe within the Subdivision Agreement.
3. A digital file with USGS coordinates of all as-built improvements including streets, sidewalks, stormwater facilities, water, sewer, sidewalks, and lot lines.

All improvements must be installed & operational prior to issuing a Certificate of Occupancy; this includes sidewalks, utilities, grading, etc. All detention facilities must also be certified by the designer and 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 _____