

City of Berea Site Development Plan Review Checklist

City of Berea Codes & Planning uses OpenGov online permitting portal. Applications shall be submitted through the online portal and plan approval can be tracked here. Upon submitting all required plans, calculations, and applicable fees, the Development Plan will be emailed to the Development Review Team (DRT) and a meeting will be scheduled, typically within two weeks of submittal. The DRT meeting is held via zoom, and it is the opportunity for the designer and developer to work out final details for zoning, utilities, engineering, etc. The meeting notes and plan deficiencies will be uploaded to OpenGov following the meeting. If changes are necessary, revised plans shall be uploaded to OpenGov for review. Once approved, it is the responsibility of the owner or designer to obtain all required signatures with the exception of Approving Authority, City Engineer, and GIS Coordinator; these signatures will be obtained for you.

The following items shall be included in the submittal packet:

- 1) Completed application.
- 2) Applicable review fees.
- 3) A PDF version of the development plan on a scaled drawing not greater than 1" = 100' and shall include, at a minimum, the following information:
 - a) A title block in the lower right-hand corner containing:
 - i) "Development Plan"
 - ii) Project Name
 - iii) Address of property
 - iv) Name and Address of Owner / Developer
 - v) Date prepared
 - vi) Written Scale
 - b) Name and address of KY Licensed Professional Land Surveyor including Stamp.
 - c) Name and address of KY Licensed Professional Engineer including Stamp.
 - d) Date subject property was subdivided into present configuration with subdivision name, lot number and recording information.
 - e) Purpose for which site is dedicated and any reservations.
 - f) Vicinity Map at a scale of 1" = 2000'.
 - g) North Arrow and Graphic Scale (not smaller than 1" = 100').
 - h) Width, location, and record source of adjoining street right-of-way.
 - i) Lengths and bearings of property lines, including identification of monuments.
 - j) Owner name and record source of adjacent properties.
 - k) Zoning of the subject property and adjacent properties.
 - l) Easements located on or adjacent to the subject property and proposed easements to be continued, created, enlarged, relocated, or abandoned.
 - m) Utilities, to include the location of existing and proposed water (including fire hydrants), sanitary sewer, storm drainage lines (indicating pipe size), electric, natural gas service, and detail for utility crossing.
 - n) Outlines of existing and proposed buildings and structures on the site indicating ground floor area (footprint), total floor area of each structure, finish floor elevation, height of each structure, and proposed use of each structure.
 - o) Parking spaces including dimensions, ADA Accessible parking, and loading / unloading areas.
 - p) Distance between buildings (on-site).
 - q) Setback lines per the appropriate zoning district from property lines to the nearest point of building(s).
 - r) Site Statistics to include:

- i) Area of subject property (square feet and acres)
- ii) Zoning
- iii) Number of dwelling units in existing and proposed structure(s) including number of bedrooms, if applicable
- iv) Number of off-street parking spaces provided and required (including ADA spaces)
- v) Proposed structure square footage
- vi) Lot coverage percentage
- s) Buffer and landscape areas.
- t) Existing topography and delineation of proposed topographical changes shown by contour with intervals not to exceed five (5) feet.
- u) Floodplain boundaries and disclaimer statement. Disclaimer statement must include the panel number of the Flood Insurance Rate Map (FIRM).
- v) Location of pertinent natural features, if applicable.
- w) Location of existing private cemeteries, if applicable. If applicable add the following note:
 (1) Cemetery Note: KRS 381.697(2) "Private owners may not desecrate." Common law provides access to direct descendants.
- x) Dimension and radius of driveway entrances and driving lanes.
- y) Curbs, existing and proposed.
- z) Sidewalks, existing and proposed.
- aa) Proposed location of signage.
- bb) Construction Route (to construction entrance).
- cc) Solid Waste Service, location of dumpster, and details of enclosure.
- dd) Location and design of Cluster Box Units (CBU's) for United States Postal Service delivery.
- ee) Acceleration/Deceleration lanes (if required).
- ff) Certification Blocks (Certification blocks can be found in the Land Management and Development Ordinance, Appendix H).
- 4) A PDF of the Civil Design Plans (Construction Plans) signed and stamped on a scaled drawing no larger than 24"x36" to include, at a minimum, the following information:
 - a) Cover Sheet
 - b) Existing Conditions Survey
 - c) Demolition Plan (if applicable)
 - d) Site Layout Plan
 - e) Grading and Drainage Plan
 - f) Erosion Control Plan
 - g) Notes
 - h) Landscape and Buffer Plan
 - i) Detail Sheet(s).
- 5) Hydraulic Study Analysis including calculations, Detention Pond Design Checklist, and narrative detailing the water quantity and water quality considerations of the designed system and its components (reference Stormwater Design Manual) including calculations for the 10 year – 24 hour, 25 year – 24 hour, and 100 year – 24 hour storms.
- 6) Traffic Impact Study (if applicable).

Prior to issuance of certificate of occupancy for the structure, an as-built drawing and Post-Construction Detention Checklist shall be submitted, both of which shall be certified by the design engineer for accuracy and conformance with the approved design.