

## **Administratively Approved Site Plans**

1. Applications that fall under Administrative Approval authority shall still adhere to the Pre-Planning and Plans Review process established under [the Planning Commission Meeting Schedule](#).
2. For an application to be considered complete, you will need to submit a complete application to [waleed.albakry@shelbyvilletn.org](mailto:waleed.albakry@shelbyvilletn.org) before the submittal deadline which is available on our website. A complete application will have to include the filled-out application form, the site plan and a copy of the fee receipt. The e-mail will have to explain what you are applying for (name, zone, size of building and use of the building). A separate paper copy of the site plan is required to be sent directly to Shelbyville Power, Water and Sewer (SPWS), attention: John Freeman. The paper copy must be delivered to SPWS before the submission deadline.
3. After meeting all the requirements and addressed all the commnets from the relevant departments and agencies, the City Engineer will digitally sign each sheet of the PDF set of plans for the site plan.
4. The City Engineer will e-mail copies of the signed site plan PDF to the applicant, the Planning Department and the Public Works.
5. The City Enineer's signature block will include instructions to the applicant regarding contacting the Public Works Department to schedule a pre-construction meeting.
6. The applicant is required to bring 3 printed copies of the approved (signed by the City's Engineer) site plan to the preconstruction meeting.
7. The City Engineer's signature block will include a location for the Public Works Department to sign during the pre-construction meeting.
8. During the pre-construction meeting, a representative of the Public Works Department will sign the signature block to state that the the pre-construction meeting was held and to state the date the pre-construction meeting took place.
9. Assuming all other items are in good order at the pre-construction meeting, the Public Works Department will retain one set of the signed site plan for their own records.
10. The Public Works Department will also send one set of the signed site plan to Shelbyville Power, Water and Sewer.

11. The Public Works Department will leave the third set of the site plan drawings with the owner/developer.
12. Lastly, assuming all other items are in good order, the Public Works Department will issue the grading permit at the conclusion of the pre-construction meeting.

### **Site Plans Approved by the Planning Commission**

1. Applications that fall under the Planning Commission purview shall adhere to timeline established under [the Planning Commission Meeting Schedule](#).
2. For an application to be considered complete, you will need to submit a complete application to [waleed.albakry@shelbyvilletn.org](mailto:waleed.albakry@shelbyvilletn.org) before the submittal deadline which is available on our website. A complete application will have to include the filled-out application form, the site plan and a copy of the fee receipt. The e-mail will have to explain what you are applying for (name, zone, size of building and use of the building). A separate paper copy of the site plan is required to be sent directly to Shelbyville Power, Water and Sewer (SPWS), attention: John Freeman. The paper copy must be delivered to SPWS before the submission deadline.
3. The Planning Department will notify other Departments and relevant agencies of the decisions of the Planning Commission.
4. If a site plan application is approved, the City Engineer will e-mail copies of the signed site plan PDF to the applicant, the Planning Department and the Public Works Department.
5. The City Engineer's signature block will include instructions to the applicant regarding contacting the Public Works Department to schedule a pre-construction meeting.
6. The applicant is required to bring 3 printed copies of the approved (signed by the City's Engineer) site plan to the preconstruction meeting.
7. The City Engineer's signature block will include a location for the Public Works Department to sign during the pre-construction meeting.
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10. The Public Works Department will also send one set of the signed site plan to Shelbyville Power, Water and Sewer.
11. The Public Works Department will leave the third set of the site plan drawings with the owner/developer.
12. Lastly, assuming all other items are in good order, the Public Works Department will issue the grading permit at the conclusion of the pre-construction meeting.