

**CITY OF PADUCAH, KENTUCKY
SITE PLAN REQUIREMENTS
December 2014**

Site plans and parking layouts, except on lots serving single-family dwellings, shall be submitted for approval consideration by the Planning and Zoning Administrator and the City Engineer. Upon approval of the site plan, a Permit for Development may be issued by the Building Inspector. A preliminary site plan meeting is recommended to discuss items that are applicable to each specific site plan.

ONE (1) copy of the site plan and (if applicable) **ONE (1) copy of a Stormwater Management Plan and/or Erosion Control Plan** shall be submitted to the Zoning Administrator with the following filling fee (non-refundable):

- **\$50.00 - Minor Site Plan**
- **\$100.00 - Full Site Plan with Stormwater and/or Erosion Control Plan**

SITE PLAN

Site plans shall be drawn to scale not to exceed **1" = 40'** (unless otherwise granted), depicting the following that are applicable to the site:

1. North arrow and Vicinity Map
2. Signature of person preparing plan – (stamp if applicable)
3. Name of property owner and source of title (deed book information)
4. **Property Owner's signature with Owner's typed name.**
5. Draw to engineers scale not to exceed **1" - 40'**, unless otherwise granted. Full size Site Plan sheet(s) shall be on **24" x 36"** sheet(s).
6. Horizontal control points on site plans submitted to the City of Paducah shall be referenced to the Kentucky State Plane Coordinate System, South Zone (1602), NAD 83 in US survey feet, or latest revision or adjustment used by MAP-GIS.
7. Depict the proposed drainage network for this entire development, including the surface drainage flow lines, drop box inlets/catch basins, all existing and proposed pipe sizes, type, flow direction, open channels, and the proposed connection point to the City's storm system. All roof drains shall be collected and piped to the nearest parking drop box inlet. If it is required for drainage, it shall be defined on the site plan.
8. Vertical Control/Elevations shown depicting the existing and proposed drainage network (i.e. contours, spot elevations, invert elevations, etc.) shall be on NGVD29 or NAVD88. The vertical datum to be used shall be determined by the vertical datum used for the most recent FIRM and source of datum indicated/noted on the plan. The City of Paducah Engineering and Public Works office will no longer review site plans based on a randomly determined vertical datum.
9. Indicate address, street name, lot and block number, and right of way width of the adjacent street(s) and/or alley(s), as obtained from the office of the City Engineer.
10. Zoning District
11. Lot Dimensions including:
 - a) Dimensions of lot boundaries, building setbacks, building site and existing buildings.
 - b) Location of all porches, decks, patios, loading docks, etc. with accurate dimensions.
 - c) Calculate total square footage of lot and note on site plan.

12. Layout of off-street parking and loading spaces; maneuvering areas, and driveways:
 - a) All parking spaces and loading/unloading areas shall be in compliance with Section 126-71 of the Paducah Zoning Ordinance.
 - b) Indicate any improvements within the City right of way, including driveway entrances, sidewalks, curb & gutters that are existing or proposed. All locations and widths of existing or proposed entrances and exits in accordance with 126-71 should be depicted. Existing driveway entrances that will not be used for access shall be removed, and curb and gutter or a ditch line shall be installed to match existing. Developer is responsible for all costs associated with this construction. Typical sections/details shall be shown for all proposed construction within the City right of way. All work within the City right of way shall require a permit for work in the right of way obtained from the City Engineer.
 - c) Indicate traffic flow patterns and location and type of traffic control devices if applicable.
13. Location of Site Triangles
 - a) Per section 126-65 Paducah Zoning Ordinance - Corner Lots
 - b) Per section 126-71 Paducah Zoning Ordinance - Ingress/Egress
14. Buffer screen in or abutting a residential zone (applies to parking lots, commercial and industrial developments). Lighting plan and details for developments located in or adjacent to residential districts.
15. Easements (if any) shall be shown. Identify the type of easement and recorded information.
16. Location of all significant utility lines and names of utility companies serving site.
17. Location and size of existing and proposed sanitary and storm sewer lines. Indicate the location of the sewer line on private property and on City right of way. Location of monitoring manhole, if needed, should be depicted.
18. Location and type of proposed refuse collection container.
 - a) Dumpsters require a minimum of a 10' X 30' X 8" reinforced concrete pad
 - b) If enclosed, access door must be not less than 12' wide
19. Location, size and type of free standing commercial advertising signs.
 - a) Signs shall be per Section 126-76, Paducah Code of Ordinances
 - b) Signs exceeding 40' in height require engineering design on footing
20. Locate and identify floodplain boundaries.
21. If 10,000 square feet or more of impervious area depict the location of the storm water detention system as prepared by a Kentucky Registered Professional Engineer per Section 50, Paducah Code of Ordinances.
22. For projects of one (1) or more acres a Soil Erosion Control Plan shall be submitted for approved by Engineering Department

STORMWATER CONVEYANCE AND MANAGEMENT FACILITIES

In accordance with the requirements in City of Paducah Chapter 50 – Article III, Stormwater Conveyance and Management shall apply to the following:

- All land disturbing activities and all development or re-development activities that disturb an area greater than or equal to one (1) acre.
- Sites that are smaller than one (1) acre may also be covered by these regulations if they are a part of a larger common plan of development or sale.
- Any nonresidential development for which the area paved and under roof is equal to or greater than 10,000 square feet.

One (1) Copy of the Stormwater Management Plan, prepared by a Kentucky Registered Professional Engineer, (stamped and signed) and **signed by the Property Owner** shall be submitted with the site plan in accordance with Chapter 50 Article III of the Paducah Code of Ordinances. The Stormwater Management Plan shall provide for properly sized stormwater conveyance facilities capable of controlling increased runoff relative to its pre-developed condition. Stormwater management facilities shall be designed to retain the difference in the pre-development and post-development ten-year, 24-hour storm event. The submittal shall include, but not be limited to, the following:

1. **Certification signed by the Property Owner, stating ownership, operation, and maintenance responsibilities for all privately owned stormwater management control structures during and after development.**
2. All calculations, assumptions and criteria used in the design of the stormwater management facility for the pre-development and post-development ten-year 24 hour storm event and the pre-development and post-development 100-year storm event. For a detail listing of required design calculations see Section 50-155 (3).
3. All information relative to the design and operation of emergency spillways. Emergency spillways shall be designed to pass the 100-year storm and retain the 10-year storm.
4. Site plan with the following additional information:
 - a) Pre-development and post-development conditions, such as buildings, structures, driveways, parking areas, impervious areas, etc.
 - b) Indicate previous and proposed contours and/or elevations of the site. Surface drainage flow lines shall be depicted. Identify all key spot elevations indicating peaks, valleys, high points, flowline of gutters at entrance locations, edge of pavement adjoining the site, etc. Show any contributing drainage areas that may affect the site drainage pattern. This information is vital to the review process of the stormwater.
 - c) Depict the proposed drainage network for this entire development, including surface drainage flow lines, drop box inlets/catch basins, all existing and proposed pipe sizes, type, flow direction, open channels, and the proposed connection point to the City's storm network.
 - d) Location dimensions and design details required for the construction of all facilities.
 - e) Proposed location of stormwater detention system and emergency spillways.
 - f) Location of property corners and other necessary reference markers placed on the property by a competent surveyor or professional engineer.
5. A description of the operation and maintenance needs for the stormwater management facilities. For all developments requiring stormwater control facilities, ownership and maintenance responsibilities remain with the property owner/developer.
6. Project specifications relative to erosion and sedimentation control. (Refer to Best Management Practice for Construction Activities prepared by the Kentucky Natural Resources and Environmental Protection Cabinet for design guidelines associated with erosion and sediment control.)
7. Evidence of the recording of all privately owned stormwater deed restrictions, easements, and rights-of-way.
8. Prior to final approval of the development, the Kentucky Registered Professional Engineer must submit certification that the stormwater management and conveyance facilities were constructed in accordance with the approved plan.

EROSION PREVENTION AND SEDIMENT CONTROL

In accordance with the requirements in City of Paducah Chapter 50 – Article IV, Erosion Prevention and Sediment Control shall apply to the following:

1. All land-disturbing activities including development and redevelopment activities that disturbs an area greater than or equal to one (1) acre.

2. Sites that are smaller than one (1) acre may also be covered by these regulations if they are a part of a larger common plan of development or sale as defined by Chapter 50 Article IV of the Paducah Code of Ordinances.
3. Land-disturbing activities of less than one acre that have the potential to negatively impact local water quality, sensitive areas, or result in a nuisance to the public. This determination will be made at the sole discretion of the City Engineer or his designee.

EPSC PLAN

1. Submit **One (1) Copy of** a completed EPSC plan, prepared by a Kentucky licensed Professional Engineer, (stamped and signed) to the City Engineer for review in accordance with the City of Paducah Code of Ordinances Chapter 50 – Article IV, Erosion Prevention and Sediment Control and in accordance with the most recent KPDES Stormwater General Permit.
2. **Certification signed by the Property Owner, approving the EPSC Plan as submitted and agreeing to implement said plan as approved by the City Engineer.**
3. Include with the EPSC Plan a Stormwater Pollution Prevention Plan (SWPPP) done in accordance with the requirements of Part II of the KPDES Permit No.: KYR100000. Details and standard drawings for the BMPs shall be included.
4. The design, testing, installation, and maintenance of erosion protection and sediment control operations and facilities shall adhere to the criteria, standards, and specifications as set forth in the most recent version of the Kentucky Erosion Prevention and Sediment Control Field Guide.

EPSC PERMIT/LAND DISTURBANCE PERMIT/GRADING PERMIT

1. Apply for an EPSC Permit/Land Disturbance Permit (LDP)/Grading Permit (GP) with City of Paducah as outlined in City of Paducah Code of Ordinances Chapter 50-Article IV Sec. 50-174. This EPSC Permit does not exempt the Permittee from obtaining coverage from the Kentucky Division of Water under the KPDES stormwater general permit.
2. Certification signed by the Permittee on the EPSC Permit certifying that all land disturbance construction and associated activity are done to the approved plans and Chapter 50 Article IV.
3. Certification on the EPSC Permit signed and stamped by a Kentucky licensed Professional Engineer stating that the measures in the plan are designed to control, erosion, retain sediment on the site, and manage storm water in a manner that is in compliance with the requirements contained in the City of Paducah Code of Ordinances Chapter 50.

NOTICE OF INTENT (NOI)

The person responsible for construction activities that disturbs one (1) acre or more shall file a Notice of Intent (NOI) with the Kentucky Division of Water to comply with provisions under the KPDES Storm Water General Permit for storm discharges. A copy of the completed NOI shall be forwarded to the office of the City Engineer.

NOTICE OF TERMINATION (NOT)

1. After all construction has been completed, a Notice of Termination (NOT) with the Kentucky Division of Water to comply with provisions under the KPDES Storm Water General Permit for storm discharges.
2. A Notice of Termination (NOT) shall be filed with the City Engineer's Office when all Permit Requirements have been completed, final stabilization has been achieved and their facilities no longer have any storm water discharges. The NOT can also be filed if another party has assumed control over a portion or all areas of the site previously permitted and new permits have been issued to the party assuming control. The City Engineer's office will complete a final inspection of the site and may release the surety in full or grant a partial release.