

**Procedures & Requirements
for filing
Application for Final Plat Approval**

Submit application/checklist to office staff including:

- Plat prepared by a surveyor or engineer to state guidelines. If plat is larger than 11x17 please furnish 9 copies. Staff request a digital set for records.
- Provide name and address for all adjoining property owners.
- Applicable fees are to be paid with the application filing.

A Public Hearing will be scheduled. (Generally set within twenty days of the application being filed to allow for appropriate notice time as set forth in the Kentucky Revised Statute 100.)

Notice will be sent to adjoining property owners of the hearing date as well as be published in the local newspaper.

Applicant or a Legal Representative of the applicant must attend the public hearing for clarification on any areas of the application the board may have questions about.

SPENCER COUNTY FINAL PLAT APPLICATION / CHECKLIST
(To be filed with the Planning & Zoning Commission)

Name of Subdivision _____

Date of Preliminary Approval _____

Location _____

Owner(s) _____ Telephone _____

Address _____

Email Address _____

Engineer/Surveyor _____ Telephone _____

Address _____

Email Address _____

Date Submitted _____ Meeting Date _____

Checklist completed by _____

INFORMATION AND DOCUMENTATION CHECKLIST

FINAL PLAT

_____ The Final Plat shall be drawn in ink on tracing cloth or equally durable material that is eighteen by twenty-two (18 X 22) inches or thirty-six by forty-four (36 X 44) inches and shall be at a scale of either fifty (50') feet to the inch or one hundred (100) feet to the inch. Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. For large subdivisions the Final Plat may be submitted for approval progressively in contiguous sections satisfactory to the planning commission. The Final Plat shall show the following:

_____ Primary Control Points, approved by the city and county Engineer, or descriptions and "ties" to such control points, to which all dimensions, angels, bearing, and similar data on the plat shall be referred.

_____ Tract boundary lines, right-of-way lines of streets, easements, and other right-of-way (ROW) and property lines of residential lots and other sites; with dimensions in feet and hundredths of a foot, bearings or deflection angels, and radii, arcs, and central angels of all curves.

_____ Location, size, and invert elevation of all sanitary, storm, and combined sewers and the location of all manholes, inlets, and culverts.

_____ Name and right-of-way width of each street or other right-of-way.

- _____ Location, dimensions and purpose of any easements.
- _____ Number to identify each lot or size.
- _____ Purpose for which sites, other than residential lots, are dedicated or reserved.
- _____ Minimum Building setback line on all lots and other sites.
- _____ Location and description of monuments: One to be placed at each corner and at each change in direction of the boundary; two to be placed at each street intersection; and one at the beginning and end of curves on one side of the street.
- _____ Names of record owners of adjoining un-platted land.
- _____ Reference to recorded subdivision plats of adjoining platted land by record name, date and number.
- _____ Certification by surveyor or engineer certifying to accuracy of survey and plat.
- _____ Name and address of the Owner; certification of title showing that applicant is the land owner or his authorized agent.
- _____ Statement by owner dedicating streets, right-of-way and any sites for public use.
- _____ Notation stating:
 - _____ title
 - _____ acreage
 - _____ number of lots
 - _____ key map showing the location of tract
 - _____ graphic scale
 - _____ north point
 - _____ date
- _____ Signature Blocks for:
 - _____ City or County Engineer
 - _____ the Chairman of the Planning Commission
 - _____ Health Officer

Cross Sections and Profiles.

- _____ Cross Sections and Profiles of Streets as Approved by City or County Engineer, including existing and proposed grades and culvert locations with invert elevations and sizes. The profiles shall be drawn to City and County standard scales and elevations, and shall be based on a datum approved by the City Engineer.

A Certificate by the City or County Engineer.

A certificate by the City or County Engineer certifying that the Sub-divider has complied with one of the following alternatives:

- ___ (a) all improvements have been installed in accord with the requirements of these Regulations,
- or
- ___ (b) a bond or certified check has been posted in the amount determined to assure such completion of all required improvements.

Protective Covenants.

_____ A copy of any protective covenants that will be imposed as a condition of sale by the present owner.

Certification of Water & Sewer Facilities.

1. _____ When connection to public water or sewer facilities is proposed, assurance of the availability of such service must be presented to the Planning Commission before approval of the final plan. This assurance may be on the final plan, signed by a responsible officer or authority concerned indicating its ability and willingness to make sure service available.
2. _____ When on-lot sewage disposal facilities are proposed, a satisfactory County Health Department feasibility report from the County Health Officer must be received by the Planning Commission before approval of the final plan except as follows.
 - (a) When the subdivision contains no lots under two (2) acres in area.
 - (b) When on-lot sewage disposal systems are already installed and operating in a satisfactory manner on all lots under two (2) acres in area shown on the plan.

****Revised request from the North Central Health District available in the office****

Certification of Highway Entrances.

_____ When an entrance on a public highway is proposed, assurance of the Approval from Spencer County Highway Department and/or Kentucky Department of Transportation must be presented to the Planning Commission before approval of the final plat. This assurance must be placed on the plat and signed by the Spencer County Highway Department and/or the Kentucky Department of Transportation.

Other Data.

_____ Such other certificated, affidavits, or endorsements as may be required by the Planning Commission in the enforcement of this Ordinance.

Signature

Date

Staff Member

For Office Use Only

Approval Given _____

Refused/Grounds for Refusal _____

Any Requested Variances Granted Subject to Approval by Zoning Board of Adjustment _____

Zoning Board of Adjustment Approval Received _____

Date of Action of Planning Commission _____

Planning Commission Chairman _____

Fee \$ _____ () Check # _____ () Cash