APPLICATION FOR DEVELOPMENT / PRELIMINARY PLAT APPROVAL

1. Name of Applicant _____

Address _____

Phone _____

2. Name of Surveyor or Engineer _____

Address _____

Phone _____

3. Name of Subdivision _____

4. Location Description _____

(in addition, please attach a copy of legal description)

5. Proposed Use_____

6. Proposed Land Use Designation_____

7. Proposed Land Use Changes_____

8. Number of Lots_____Smallest lot: No._____Sq Ft._____Area of Tract_____

9. Number of Acres_____

10. Do you propose deed restrictions_____(yes/no)

11. What type of sewage disposal is proposed?_____

12. List all proposed improvements and utilities:

	Section Number	Item
a.	_____	_____
b.	_____	_____
c.	_____	_____

d. _____ _____

e. _____ _____

13. Waivers requested from plat or design requirements:

	Section Number	Item
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____

14. List other materials submitted with this application

a. _____

b. _____

c. _____

d. _____

e. _____

_____ _____

Signature of Applicant Signature of Engineer/Surveyor

Date_____ **Fee**_____

FOR OFFICIAL USE ONLY

Date Received_____ Received by_____

Date of Meeting of Planning Commission _____

Action by Planning Commission:

Status: Approved

_____Rejected, reason(s) for rejection_____

_____

_____

_____

Date_____ Chairperson Signature_____

APPENDIX D

PLAT REQUIREMENTS CHECKLIST

This checklist will be used for preparing any of the three (3) types of plats (Minor, Preliminary, and Final). The following information shall be included (unless accompanied by a written request for waiver) for any of the plats in which the block does not have an "N/A" inside it. Please place an "X" in the corresponding box in the respective column (**M** – Minor, **P** – Preliminary, and **F** – Final) to the right to show that you have included that item on the plat. Upon completion, please sign and date the appropriate spaces at the end and include this checklist along with your application upon submission to the Administrative Official.

		M	P	F
A.	Name of subdivision, date, label, type of plat, graphic scale, north arrow, acreage to be divided, purpose of plat.	☐	☐	☐
B.	Name, address and telephone number of property owner, sub-divider (if other than owner), and developer.	☐	☐	☐
C.	Name, address, and seal of the registered professional engineer or land surveyor responsible for preparation of the plan and supplementary plans.	☐	☐	☐
D.	Names of adjacent property owners of record and abutting subdivisions and streets.	☐	☐	☐
E.	Vicinity sketch map, at a scale of two thousand (2,000) feet per inch or greater, showing the subject property and surrounding land within one-half (1/2) mile, and including existing roads with at least one intersection of common reference, scale, north arrow, and an outline of the subject property. Boundary lines and streets in adjacent developments shall be shown, along with how they will connect with streets in the proposed sub-division to assure the most advantageous development. Existing and prepared shopping facilities, schools, and parks should be designated.	☐	☐	☐

		M	P	F
F.	The proposed subdivision shall be shown at a scale of not less than one hundred (100) feet per inch (except where sheet size is prohibitive). Boundaries of the tract will be drawn showing approximate bearings and distances.	☐	☐	☐
G.	The plat will show physical features, including streams, wooded areas, existing structures, ponds, and sink holes.	☐	☐	☐
H.	Existing topographic contours at an interval of not greater than ten (10) feet shall be shown for the subject property. Where topographic conditions warrant, a contour interval of five (5) feet may be required. Contours shall be shown on all plats.	☐	☐	☐
I.	Obtain, and submit with the plat, a properly signed State Highway Encroachment Permit, if the property fronts on a state highway.	☐	☐	☐
J.	Location, dimensions, and names of existing streets, railroads, easements, municipal boundaries, or other public properties, and significant features shall be shown within and adjacent to the plat for a minimum distance of two hundred (200) feet.	☐	☐	☐
K.	Location of existing sewers, fire hydrants, water mains, storm drains, and power transmission lines with capacities (as applicable).	☐	☐	☐
L.	Location, right-of-way, and pavement width of proposed streets, fire hydrants, and utility and drainage easements laid out according to sound planning principles. All streets and private drives that will enter onto a county road shall require the review and signature of the County Road Supervisor.	☐	☐	☐

		M	P	F
M.	Radii of streets, points of curvature, lengths of arcs.	N/A	☐	☐
N.	Street names selected so as not to duplicate any other within the County.	N/A	☐	☐
O.	Layout of proposed parcels of land including dimensions of lot lines, lot numbers, and front, side, and rear building setback lines may be written in on the deed. Lot or parcels shall be laid out according to sound planning principles.		☐	☐
P.	Designation and acreage of all parcels and areas to be used for non-residential purposes, including parcels reserved or dedicated for public use and utility installations. All such parcels shall be assigned parcel numbers.		☐	☐
Q.	Location of monuments and pins, which shall be placed at the intersection of property lines, the intersection of street center lines, changes in street direction, and the intersections and angles of the subdivision boundary.		☐	☐
R.	Note indicating the lot number and area in square feet of the smallest lot in the subdivision.	N/A	☐	☐
S.	Subdivision plats being submitted for industrial or commercial development shall include additional information as required by the Planning Commission.	N/A	☐	☐

M P F

T. Floodplain Development. Chapter 151 of the Kentucky Revised Statutes requires approval from the Kentucky Division of Water & the Madison County Administration prior to any construction or other activity in or along a stream that could in any way obstruct flood flows. This construction activity includes, but is not limited to; construction or reconstruction of any dam, embankment, levee, dike, bridge, fill or other obstruction in the floodplain of any stream in the Commonwealth; residential and non-residential structures and remodeling of the same, including mobile and manufactured homes and historic structures. No new residential structures may be constructed in a floodway. Nothing can be placed in a floodway that will cause any rise is Base Flood Elevations. Engineering Analysis is required.

SUPPLEMENTARY PLAT REQUIREMENTS

The following items of supplementary information shall be submitted with, and considered as part of, the plat (as applicable)

A. Copy of completed subdivision application form.

B. Description of physiographic characteristics, including soil types, slope, permeability rates, ground water, depth to bedrock, sinkholes, flood frequency.

C. Statement of deed restrictions and protective covenants, if any.

D. Typical street-cross sections showing roadbed construction, curbs, gutters, sidewalks, and relationship of underground utilities. N/A

E. Plans for showing provisions for domestic water supply. The water system shall include a statement that there is adequate water supply and pressure to support the proposed development. N/A

		M	P	F
F.	Drainage/Soil Erosion Control Plan. The developer shall indicate (on a supplemental attachment) the plan for controlling drainage and soil erosion both during and upon completion of development. The location and specifications of such controls as silt fences, staked by hay bales, detention ponds, etc. shall be shown. The drainage plan shall include contours, location and size of culverts, retention/detention ponds, and other drainage structures, and calculations of runoff estimates before and after development. The plans will show certification of approval by a representative from the local Natural Resources Conservation Service office. Erosion control measures will be emplaced in conjunction with initial site preparation activities.	N/A	☐	☐
G.	Certification on plat showing that streets and utilities have been approved by the appropriate agencies and conform to general requirements and minimum standards of design. Property fronting on a state or federal highway must receive approval from the State Highway Department of Transportation for ingress and egress. Property fronting on a county road must receive approval from the County Road Supervisor for ingress and egress. Street light may be required.		☐	☐
H.	Certification on plat of title showing that the applicant is the owner, and a statement by such owner dedicating streets, rights-of-way, and any other sites for public use. See appropriate form.		☐	☐
I.	Copy of site evaluation application from County Health Officer. A plan for sanitary sewage disposal will be shown. Certification on plat by the County Health Officer when individual sewage disposal or water systems are to be installed.		☐	☐
J.	Certification on plat surveyor or engineer as to the accuracy or survey and plat. See appropriate form.		☐	☐

	M	P	F
K. Certification that the sub-divider has complied with one of the following alternatives:	N/A	☐	☐
1. All the improvements have been installed in accordance with the requirements of these regulations,			
or			
2. A security bond, certified check, or irrevocable letter of credit has been posted with the Administrative Official in sufficient amount to assure such completion of all required improvements. Sufficient amount is determined by the developer's engineer.	N/A	☐	☐
L. Certification on plat by the Chairman of the Planning Commission that the plat has been approved for recording in the office of the County Clerk.		☐	☐
M. Certification on plat by the County Clerk that the plat is accepted for filing and recording.		☐	☐

I hereby certify that I have addressed all of the applicable minimum requirements for the subdivision of land, I further understand if all items are not properly addressed, this plat will not be reviewed by the Planning Commission.

_____

Signature ***Date***