

City of Shelbyville Subdivision Process

1. **Pre-liminary plat:** For an application to be considered complete, you will need to submit a complete application to Planning@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 plat and a copy of the receipt for the fees. The e-mail will have to explain what you are applying for (name, zone, number of lots, target date you have for going to the Planning Commission). A separate paper copy of the plat 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.
 - a. For the resubmittal and revisions within the pre-liminary stage, you will need to e-mail the revised submission in accordance with the deadline published on the website. You will need to explain in the e-mail that the revised submission reflects all the comments provided. If there are any comments that you did not address, then you are expected to identify which comments were not addressed and Why?
 - b. Similar to the first submission for the pre-liminary plat, you are required to submit a separate paper copy directly to Shelbyville Power, Water and Sewer (SPWS), attention: John Freeman. The paper copy must be delivered to SPWS before the submission deadline.
 - c. If there are any other changes required, then similar steps to the ones under subsections **a** and **b** above need to be followed.
2. **Construction stage:** The construction application does not go to the Planning Commission and therefore it is not subject to the submittal deadlines published on the website. Below is an outline of the process for the construction applications:

- a. For an application to be considered complete, a complete application must be submitted to Planning@shelbyvilletn.org. A complete application will have to include all the construction sheets. The e-mail that you send will have to explain what you are applying for (name, zone, number of lots). A separate paper copy is required to be sent directly to Shelbyville Power, Water and Sewer (SPWS), attention: John Freeman.
 - b. For the resubmittal and revisions within the construction stage, you will need to e-mail the revised submission. You will need to explain in the e-mail that the revised submission reflects all the comments provided. If there are any comments that you did not address, then you are expected you to mention which comments were not addressed and Why?
 - c. Similar to the first submission for the construction stage, you are required to submit a separate paper copy directly to Shelbyville Power, Water and Sewer (SPWS), attention: John Freeman.
 - d. If there are any other changes required, then similar steps to the ones under subsections **a and b** above (**Subsections a and b** under Section 2) need to be followed.
 - e. **Planning role in the Construction stage is limited and it is meant to streamline the process so at this stage if you have specific questions, you will be advised to reach out directly to the commenting department.**
3. **Final plat:** For an application to be considered complete, you will need to e-mail a complete application to Planning@shelbyvilletn.org before the submittal deadline which is available on our website. A complete submission will have to include the filled-out application form, the final plat and copy of the receipt for the fees. The e-mail that you send will have to explain what you are applying for (name, zone, number of lots, target date you have for going to the Planning Commission). A separate paper copy 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.

- a. For the resubmittal and revisions within the final plat stage, you will need to e-mail the revised submission in accordance with the deadline published on the website. You will need to explain in the e-mail that the revised submission reflects all the comments provided. If there are any comments that were not addressed, then it is expected that you **identify which comments were not addressed and Why they were not addressed?**
 - b. Similar to the first submission for the final plat, you are required to submit a separate paper copy directly to Shelbyville Power, Water and Sewer (SPWS), attention: John Freeman. The paper copy must be delivered to SPWS before the submission deadline.
 - c. If there are any other changes required, then the process under subsections **a and b** above (Subsections **a and b** under Section 3) will be repeated.
4. **Recording the plat:** After the approval by the Planning Commission and meeting all the requirements, you are required to submit **6 paper copies** to the Planning Department with all the required signatures (except for the signatures for the Director of Public Works and the Secretary of the Planning Commission). The Planning Department will arrange for these signatures and after that the Planning Department will arrange for having the final plat recorded at the Deeds Office