

**Procedures & Requirements
for filing
Application for Preliminary 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 PRELIMINARY APPLICATION / CHECKLIST

(To be filed with the Planning & Zoning Commission)

Name of Subdivision _____

Location _____

Owner(s) _____ Telephone _____

Address _____

Email Address _____

Engineer/Surveyor _____ Telephone _____

Address _____

Email Address _____

Date Submitted _____ Meeting Date _____

Checklist completed by _____

INFORMATION AND DOCUMENTATION CHECKLIST (Article VI, Pg's 130, 131, 132 & 133)

Section 603

TOPOGRAPHIC DATA:

Topographic data required as a basis for the Preliminary Plat, in Section 604 below, shall include existing conditions as follows except when otherwise specified by the Planning Commission.

_____ Boundary lines: bearings & distances

_____ Easements: location, width & purpose

_____ Streets on, adjacent to & within 400 feet of any part of the tract: name and ROW width and location; type, width and elevation of surfacing; and legally established centerline elevation; walks, curbs, gutters, culverts, etc.

_____ Utilities on & adjacent to the tract: Location, size and invert elevation of sanitary, storm and combined sewers; location and size of water mains; location of gas lines; fire hydrants, electric and telephone poles, and street lights; if water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and size of nearest ones, showing invert elevation of sewers.

_____ Ground elevations on the tract, based on a datum plane approved by City or County Engineer: for land that slopes less than approximately two (2) percent show spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than one hundred (100) feet apart in all directions; for land that slopes more than approximately two (2) percent either show contours with an interval of not more than five (5) feet if ground slope is regular and such information is sufficient for planning purposes, or show contours with an interval of not more than two (2) feet if necessary because of irregular land or need for more detailed data for preparing plans and construction drawings.

_____ Subsurface conditions on the tract, if required by the Planning Commission: location and results of tests made to ascertain subsurface soil, rock and ground water conditions; depth to ground water unless test pits are dry at a depth of five (5) feet; location and results of soil percolation tests if individual sewage disposal systems are proposed.

_____ Other conditions on the tract: water courses, marshes, rock outcrop, wooded areas, isolated preservable trees one (1) foot or more in diameter, houses, barns, and other significant features and structures.

_____ Key map showing location of the tract.

_____ Title & Certificates: present tract designation according to official records in the county office for the recording of deeds; title under which proposed subdivision is to be recorded, with names and addresses of owners, a list of encumbrances, notation stating acreage, graphic scale, north arrow, datum, benchmarks, certification of registered civil engineer or surveyor, date of survey.

Section 604

PRELIMINARY PLAT:

The Preliminary Plat shall be at a scale of one hundred (100) feet to one (1) inch or larger. It shall show all existing conditions required above in Section 603, Topographic Data, and shall show all proposals including the following:

_____ Street names: right-of-way & roadway widths; approximate grades & gradients; length of new street proposed; similar data for alleys, if any.

_____ Other rights-of-way or easements; location, width and purpose

_____ Location of utilities, if not shown on other exhibits

_____ Lot lines, lot numbers and block numbers

_____ Sites, if any, to be reserved or dedicated for parks, playgrounds or public uses.

_____ Sites, if any, for multiple family dwellings, shopping center, churches, industry or other nonpublic uses exclusive of one-family dwellings.

_____ Minimum building setback lines based on the zoning ordinance.

_____ Site data, including number of residential lots, typical lot size, minimum lot size, and acres in parks, etc.

_____ Where the preliminary plan includes a portion of a tract of land in single and separate ownership, the prospective street layout for the entire tract shall be submitted.

_____ Proposed subdivision name or identifying title, scale, north point and date.

_____ Names of record owners of all adjoining parcels.

Section 605.

DRAFT OF PROTECTIVE COVENANTS:

When required by the Planning Commission, the Preliminary Plat shall be accompanied by drafts of protective covenants whereby the Sub-divider proposes to regulate land use in the subdivision and otherwise protect the proposed development.

Signature

Date

Staff Member

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