**INFRASTRUCTURE DEVELOPMENT PROCESS**

### Responsibilities

**LFUCG**
- **Developer/Engineer**
- **Contractor**

### START

1. Determine project type:
   - New Development (Commercial/Residential), Demolition, or Redevelopment.

2. Construction:
   - KDOW KRY10 (General or Individual)
   - LFUCG LDP
   - LFUCG Urban Forester

3. Roadway:
   - KYTC Right-of-Way Encroachment
   - LFUCG Street Cut Permit
   - LFUCG Lane Blockage Permit

4. Sanitary Sewer:
   - KDOW Form S-1a for Sanitary Sewer Construction
   - LFUCG Sewer Tap-On Application (CAP)

5. Building / Structures:
   - Kentucky Division of Housing, Buildings and Construction Plan Review

6. Private Utilities Coordination:
   - Kentucky American Water Company
   - Potable Water Design - Lexington Fire Dept. Fire Hydrant Submittal
   - Spectrum/Meotronet/Ministream: Telecommunications Design
   - Columbia Gas: Natural Gas Design

7. Submit construction documents, ESC Plan/ SWPPP, design calculations, Stormwater Management Plan, signed IDA, Compliance Statement, and other required documents to DOE in accordance with the Engineering Manuals.

8. Prepare construction documents, and an ESC Plan/SWPPP, in accordance with the Subdivision Regulations, Zoning Ordinance, Engineering Manuals, and Standard Drawings. Note that construction documents will be required for many of the permits/submittals listed above; coordinate all permits and submittals with the project schedule.

### Footnotes:

1. The project type may help determine if Planning and Zoning approvals are required prior to design. The project type will determine the level of water quality control requirements. If the project is an LFUCG Capital project, specific requirements of the project should be discussed with the project manager.

2. Refer to the Division of Planning for detailed information.

3. Public infrastructure is defined as roads, sanitary sewer facilities, and stormwater facilities designated as public infrastructure by the Department of Planning, Preservation, and Development. An Infrastructure Development Agreement (IDA) will be required for projects that contain public infrastructure. Refer to the Procedures Manual for detailed information.

4. The Developer/Engineer is responsible for ensuring all required permits are obtained prior to construction. This list is not all inclusive. It contains permits or submittals that are typically encountered during development projects in Lexington-Fayette County.

5. The Engineer shall prepare an ESC Plan or SWPPP, based on the project type, in accordance with LFUCG Code of Ordinances Ch. 16 Article X Div. 5 for specific requirements. Note the Contractor may use the ESC Plan/SWPPP prepared by the Engineer; however, the Contractor assumes full responsibility for the plan once submitted.


### LIST OF ACRONYMS:

- **BMP** – Best Management Practice
- **CAP** – Capacity Assurance Program
- **DBI** – Division of Building Inspection
- **DES** – Division of Environmental Services
- **DOE** – Division of Engineering
- **DWQ** – Division of Water Quality
- **ESC** – Erosion and Sediment Control
- **FEMA** – Federal Emergency Management Agency
- **IDA** – Infrastructure Development Agreement
- **KAWC** – Kentucky American Water Company
- **KDOW** – Kentucky Division of Water
- **KHBC** – Kentucky Housing, Buildings and Construction
- **KYR10** – Kentucky General Construction Permit
- **KYTC** – Kentucky Transportation Cabinet
- **LDP** – Land Disturbance Permit
- **LFUCG** – Lexington-Fayette Urban County Government
- **NFP** – National Flood Insurance Program
- **DOE** – Department of Energy
- **NOI** – Notice of Intent
- **NOV** – Notice of Violation
- **SWPPP** – Stormwater Pollution Prevention Plan
- **USACE** – United States Army Corps of Engineers

### Submit permit applications to all agencies including but not limited to KDOW, USACE, KHBC, KYTC, and private utilities or other project specific agencies. Some permit approvals may be required by DOE during plan review.

### Footnotes:

1. DOE Conduct an administrative review of the construction documents within ten working days of receiving the plans to verify that all items have been submitted. Are the plans acceptable to DOE?

2. **DOE** Accept plans. Send submission to DOE in accordance with the Engineering Manuals.

3. If site >= 1 acre, apply for KRY10 Permit from KDOW using online Notice of Intent (NOI) Application found on KDOW website.

4. **DOE** Review LDP submittal. Is application ready to accept?

5. **DOE** Conduct a pre-construction meeting (if required) and authorize installation of the Erosion and Sediment Control BMPs.

6. **DOE** Conduct inspections of the ESC BMPs and issue NOVs to achieve compliance. Cases may be referred to DES for escalating enforcement if deficiencies are not corrected through NOV process.

7. **DOE** Conduct inspections in accordance with the Engineering Manuals. Submit inspection reports to DOE in accordance with the Engineering Manuals.

8. **DOE** Inspect BMPs and notify DOE when compliant. Install initial BMPs in accordance with ESC Plan/SWPPP.

9. **DOE** Conduct inspections of the ESC BMPs and issue NOVs to achieve compliance. Cases may be referred to DES for escalating enforcement if deficiencies are not corrected through NOV process.

10. **DOE** Conduct inspections in accordance with the Engineering Manuals.

11. **DOE** Review LDP submittal. Is application ready to accept?

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13. **DOE** Review LDP submittal. Is application ready to accept?

14. **DOE** Review LDP submittal. Is application ready to accept?

15. **DOE** Review LDP submittal. Is application ready to accept?

16. **DOE** Review LDP submittal. Is application ready to accept?

17. **DOE** Review LDP submittal. Is application ready to accept?

18. **DOE** Review LDP submittal. Is application ready to accept?

### At the end of construction, submit the following to DOE:

- Letter of substantial completion and punch list
- Test results and inspection reports
- Record drawings
- Engineer’s certification of sediment removal & design volume
- Commercial Agreement to Maintain Stormwater Controls
- Video of the storm sewers, sanitary sewers and table of laterals
- Performance/Warranty Surplus with cost estimate

### Building Permit and Certificate of Occupancy

- For projects that involve recording a plat, DOE will sign the plat only after receiving the above information. DIB will issue Building Permits once the plat is signed.
- For projects that do not involve a plat, DIB will issue a Certificate of Occupancy only after DOE receives the above information.

### List of Acronyms:

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- **LDP** – Land Disturbance Permit
- **LFUCG** – Lexington-Fayette Urban County Government
- **NFP** – National Flood Insurance Program
- **NOT** – Notice of Termination
- **NOV** – Notice of Violation
- **SWPPP** – Stormwater Pollution Prevention Plan
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### Footnotes:

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