

## **Procedures & Requirements for filing Application for Minor Plat Approval**

\*Spencer County put in place Minor Plat Review Specifications on September 5, 2002. For a division of land to be classified as a Minor Plat it must meet the following guidelines:

- 1.) A division of land into no more than five tracts.
- 2.) No new streets/roads being created.
- 3.) All tracts must have required road frontage on a county or state maintained street/road (paved or gravel)
- 4.) Entrance approval for driveways from state or county road department.
- 5.) Must meet all other applicable regulation standards.

\*The fee for Minor Plat Review shall be collected at the same rate as for Final Plat Review

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 MINOR PLAT APPLICATION / CHECKLIST**

(To be filed with the Planning & Zoning Commission)

Name of Division \_\_\_\_\_

Property Location \_\_\_\_\_

Owner(s) \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Engineer/Surveyor \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Date Submitted \_\_\_\_\_ Meeting Date \_\_\_\_\_

Checklist competed by \_\_\_\_\_

PLAT: \_\_\_\_\_ Scale at 1" = 100' or larger

\_\_\_\_\_ Site data, including number of residential lots, typical lot size, lot lines, lot numbers and block number.

\_\_\_\_\_ Key map showing location of the tract.

\_\_\_\_\_ Legend

\_\_\_\_\_ Title & Certificates w/ names of owners, graphic scale, north arrow, datum, benchmarks, certification of a registered civil engineer or surveyor, date of survey.

\_\_\_\_\_ Names of record owners of all adjoining parcels.

\_\_\_\_\_ Street names: right-of-way & roadway widths.

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

\_\_\_\_\_ Encroachment permits from state or county road department supervisor

\_\_\_\_\_ Location of utilities

\_\_\_\_\_ Minimum building setback lines based on the zoning ordinance.

\_\_\_\_\_ Certificate of approval for the Planning Commission

DRAFT OF PROTECTIVE COVENANTS:

\_\_\_\_\_ Draft of protective covenants whereby the Applicant proposes to regulate  
land use on proposed tracts.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Member

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